ISebe leMfundo leNtshona Koloni

URhulumente weNtshona Koloni

POSITIVE ABOUT PEOPLE WITH DISABILITIES

ICANDELO LOKUGAYA NOKUKHETHA ABASEBENZI

ULUHLU LWEZITHUBA ZENKONZO KARHULUMENTE EZIKUMAZIKO

NO.1/2022

IMBULAMBETHE

ISebe leMfundo leNtshona Koloni (iSebe i*WCED*) likhuthaza yaye lisebenzisa imigaqo yoBulungisa kwezeNgqesho (*Employment Equity (EE))* yaye lizimisele ukwenza iinkonzo ngokuyimpumelelo nangobuchule.

Abantu abakhubazekileyo bamkelekile ukuba bafake izicelo, yaye ukuba kunokwenzeka bafakwe kuluhlu olufutshane, bayacelwa ukuba banike ingcaciso engokuba inokutshintshwa njani na apha naphaya inkqubo yokhetho ukwenzela iinjongo zokulungiselelwa kwemeko yabo. Kucelwa kunikwe inkcazo ngemeko yokukhubazeka ukulungiselela le nkqubo.

IMIYALELO

Olu luxwebhu lunika inkcazo luneentlobo zemisebenzi eyahlukeneyo yaye lubhekisa kwabo bagqatswa balindelekileyo, bafana neenqununu, namabhunga olawulo nakubo bonke abasebenzi beSebe i*WCED*, ababandakanyekayo kwinkqubo yokugaywa nokukhethwa kwabasebenzi nokuba badlala eyiphi na indima okanye bakwesiphi na isikhundla. Kucetyiswa bonke abathathi-nxaxheba nabagqatswa, ukuba balufunde lonke olu xwebhu.

1. INTSHAYELELO

1.1 Olu luHlu 1 lweZithuba luka-2022 luqulethe izibhengezo zezithuba zenkonzo karhulumente ezikumaziko.

1.2 Luxanduva lwenqununu ukuqinisekisa ukuba **abasebenzi nebhunga lolawulo lesikolo** bazisiwe ngokupheleleyo ngokuqulethwe kwesi sandulela, ngoko ke makwenziwe iikopi zaso yaye zisasazwe.

1.3 **Nawuphi umbuzo ngesithuba somsebenzi esipapashiweyo kolu luhlu lwezithuba mawubhekiswe kwisikolo esichaphazelekayo esipapashe isithuba eso.**

1.4 **Inombolo yesibhengezo** sesithuba mayibhalwe kuyo yonke imbalelwano.

1.5 **Ukupapashwa kwesaziso sesithuba akuthethi kuthi ukuzaliswa kwaso kuya kugunyaziswa liSebe i*WCED*. Lilungelo leSebe i*WCED* ukuthatha nasiphi na isithuba ekungafakwanga mntu kuso njengesihlatyiweyo.**

1.6 Umhla wokuqeshwa kwezi zithuba zengqesho kolu luHlu lweZithuba uya kumiselwa liSebe i*WCED*.

2. IZICELO

2.1 Izicelo mazenziwe kusetyenziswa i-*E-Recruitment System for Educators.* Le sistim isebenza ngokungena kwiziko lewebhu yaye inokufunyanwa ngokungena ku-intanethi apha: http://wced.school.za/home/home.html (klikha ku-"*Vacancies*" kwi-*home page* kwiziko lewebhu ukungena kwisistim).

2.2 Le sistim ixhomekeke kubagqatswa abafaka ingcaciso eziinkcukacha zabo kwikhompyutha phambi kokufaka izicelo kwizithuba ukwenzela ukuba isistim ivelise (*generate)* isivi (*curriculum vitae (CV))*.

2.3 Abagqatswa mabaqinisekise ukuba bafaka ubuncinane amagama abantu **abathathu** abakuvumayo ukungqina ngabo nekunokuqhagamshelwana nabo.

2.4 IiSivi zigcinwa ekhompyutheni yaye zinoku-edithwa ekhompyutheni (*edited online)*.

2.5 Ngesicelo ngasinye esingenisiweyo, isistim iya kuvelisa (*generate*) ngoko nangoko ileta (i-imeyili) engqina ukufumaneka kwesicelo sesithuba.

2.6 Okuqhotyoshelwe apha kwesi sandulela sisikhokelo senyathelo ngalinye lokungena ngokulula kwisistim.

2.7 Abenzi-sicelo abanenombolo yePESALI mabaqinisekise ukuba bayifakile xa bebhalisa kwisistim. Isistim iya kubanika abenzi-sicelo abangenazo iinombolo zePESALI, inombolo eyi-*unique identification number*.

2.8 Abenzi-sicelo mabaqinisekise ukuba baklikha **kwinombolo yesithuba echanekileyo** xa besenza izicelo kwikhompyutha.

2.9 Ngokusekelwe kwinkcazo ngokuqhubekayo evela kubasebenzisi, iSebe i*WCED* liyiphucule isistim esetyenziswayo eyi-*eRecruitment System*, ngokukodwa kumacandelo e-"*Employment History*" ne-"*Experience*" *set fields*. Abenzi-sicelo mabaqinisekise ukuba bayasifunda isikhokelo "*How to Apply*" *guide* esifumanekayo kwikhasi i-*eRecruitment System's landing page* esimalunga noku phambi kokufaka izicelo zezithuba.

2.10 **ISebe i*WCED* alamkeli nakuphi ukugxekwa ngabenzi-sicelo abafake izicelo kwizithuba ezingachanekanga.**

2.11 Imbalelwano iya kwenzelwa kuphela abo benzi-sicelo bafakwe kuluhlu olufutshane. Umenzi-sicelo ofakwe kuluhlu olufutshane onamabanga emfundo amazwe angaphandle, makabe nesatifikethi sokuqinisekisa ngexabiso lamabanga emfundo yakhe (*relevant evaluation certificate*) esivela kwi-*South African Qualifications Authority (SAQA)*.

2.12 Umhla nexesha lokuvalwa kokufakwa kwezicelo kwikhompyutha (*capturing of applications)* ngowe**-30 Juni 2022 ngo-24:00 (ezinzulwini zobusuku).** ISebe i*WCED* aliyi kwamkela naziphi na izigxeko ngokufakwa emva kwexesha kwezicelo kwikhompyutha yaye aziyi kuthathelwa ngqalelo izicelo ezifike sekuvaliwe.

2.13 Abenzi-sicelo mabaqaphele ukuba iiSivi namaxwebhu ahamba nazo mazingafakwa kwisistim kwikhompyutha. Isistim iya kuvelisa iSivi ngokusekelwe kwingcaciso efakwe kwiprofayili yomenzi-sicelo kwikhompyutha.

3. IMIYALELO KUMABHUNGA OLAWULO

3.1 Ngokwecandelo 20(j) le-*South African Schools Act, 1996 (Act 84 of 1996)*, ibhunga lolawulo malinike iingcebiso ngokuqeshwa kwabasebenzi benkonzo karhulumente esikolweni.

3.2 Bonke abasebenzi benkonzo karhulumente abangaphezu kwemfuneko nabafaka izicelo kwisithuba mabafakwe kuluhlu olufutshane kweso sithuba ukuba isikhundla seso sithuba siyalingana nesikhundla abakuso ngoku, o.k.t. umenzi-sicelo ochaphazelekayo ebenokubakuso, ukuba siphumelele isicelo, uya kuvuma ukutshintshelwa kwenye indawo *(horizontal transfer)*.

3.3 Umhla wokuqeshwa kwezi zithuba kuya kugqitywa ngawo liSebe i*WCED*.

4. INKQUBO YOKHETHO

4.1 Kulindeleke ukuba abagqatswa abakuluhlu olufutshane babekho kudliwano-ndlebe ngomhla, ngexesha nakwindawo emiselwe libhunga lolawulo.

4.2 ISebe iWCED linelungelo lokungaqeshi mntu nakweziphi na izithuba ezipapashiweyo.

5. UDLIWANO-NDLEBE

5.1 Apho abenzi-sicelo bathe bacelwa ukuba beze kudliwano-ndlebe, mabeze neekopi zezatifikethi eziqinisekisiweyo zezazisi (***identity document***), zamabanga emfundo, ifom yebhanki, ifom yebhonasi, i-*Dots 360* (ifom yokungqinisisa iinkcukacha (*vetting form*)) nekopi eqinisekisiweyo yokubhalisa kwi-***South African Revenue Service (SARS)*** ukwenzela injongo yerhafu yengeniso.

6. IZINTO NGOKUBANZI

6.1 La maxwebhu okutyunjwa kwabagqatswa alandelayo makasayinwe ngusihlalo webhunga lolawulo:

6.1.1 Imizuzu yokwenziwa koluhlu olufutshane;
6.1.2 Imizuzu yodliwano-ndlebe
6.1.3 Iinkqubo zokuvunywa ngokusemthethweni (*ratification of processes*) kwabenzi-sicelo abatyunjelwe ukuba bangaqeshwa.
6.1.4 Imizuzu yoluhlu olufutshane mayiquke izizathu ngomenzi-sicelo ngamnye zokuba kungani na umenzi-sicelo engafakwanga kuluhlu olufutshane lwabatyunjelwe isithuba, yaye
6.1.5 makuqhotyoshelwe amaxwebhu e-*score sheets.*

6.2 Imizuzu yodliwano-ndlebe mayiqulathe izizathu ngomenzi-sicelo ngamnye ezimalunga nokuba kungani na umenzi-sicelo owayenziwe udliwano-ndlebe engazange atyunjwe kweso sithuba. Makuqhotyoshelwe amaxwebhu e-*score sheets.*

6.3 Lo gama imigqaliselo igunyazisa ukuba makutyunjwe amagama amathathu (3) kwisithuba, iSebe i*WCED* liyayiqonda ukuba ukuthotyelwa kwalo mgqaliselo akuyi kusoloko kusenzeka. Kwimeko apho kutyunjwe igama elinye okanye amabini, ibhunga lolawulo malinike izizathu ezivokothekileyo kwingxelo eyahlukeneyo (*separate motivation*), nekufuneka isayinwe ngusihlalo webhunga lolawulo, malunga nokuba kungani na kungatyunjwanga amagama abatyunjwa abathathu.

6.4 Amabhunga olawulo makaqinisekise ukuba inkqubo yokhetho ikhokelwa ziithagethi ze-*EE* zeSebe i*WCED* ukomeleza ukumelwa kweentlanga ngokulinganayo kwamaqela achaziweyo.

6.5 Ukuba igama lomgqatswa otyunjiweyo alingqinelani neethagethi ze-*EE* zeSebe i*WCED*, makunikwe izizathu ezixhasayo ezithethela ukubandakanywa komgqatswa apho ukuqeshwa komgqatswa kungayithobeliyo imigaqo yokumelwa kwawo onke amaqela.

7. INGCACISO NGOKUBANZI

7.1 Ukuqeshwa komgqatswa kuya kuxhomekeka kwiinkqubo zokutshekishwa kwabaqeshwa abafanelekileyo okubandakanya amabanga emfundo, ingqesho yethuba langaphambili, iirekhodi zolwaphulo-mthetho, nokungqinisiswa kweekhredithi (*credit verification*) kwakunye nokutshekishwa kwabantu abangqina ngomgqatswa (reference), njengoko kuyayelwa liSebe i-*Department of Public Service and Administration.*

8. IMBALELWANO

8.1 Imbalelwano iya kwenzelwa kuphela abo benzi-sicelo bafakwe kuluhlu olufutshane.

8.2 Abenzi-sicelo baya kwaziswa ngokufanelekileyo ngokuba, ukuba abafumenanga saziso sokuqeshwa kwabo zingadlulanga iinyanga ezintathu emva komhla wokuvala, mabakwamkele ukuba isicelo sabo (izicelo zakhe) asibanga yimpumelelo.