



Isalathiso: 20170116-7287

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Imibuzo: IZiko leeFoni

INgcaciso eMfutshane yeCandelo loLawulo lwezaBasebenzi ngoBuchule: 0002/2017

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kuBaphathi beeSekethe, kuBaphathi bezeNgcaciso, uKuphathwa noLawulo lwaBasebenzi ngoBuchule, kwiiNtloko ezinika iNkxaso yeKharithulam kwiZithili; kwiiNtloko ezinika iNkxaso kuBafundi kwiZithili; kwiiNqununu nakubo bonke aBasebenzi beNkonzo kaRhulumente

### **Isihloko: Ukubaluleka kolawulo lwentsebenzo esemgangathweni**

1. Ukuthobela okuqulethwe yiNgcaciso eMfutshane yeCandelo loLawulo lwezaBasebenzi ngoBuchule 0002/2016 yange-22 Apreli 2016 eyayimalunga neenkqubo zolawulo lwentsebenzo ezintathu eziphathelele kooftshala nakubasebenzi benkonzo karhulumente, siqhoboshela apha ezi khalenda zonyaka zeenkqubo zango-2017 ze-SPMDS, i-PMDS ne-IQMS.
2. Ezi khalenda zinika isikhokelo seenkqubo eziyimfuneko kunye nemihla esikiweyo echaphazelekayo yokungeniswa kwazo. Kucelwa izikolo ziyithobele ngqo imihla yokungeniswa kwamaxwebhu enikiweyo zii-ofisi zezithili ukwenzela ukuba ithotyelwe ngqo imihla esikiweyo ebhalwe kwiikhalenda.
3. Ulawulo lwentsebenzo yinkqubo enxibelelanisa izicwangciso zeziko neenjongo kwiinjongo zeeyunithi ezincinane (*subunit goals*) nakwizikhundla zabantu ngabanye, yaye lujoliswe ekunikeni isikhokelo nasekuphuculeni intsebenzo yomntu ngamnye, ukuze kuphuculwe ukusebenza ngokuyimpumelelo kwesebe namaziko emfundo. Le nkqubo ke ngoko yinkqubo engokuphuhliswa kwezakhono nobuchule bomntu ngamnye/beziko/nobesebe ngokubanzi.
4. Ulawulo lwentsebenzo oluqhubeka okokoko lunceda:
  - ekumiseleni umoya wentsebenzo egqwesileyo;
  - ekuphuculeni ulwazi nokuqonda ngezo zinto uzilindeleyo;
  - ekuphuculeni unxibelelwano;
  - ekukhuthazeni uvavanyo olunobulungisa nolungakhetshi cala;
  - ekunikeni amathuba abhekiselele kwiimfuno zophuhliso;

- ekulawuleni intsebenzo enganelisiyo ngokuthatha amanyathelo okuthintela ingxaki kwangoko;
  - ekukhokeleni nasekunikeni inkxaso abasebenzi; kunye
  - nokubonelela ngesiseko sezigqibo zethuba elizayo.
5. Kuluxanduva lwabo bobabini, umphathi wecandelo (isuphavayiza) nomsebenzi ukuqinisekisa ukuba ikho imvumelwano yentsebenzo ukuba iyimfuno emiselweyo (*prerequisite*) yesixhobo sentsebenzo esinokusetyenziswa. Kunyanzelekile ukuba bonke abaphathi bamacandelo nabasebenzi baqinisekise ukuba ukuhlolwa kwentsebenzo kwenziwa qho. Bonke abasebenzi, nokuba baqeshwe isigxina okanye ngokwemvumelwano, makuhlolwe intsebenzo yabo, yaye ireyithingi nganye ebonisa intsebenzo mayisekelwe kubungqina.
  6. Abaphathi bamacandelo neesuphavayiza, kufuneka njengenxalenye yeeMvumelwano zeNtsebenzo (*Performance Agreements*) zabo (kwimeko yabasebenzi benkonzo karhulumente) okanye ii-*Work Plans* (*kootitshala abasezi-ofisini*), babe ne-*“Staff Performance Management”* njengenye yee-*Key Result Areas (KRAs)* okanye ii-*Key Objectives*. Ulawulo lwentsebenzo luqinisekisa ukuba kugxininiswa ngamandla kuphuhliso lwabaqeshwa ukwenzela ukuba kuphuculwe ubuchule nezakhono zabo.
  7. Kuluxanduva lwabo bonke abaphathi bamacandelo nabasebenzi ukuqinisekisa ukuba iirivyu nokuhlolwa kokugqibela kuqhutywa ngokwemigqaliselo emiselweyo kwisixhobo solawulo lwentsebenzo esisetyenziswayo. Kubalulekile ukuba ithotyelwe ngqo imihla esikiweyo yokungeniswa kwamaxwebhu afunekayo.
  8. Abaphathi bamacandelo mabaqaphela ukuba baya kuphendula ngamaxwebhu afunekayo amele ukungeniswa ukuba bafunyaniswe bengenankathalo. Ukungangeniswa kwala maxwebhu kunokubangela ukuba umqeshwa angawunikwa uchatha kumvuzo okanye kwibhonasi yentsebenzo (kwimeko yabasebenzi benkonzo karhulumente).
  9. Kucelwa wazise okukule ngcaciso imfutshane bonke abasebenzi abachaphazelekayo abaphantsi kweliso lakho ukuze bakuthathele ingqalelo.

**ISAYINWE:** NGU- BK SCHREUDER

**INTLOKO: YESEBE LEMFUNDO**

**UMHLA:** 2017-03-31