URhulumente
weNtshona Koloni

ISebe leMfundo leNtshona Koloni
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Inombolo yefayili: 3/3/1/1/1
Isalathiso: 20230302-2083

ISetyhula: 0007/2023
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kwiiNgcali zeMfundo eziziiNtloko, kumaSekela Balawuli nakwimibutho yabasebenzi eyaziwayo

Isishwankathelo esifutshane: *Iiyure zomsebenzi ezahlukileyo zabaqeshwa abasebenza e-ofisini.*

Isihloko: Imbopheleleko yokulandela iiyure zomsebenzi ezahlukileyo ekuvunyelwene ngazo nezivunyiweyo zabaqeshwa abasebenza e-ofisini.

1. Oku kumalunga neSetyhula 0038/2018, yomhla we-23 Oktobha 2018, neSetyhula 0061/2021 yomhla we-08 Oktobha 2021.

2. Abaqeshwa abasebenza e-ofisini bayakhunjuzwa ukuba iiyure zomsebenzi ezahlukileyo, ekufakwa izicelo zazo yaye zivunywa ngumphathi omkhulu (ongumlawuli nangaphezulu) ochaphazelekayo, azilolungelo licaciswayo. Imbopheleleko yokulandela nokuthobela iiyure zomsebenzi ezahlukileyo ekuvunyelwene ngazo nezivunyiweyo ngumqeshwa ngamnye osebenza e-ofisini , iya kuqinisekisa ukuba ngaba ukuvunywa kweeyure zomsebenzi zangoku, kuqinisekisiwe, kwajongisisiswa, okanye kwabekwa ecaleni.

3. Kuyagxininiswa kwakhona ukuba **ixesha elingundoqo lokubasemsebenzini lihlala lisusela ku-08:00 ukuya ku-15:00.** Ngeli xesha lokubasemsebenzini kulungile yaye kufanelekile ukuba bonke abaqeshwa abasebenza e-ofisini beSebe leMfundo leNtshona (iSebe *iWCED*), babe baxakekile benza imisebenzi emiselweyo. Ukungawenzi umsebenzi omiselweyo ngeli xesha lokubasemsebenzini kungakhokelela ekubeni umphathi omkhulu azijongisise kwakhona okanye azibeke ecaleni iiyure zokusebenza ezahlukileyo zomsebenzi ngamnye ezivunyiweyo.

4. Ukuba ukuvunywa kweeyure zomsebenzi, kubekwe ecaleni, umqeshwa osebenza e-ofisini ochaphazelekayo, uya kubuyela ngokuzenzekelayo ngoko nangoko **kwiiyure zomsebenzi /zase-ofisi zesiqhelo zeSebe i-*WCED*, ezisusela ku-07:30 ukuya ku-16:00, ezinethuba lesidlo**

sasemini esiyimizuzu engamashumi amathathu okanye kwiiyure zomsebenzi ezahlukileyo ezivunywe ngokutsha.

5. Ukulungiselela ukwenziwa kwenkonzo ebalaseleyo ngokuqhubekekayo, kulindeleke ukuba aqinisekiswe, ajongisisiswe, okanye abekwe ecaleni amalungiselelo eeyure zomsebenzi ezahlukileyo zabo bonke abaqeshwa abasebenza e-ofisini ngumphathi omkhulu onoxanduva, ungadlulanga owe-01 Juni 2023. Abaqeshwa abasebenza e-ofisini abafuna ukuthatha eli thuba batshintshe iiyure zomsebenzi zabo ngoko ke bangenza isicelo sokwenjenjalo phambi kowe-01 Juni 2023 besebenzisa ifom eqhotyoshelweyo (isiHlomelo A).

6. Iikopi zeefom ezineeyure zomsebenzi ezintsha ezivunyiweyo zamagosa mazingeniswe ngqo kuJenny Williams kwi-ofisi yeziko leefoni neyokubuza imibuzo ungadlulanga owama-30 Juni 2023.

7. Ukubekwa esweni kokubakhona emsebenzini kwaqho ngosuku kuluxanduva lomqeshi yaye kunxulumene nomvuzo. Kulindeleke ukuba abaqeshwa basebenze iiyure ezingama-40 ngeveki, ezili-160 ngenyanga, ukwenzela ukuba bafanelwe ngumvuzo, okanye kumele babe kwikhefu elivunyiweyo ukuba kusetyenzwe iiyure ezimbalwa. Kwaziswa amagosa ukuba xa kuyimfuneko ukubekwa esweni kokubakhona kwabo emsebenzini kuya kusetyenziswa amakhadi okungena awenziweyo aze anikwa abasebenzi bakwaNdlunkulu (*North Wharf Square/Alfred Street/Golden Acre)* endaweni yesistim engekhoyo i-*biometric system*.

ISAYINWE: NGU-B WALTERS
INTLOKO YESEBE LEMFUNDO
UMHLA: 2023-03-16