ISANDULELA SOLUHLU LWEZITHUBA 3 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 3 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 izicelokwizithuba.

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 ekhompyutheni **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 5 Agasti 2024.** ISebe i-*WCED* alikwamkeli nakuphi na ukugxekwa ngezicelo ezingafakwanga ekhompyutheni 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 zesatifiketi 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 kuthelekiswa neRejista i-*NRSO* ne-*National Child Protection Register* (NCPR).**

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

6.4 Isatifikethi i-*NRSO certificate* sinokufunyanwa ngolu hlobo lulandelayo:

(a) Apha kuqhotyoshelwe 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 **Njengenxalenye 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. Makuqhotyoshelwe amaxwebhu *e-score sheets.*

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

engazange atyunjwe kweso sithuba. Makuqhotyoshelwe amaxwebhu e-*scoresheets*.

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 i*WCED* 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.

URhulumente weNtshona Koloni

ISebe leMfundo leNtshona Koloni
ICandelo lokuGaya nokuKhetha aBasebenzi
Recruitment.Office@westerncape.gov.za
Recruitment.Institution@westerncape.gov.za | 021 467 2510

ISIKHOKELO SOKWENZA ISICELO SESITHUBA SOMSEBENZI KWIKHOMPYUTHA

Amalungiselelo

Inombolo ye-ID (eye-*RSA* kuphela)	Ilayisensi yokuqhuba (Ikhowudi nomhla wokuphelelwa)	Amabanga emfundo	**Funda isandulela :** Ngena kwi-*WCED online* Khetha u-"*Vacancy Lists*". Kuya kuvela i-*landing page of eRecruit*.Klikha ku-"*Vacancy List*". Kuvela isandulela .
Iinkcukacha zabantu abathathu abanokungqina ngawe.	Inombolo yerhafu i-*SARS tax reference number*	Inkcazo ngembali yengqesho yakho	

Bhalisa njengomsebenzisi

Ngena kwisistim ngokusebenzisa u-*Google Chrome*.

Bonke abaqalayo ukusebenzisa isistim, baklikha u-"***Register***" (obomvu) *button*. Zalisa ifom yobhaliso.

Faka okanye ukhethe oku kulandelayo:

Khetha u-*User Type*, oko kukuthi *"Applicant"* kuphela.

Khetha u-*User Type*, oko kukuthi. *"Normal"*

Igama & ifani

Idilesi ye-imeyili (le mayibe yidilesi ye-imeyili esemthethweni)

Qinisekisa idilesi ye-imeyili.

Inombolo ye-ID (I-ID yase-*RSA* kuphela) I-*Password*

Qinisekisa i-*password*.

N.B. Funda isaziso esibhalwe bomvu yaye tikhisha ibhokisi "*Read*" *box*.

Klikha u-*Register* no-"*Close*".

I-*OTP code* iya kuthunyelwa kwidilesi ye-imeyili yakho ebhalisiweyo. (*Gmail, webmail, yahoo*, njl.njl..)

Fumana i-*OTP code kwi-imeyili yakho* (ukuba ayifumanekanga, tshekisha kwibhokisi ye-imeyili yakho eyi-*junk/spam mailbox*) uze ubuyele umva uye kwi-*eRecruit Login page*.

Faka idilesi ye-imeyili ne-password, klikha u-"*Login*".

Isistim iya kunika indawo yokufaka i-*OTP code*.

Faka i-*OTP code* yaye klikha u-"*Submit*".

Musa ukubhalisa kaninzi - iprofayili yakho iya kuhlala ingaphelelanga. Sebenzisa u-"*forgot password*/uqhagamshelane nathi" ukuba uyilibele idilesi ye-imeyili owawubhalise ngayo kuqala.

Yenza iprofayili

Zalisa iikhathagori njengoko zibonakalisiwe kwicala lasekhohlo leprofayili:

Iinkcukacha zakho (*Personal details*)

Iinkcukacha zoqhagamshelwano

Amabanga emfundo

REQV (yenzelwe ootitshala kuphela)

Ubuchule bokuluthetha ncam uLwimi (*Language Proficiency*)

Imbali yengqesho (*Employment History*)(*ingcebiso*: Ixesha le-*eRecruit* liya kuphela xa uthatha ixesha elide ukutayipha ikhontenti yakho. Tayipha ikhontenti ku-*MS Word document uze uyikope uyifake (copy and paste)* kumacandelo afanelekileyo kwi-*eRecruit profile*.)

UQeqesho nokuPhuchula izakhono *(Training and Development)*

ULwazi ngeKhompyutha (*Computer Literacy*)

Abantu abangqina ngawe(*Referees)*

INgxelo yoKuthembeka (mayiphindwe kuLuhlu lweZithuba ngalunye)

Makuqatshelwe: Ingcaciso ifakwa ngokusebenzisa iqhosha i-"*Add*" *button*.

Ukwanako ukuhlela ingcaciso.

Ingcebiso: Faka iingcaciso emalunga nawe kangangoko.

Nika imbali ngengqesho yakho ngokugqibeleleyo - ingabi malunga nesi sithuba ukuso ngoku qha. Musa ukusebenzisa iibhulethi kunye/okanye ushiye izithuba nemigca phakathi kwezivakalisi; awuyi kukwazi ukuyiseyiva (*save)* ikhontenti. Ikhontenti ibaluleke ngaphezulu kwe-*layout*.

Kunyanzelekile ukuba ootitshala babhale isigaba nebakala abalifundisayo kwisithuba ngasinyeabasebenze kuso.

Jonga izithuba uze wenze isicelo

Klikha iqhosha i-"*Vacancies PS*" *button* kwimenyu yaye ziya kuvela zonke izithuba zemisebenzi.

Izithuba zemisebenzi zinako ukukhangelwa ngokusebenzisa umz. *Rank*, *Centre Name*, *Directorate*.

Khetha isithuba somsebenzi ofuna ukufaka isicelo somsebenzi kuso.

Klikha ku-"*View Post Details*".

Ngqinisisa inombolo yesithuba somsebenzi yaye klikha u-"*Apply*".

Zalisa ngempendulo *"Why are you applying for this post?"* (ngokufanayo nokubhala ileta ehamba nesicelo somsebenzi). Kucetyiswa ukuba kubhalwe ku-*MS Word* ileta ehamba nesicelo somsebenzi okanye inkcazelo ngokufaneleka kwakho ekuqeshweni kwesi sithuba emva koko ukope uyifake kwicandelo elichaphazelekayo kwi-*eRecruit* ngethuba lenkqubo yokwenza isicelo somsebenzi ukuthintela ukuphelelwa lixesha (*time-out function)*.

Makuqatshelwe:Ileta ehamba nesicelo mayingagqithi kwiikharektha eziyi-3900 o.k.t unobumba okanye **isithuba**= ikharektha enye. Musa ukusebenzisa iibhulethi kunye/okanye ushiye izithuba nemigca phakathi kwezivakalisi.

Funda umyalezo ovela uphume (*Pop-up message*).

Klikha u-*OK* no-*submit*.

Kuya kuvela isaziso kwiskrini (*On screen notification*).

I-imeyili yesiqinisekiso iya kuthunyelwa kwidilesi ye-imeyili ebhalisiweyo. (*N.B.* ukuba awuyifumenanga, tshekisha kwibhokisi ye-imeyili *i-Junk/Spam mailbox*).

- Klikha ku-*PDF* ukuze ujonge iprofayili (*generic*) yakho egqibeleleyo. Oku akubandakanyi eli candelo lithi-"*Why did I apply*?" njengokuba iyeyodwa kwisithuba ngasinye owenza isicelo kuso.
- Xa usenza amalungiselelo odliwano-ndlebe klikha ku-"*My applications*" ukuze ubone izithuba zomsebenzi owenza isicelo somsebenzi kuzo yaye ujonge necandelo elithi- *"Why did I apply?"* (ileta ehamba nesicelo somsebenzi nesibhengezo somsebenzi).
- Ikhona imfuneko yokuhlela iprofayili yakho emva kokuba wenze izicelo zomsebenzi kwizithuba zemisebenzi? Akukho mfuneko yokusirhoxisa isicelo somsebenzi. Isistim iyihlela ngokwayo iprofayili yakho yaye isetyenziswa kuzo zonke. izithuba zomsebenzi owenze isicelo somsebenzi kuzo ezikulo bhulethini ikhethekileyo (qinisekisa ukuba uhlela phambi komhla wokuvalwa.