



ISANDULELA SOLUHLU LWEZITHUBA 2 ZENKONZO KARHULUMENTE EZIKUMAZIKO LOWAMA-2024

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, ukuba abenzi zicelo abanjalo kunokwenzeka bafakwe kuluhlu olufutshane, bayacelwa ukuba banike ingcaciso engokuba inokutshintshwa njani na apha naphaya inkqubo yokhetho ukwenzela iinjongo zokulungiselelwa kwemeko yabo. Kucelwa banike inkcazo ngemeko yokukhubazeka ukulungiselela le nkqubo.



IMIYALELO

Olu luxwebhu lunika inkcazo luneentlobo zemisebenzi eyahlukeneyo yaye lubhekisa kwabo benzi-zicelo 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 nabenzi-zicelo, ukuba balufunde lonke olu xwebhu.

1. INTSHAYELELO

- 1.1 Olu luHlu 2 lweZithuba lowama-2024 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*. Le sistim isebenza ngokungena kwiziko lewebhu yaye inokufunyanwa ngokungena ku-intanethi apha: <https://wcedonline.westerncape.gov.za/> (klikha ku-“*Vacancies*” kwi-*home page* kwiziko lewebhu ukungena kwisistim).
- 2.2 Okuqhotyoshelwe kwesi sandulela sisikhokelo senyathelo ngalinye lokungena kwisistim.
- 2.3 Ngokusekelwe kwinkcazelo efunyenwe kubasebenzisi bekhompyutha, iSebe i-*WCED* liqalise ukuyiphucula i-*e-Recruitment system*, ngokukodwa kumacandelo *e-Employment History and Experience set fields*. Abenzi-sicelo mabaqinisekise ukuba bafunda isikhokelo “*How to Apply*” *guide* esifumaneka kwi-*e-Recruitment System landing page* ngokumalunga noku phambi kokuba bafake izicelo kwizithuba.
- 2.4 Abenzi-sicelo abanenombolo yePESALI mabaqinisekise ukuba bayifakile xa bebhalisa kwisistim. Isistim iya kubanika inombolo eyodwa (*unique identification number*) abenzi-sicelo abangenazo iinombolo zePESALI.
- 2.5 Isistim ixhomekeke kubenzi-sicelo abafaka iinkcukacha zabo kwikhompyutha phambi kokuba bafake izicelo zezithuba ukwenzela ukuba isistim ivelise iSivi (*curriculum vitae (CV)*) yomenzi-sicelo.
- 2.6 IiSivi zigcinwa kwikhompyutha yaye zinoku-edithwa kwikhompyutha (*edited online*).
- 2.7 Abenzi-sicelo mabaqaphele ukuba iiSivi namaxwebhu ahamba kunye nazo makangafakwa kwisistim. Isistim iya kuvelisa iSivi esuselwa kwingcaciso efakwe kwiprofayili yomenzi-sicelo ekwikhompyutha.
- 2.8 Abenzi-sicelo mabaqinisekise ukuba baklikha **kwinombolo yesithuba echanekileyo (*correct advertisement number*)** xa besenza isicelo sesithuba kwikhompyutha.
- 2.9 **ISebe i-*WCED* alikwamkeli nakuphi na ukugxekwa ngenxa yabenzi-zicelo abenza izicelo zezithuba ezingachanekanga.**

2.10 Abenzi-sicelo mabaqinisekise ukuba bafaka ekhompnyutheni **abantu ekunokuqhagamshelwana nabo abathathu ubuncinane.**

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

2.12 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.

2.13 Umhla nexesha lokuvalwa kokwamkelwa kwezicelo **ngu-24:00 (ezinzulwini zobusuku) ngowama-28 Juni 2024.** ISebe i-WCED alikwamkeli nakuphi na ukugxekwa ngezicelo ezingafakwanga ekhompnyutheni kwangexesha yaye azisayi kuthathelwa ngqalelo izicelo ezifike sekuvaliwe.

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 abenzi-zicelo abakuluhlu olufutshane babekho kudliwano-ndlebe ngomhla, ngexesha nakwindawo emiselwe libhunga lolawulo.

4.2 ISebe i-WCED linelungelo lokungaqeshi mntu nakweziphi na izithuba ezipapashiweyo.

5. UDLIWANO-NDLEBE

Ukuba abenzi-sicelo babizelwe kudliwano-ndlebe, mabeze nala maxwebhu alandelayo:

- (a) Ikopi eqinisekisiweyo **yesazisi**
- (b) Iikopi eziqinisekisiweyo (*certified copies*) zamaxwebhu amabanga emfundo, **zezatifikethi nezediploma nezidanga** (amaxwebhu entsusa (*originals*) akasayi kubuyiswa).
- (c) Ifom yebanki
- (d) Ifom yebhonasi
- (e) I-Dots 360 (Ifom yokutshekisha ukungqinisisa iinkcukacha nesimo)
- (f) Ikopi eqinisekisiweyo yabo yokubhalisa **kwi-South African Revenue Service** ukwenzela iinjongo zerhafu yengeniso.
- (g) Iikopi eziqinisekisiweyo zesatifikethi se-**National Register for Sex Offenders (NRSO) certificate** esivela kwiSebe i-*Department of Justice and Constitutional Development* (makufundwe umhlathi 6 ukufumana ingcaciso engaphezulu).

6. INKQUBO YOKUTSHEKISHWA KOKUFANELEKA KWABASEBENZI (**PERSONNEL SUITABILITY CHECKS**)

- 6.1 Abagqatswa mabaqaphele ukuba kuya kwenziwa inkqubo yokutshekishwa kokufaneleka kwabasebenzi bakuba befakwe kuluhlu olufutshane kwanokuba ukuqeshwa kwabo kuxhomekeke kwiziphumo ezihle zezi nkqubo zotshekisho, njengokuba zilawulwa liSebe loLawulo lweNkonzo kaRhulumente (*Department of Public Service and Administration*) ezibandakanya ukungqinisiswa kwamabanga emfundo, ukutshekishwa kweerekhodi zolwaphulo-mthetho, ukutshekishwa kobumi (*citizenship*), ukungqinisiswa kwemiba yemali-mboleko nee-akhawunti zakho (*credit verification*) neerekhodi zeendlela abahlawula ngayo amatyala,).
- 6.2 Ngaphezu koko, makuqatshelwe ukuba uMongameli waseMzantsi Afrika uwuvumile uMthetho i-*Criminal Law (Sexual Offences and Related Matters) Amendment Act Amendment Act, 2021 (Act 13 of 2021)*, ukomeleza inkqubo yokupheliswa kobundlobongela obusekelwe kwisini, phakathi kwezinye izinto, ngowe-28 Januwari 2022. Ngokusekelwe kwezi zilungiso zivunyiweyo, iSebe i-WCED libambisene neSebe i-*Department of Justice (DoJ)* neSebe i-*Department of Social Development (DSD)*, liqalisa inkqubo **yokuqinisekisa ukuba onke amagosa aqeshwa ngokwenkqubo yokugaya nokukhetha abasebenzi, amagosa asele esenkonzweni, kwakunye nabanye abantu abadibana nabantwana, zitshekishiwe yaye zangqinisiswa iinkcukacha zabo kuthelakiswa neRejista i-NRSO ne-National Child Protection Register (NCPR).**

6.3 Ngokusekelwe kumthetho okhankanyiweyo apha ngasentla, **abenzi-sicelo mabeze neekopi zabo eziqinisekisiweyo zesatifikethi sokucoqa konke esivela kwi-Department of Justice and Constitutional Development ngokumalunga ne-NRSO.**

6.4 Isatifikethi i-NRSO certificate sinokufunyanwa ngolu hlobo lulandelayo:

- (a) Apha kuqhutyoshelwe ikopi yefom i-Form 7 (J738) okanye inako ukukhutshelwa kwiziko lewebhu i-WCED's Recruitment and Selection website okanye kwiziko lewebhu i-Department of Justice and Constitutional Development's website
- (b) Abenzi-zicelo mabayiprinte bayizalise ifom
- (c) Mabafumane ingxelo yonyatheliso-minwe (*fingerprint report*) kwi-South African Police Service
- (d) Mabangenise ifom ezaliswe ngokupheleleyo nengxelo yonyatheliso-minwe kwi-ofisi yaseNtshona Koloni yeSebe i-Department of Justice and Constitutional Development
- (e) Mabeze nekopi yeSatifikethi se-NRSO okanye ubungqina bokwenziwa kwesicelo saso kunye namanye amaxwebhu ahamba nesicelo xa bemenyelwe udliwano-ndlebe.

6.5 **Njengexalenye yale nkqubo ingentla, iCandelo lokuGaya nokuKhetha aBasebenzi liya kwenza inkqubo yotshekisho eyimfuneko lithelekisa neRejista i-NCPR** ngokuqala ligqithe kwiSebe i-Department of Social Development. Ukungeniswa kwesicelo sesithuba esipapashiweyo kulinika iSebe i-WCED ngokuzenzekelayo, imvume yokwenza inkqubo yotshekisho ngokuqala ligqithe kwiSebe i-Department of Social Development.

7. IZINTO NGOKUBANZI

7.1 **La maxwebhu okutyunjwa kwabagqatswa alandelayo makasayinwe ngusihlalo webhunga lolawulo:**

- (a) **Imizuzu yokwenziwa koluhlu olufutshane**
- (b) **Imizuzu yodliwano-ndlebe**
- (c) **Iinkqubo zokuvunywa ngokusemthethweni (*ratification of processes*) kwabenzi-sicelo abatyunjelwe ukuba bangaqeshwa.**

7.2 Imizuzu yoluhlu olufutshane mayiquke izizathu ngomenzi-sicelo ngamnye zokuba kungani na umenzi-sicelo engafakwanga kuluhlu olufutshane lwabatyunjelwe isithuba. Makuqhutyoshelwe amaxwebhu e-score sheets.

7.3 Imizuzu yodliwano-ndlebe mayiquathe izizathu ngomenzi-sicelo ngamnye ezimalunga nokuba kungani na umenzi-sicelo owayenziwe udliwano-ndlebe

engazange atyunjwe kweso sithuba. Makuqhotyoshelwe amaxwebhu e-score sheets.

- 7.4 Lo gama imigqaliselo igunyazisa ukuba makutyunjwe amagama amathathu 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.
- 7.5 Amabhunga olawulo makaqinisekise ukuba inkqubo yokhetho ikhokelwa ziithagethi ze-EE zeSebe iWCED ukomeleza ukumelwa kweentlanga ngokulinganayo kwamaqela achaziweyo.
- 7.6 Ukuba igama lomgqatswa otyunjiweyo alingqinelani neethagethi ze-EE zeSebe i-WCED, makunikwe izizathu ezixhasayo ezithethelela ukubandakanywa komgqatswa apho ukuqeshwa komgqatswa kungayithobeliyo imigaqo yokumelwa kwawo onke amaqela.**

8. IMBALELWANO

- 8.1 Imbalelwano iya kwenzelwa kuphela abo benzi-sicelo bafakwe kuluhlu olufutshane.
- 8.2 Abenzi-sicelo baya kwaziswa ngokufanelekileyo ngokuba, ukuba abafumananga saziso sokuqeshwa kwabo zingadlulanga iinyanga ezintathu emva komhla wokuvala, mabakwamkele ukuba isicelo sabo (izicelo zabo) asibanga yimpumelelo.