URhulumente weNtshona Koloni

ISebe leMfundo leNtshona Koloni
Alison February
ICandelo eliyiNtloko loLawulo lweMicimbi yaBasebenzi ngoBuchule (PYEI)
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Inombolo yefayili: 3/3/1/1/3
Isalathiso: 20230309-2277

ISetyhula: 0009/2023
Umhla wokuphelelwa: 30 Septemba 2023

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela Balawuli (kwaNdlunkulu nakwii-ofisi zezithili),kuBaphathi beeSekethe, kwiiNqununu nakwiiKomiti zaBalawuli beZikolo

Isishwankathelo esifutshane: Ukulungiselela ukuphicothwa kweencwadi zePhulo i-*Presidential Youth Employment Initiative (PYEI)*.

Isihloko: Ukulungiselela ukuphicothwa kweencwadi zePhulo i-*PYEI* elikwicandelo elisisiseko semfundo (IZigaba III nesesi-IV)

1. URhulumente weNtshona Koloni uqaphele izithuba zemisebenzi ezingama-20 500 ukudala amathuba omsebenzi afakwe kwizikolo zikarhulumente kwiSigaba III nesesi-IV se-*PYEI*. Eli phulo linike inkxaso kwiNtshona Koloni ngokomeleza iiprogram zengqesho karhulumente nemiqathango yokwandisa izindululo ezithembekileyo nezisekelwe kubungqina ukwenzela ukudala amathuba omsebenzi angaphezulu kwiphondo.

2. Le projekthi iya kuxhomekeka kuphicotho-zincwadi olubandakanya ukungqinisiswa okuzimeleyo kwawo onke amaxwebhu ezemali nangenanto yokwenza nezemali.

3. Uphicotho-zincwadi luya kusekelwa kwiSigaba III nesesi-IV.

4. ISigaba III siqale ngowo-01 Apreli 2022 ukuya kowama-30 Septemba 2022 yaye besixhaswe ngemali yi-Ofisi kaNondyebo kaZwelonke nokuba iSigaba IV siqale ngowo-01 Februwari 2023 ukuya kowama-30 Septemba 2023 yaye sixhaswa ngemali yi-Ofisi kaNondyebo kaZwelonke.

5. Iinqununu ziya kwaziswa ngexesha elichanekileyo ukuba kufuneka kwenziwe uphicotho-zincwadi kweSigaba III ezikolweni zazo.

6. **Amaxwebhu azizibonelelo**

6.1. Zonke izikolo ezithatha inxaxheba kufuneka ziqinisekise ukuba la maxwebhu alandelayo akhona ukwenzela iinjongo zophicotho-zincwadi:

6.1.1 **IFayili yoLawulo (*PYEI*)**

La maxwebhu alandelayo kufuneka afumaneke kwifayili:

a) Ileta yolwabiwo-mali;
b) Isibhengezo esisemthethweni esisetyenziswe ngethuba lenkqubo yokwenziwa kwesicelo ngekhompyutha;
c) Ilisti i-*Harambee list*;
d) Iifom eziyimfihlo zephaneli yokuGaya nokuKhetha abasebenzi;
e) Imizuzu yenkqubo yokufakwa kwabagqatswa kuluhlu olufutshane neyodliwano-ndlebe;
f) Ilisti yabagqatswa abakuluhlu olufutshane nabaphumeleleyo;
g) Ubungqina besaziso esenzelwe udliwano-ndlebe;
h) Ishedyuli yodliwano-ndlebe, yemibuzo namaphepha amanqaku odliwano-ndlebe (*interview score sheets*);
i) Ilisti yokutshekisha ukuGaya nokuKhetha abasebenzi;
j) Inkcazo-ntetho ye-*PowerPoint* nerejista yokubakhona eyenzelwe inkqubo yokuqheliso lwabancedisi;
k) Ileta eya kubazali ebaxelela ngesigaba esitsha;
l) Zonke iisetyhula, iingcaciso ezimfutshane, nee-imeyili ezisemthethweni;
m) Inkqubo-sikhokelo yophunyezo;
n) Zonke izikhokelo njengoko zifakwe kwiphekhi yezibonelelo ezinikwa liSebe leMfundo leNtshona Koloni (iSebe i*WCED*) (*Recruitment Guideline, Guideline on roles and responsibilities, Interview Guide for Schools, Leave Policy, Guide on vetting against the National Register for Sex offenders and Conditions on Placements);*
o) Irejista yalo lonke uqeqesho oluqhutywe kusetyenziswa ikhompyutha;
p) Irejista yokubakhona qho ngosuku;
q) Ilisti yokutshekisha eyenzelwe iinqununu, kunye
r) Nengxelo yokuthembeka kwengcaciso yenqununu.

6.1.2 **IFayili yezeMali**

La maxwebhu alandelayo kufuneka afumaneke kwifayili:

a) Isikhokelo sezemali;
b) Iisetyhula, iingcaciso ezimfutshane, nee-imeyili ezisemthethweni;
c) Uxwebhu oluyi-*payslip reconciliation sheet* olusayiniweyo;
d) Uxwebhu oluyi-*data reconciliation sheet* olusayiniweyo;
e) Ubungqina beentlawulo ze-*Unemployment Insurance Fund* (*UIF*);
f) Isitethimenti sebhanki (*Bank statement)* saqho ngenyanga;
g) Ubungqina bemali ehlawulweyo eyimbuyiselo kwiSebe i*WCED*;
h) Ubungqina baqho ngenyanga boxwebhu i-*Monthly reconciliations*; kunye
i) Noxwebhu olusayiniweyo oluyiMvumelwano i-*Memorandum of Agreement*.

6.1.3 **IPothifoliyo yobuNgqina (*Portfolio of Evidence*) (Iifayili zabancedisi)**

La maxwebhu alandelayo kufuneka abekhona kwifayili:

a) ISivi (*Curriculum Vitae)* namabanga emfundo;
b) Ikopi yesazisi esemthethweni;
c) Ubungqina be-akhawunti yebhanki;
d) Ubungqina benombolo eyi-*SARS tax number*;
e) Imvumelwano yengqesho noxwebhu lwemigaqo yokuziphatha olusayiniweyo;
f) Uxwebhu lwengcaciso yomsebenzi olusayiniweyo;
g) Ileta yokwamkelwa;
h) Ifom yengxelo yokuthembeka kwengcaciso;
i) Isatifikethi sokucocwa kwegama okanye ubungqina besicelo sokucocwa kwegama;
j) Isatifikethi soqeqesho;
k) Ingxelo yentsebenzo yaqho ngenyanga;
l) Iipeyisiliphu ezisayiniweyo zaqho ngenyanga;
m) Ithestimoniyali;
n) Ifom zekhefu ezisayiniweyo; kunye
o) Neefom ze-*UIF*.

6.1.4 **Izikolo zikhunjuzwa ngoku kulandelayo**

a) Abancedisi abebeyinxalenye yeSigaba I ukuya kwesesi-III abanako ukuqeshwa kwakhona kwiSigaba IV;
b) KwiSigaba IV akusayi kuqeshwa nawuphi na umncedisi ofundayo okanye othatha inxaxheba nakweyiphi na iprogram eyi-*learnership program*;
c) Abancedisi abaqeshiweyo abanako ukwenza nawo nawuphi na omnye umsebenzi okanye bafumane nalo naluphi na udidi lomvuzo/lomrholo ngexesha beyinxalenye yeSigaba IV;
d) Makungabikho lungu losapho lomsebenzi esikolweni olungaqeshwa njengomncedisi;
e) Abancedisi abafumana nasiphi na isibonelelo esiyi-*social grant* esivela kurhulumente abanako ukuqeshwa;
f) Abancedisi abanako ukuqeshwa besuka kwamanye amaphondo;
g) Nalo naliphi na ikhefu lomncedisi eligqithisileyo kwiintsuku zekhefu ezisemthethweni, liya kubaneziphumo zokungahlawulwa kwekhefu yaye ukutsalwa kwemali okuyimfuneko makwenziwe kwintlawulo yomvuzo womncedisi; kunye
h) Nokuba abancedisi banelungelo lokufumana ifom i-*UI*-19 eyenzelwe ukuba benze isicelo sebango le-*UIF* ekupheleni kwesigaba.

6.2 Onke amaxwebhu awenzelwe iSigaba III nesesi-IV kufuneka azaliswe, asayinwe ligosa elonyuliweyo aze afakwe kwifayili ngeenjongo zokwenzela ukuphicothwa kweencwadi.

7. Sinqwenela ukubulela zonke izikolo ezithatha inxaxheba ngokunika inkxaso ngokuqhubekayo kwinkqubo yokuqinisekisa amathuba omsebenzi angama-20 500 ukwenzela ulutsha lwethu.

ISAYINWE: NGU-B WALTERS
INTLOKO YEZEMFUNDO
UMHLA: 2023-03-23