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INgcaciso eMfutshane yeCandelo loKugaya nokuKhetha aBasebenzi: 0004/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kuBaphathi beeSekethe, kwiiNtloko zamaziko emfundo, kubasebenzi bezolawulo kwizikolo, kubasebenzi bezolawulo kwii-ofisi zeesekethe

Isihloko: Ukuphunyezwa kwesistim i-*Contract Appointment Tracking* (*CAT*) *system*

1. Isistim i-*People Management Practices System* (*PMPS*) ibisoloko ikho ukususela ngo-2008 yaye seyisetyenziswa i-*Contract Appointment Tracking* (*CAT*) *module* kwisistim i-*PMPS* ukususela ngoJanuwari 2015. Le sistim yavavanywa ngempumelelo yaye isetyenziswa zizikolo ezininzi kunye nezithili.

2. Isistim i-*CAT module* ivumela iinqununu zezikolo ukuba zityumbe utitshala oqeshwe okwethutyana, ongena esikhundleni somnye okanye obambeleyo (*contract, substitute or acting appointment*) kwisikolo esithile ngokusebenzisa isistim i-*PMPS*. Ukusetyenziswa kwesistim i-*CAT* kuphelisa imfuneko yezikolo yokungenisa amagama azo abatyunjiweyo kwii-ofisi zezithili aze emva koko asiwe kwaNdlunkulu. Oku kunceda ekukhawuleziseni ukuhlawula imivuzo yabaqeshwa. Apho izikolo zingenako ukungena kwi-*CAT module* kwisistim i-*PMPS*, kusenokubhenelwa kuncedo lobugcisa i-*PMPS helpdesk*.

3. **Kucelwa uqaphele ukuba ukususela nge-01 Oktobha 2019, onke amagama abatyunjiweyo abaqeshwe ithutyana, abangene ezikhundleni zabanye nababambeleyo makafakwe kwisistim i-*PMPS*: *CAT System*. Izicelo ezingeniswa ngesandla azisayi kuphinda zamkelwe kwaNdlunkulu.**

   Izikolo ekunzima kuzo ukungena kwisistim i-*CAT system* zinako ngokuqhelekileyo ukuwazisa ngesandla amagama abatyunjwa bazo kwii-Ofisi zaBaphathi beeSekethe apho amagama abatyunjiweyo aya kukhutshelwa khona kwisistim.

4. Kucelwa kwakhona uqaphele le ngcaciso ingezantsi.

4.1 Amagama abatyunjwa ootitshala abavela kumazwe angaphandle anako kwakhona ukukhutshelwa kwisistim ngoku.

4.2 Ukuba umqeshwa akanayo inombolo yePesali, isistim iya kuvelisa inani elifana lodwa elinokusetyenziswa.

4.3 Kunyanzelekile ukukhutshelwa kweefom ezithile. Kuphela ngamaxwebhu akwi-*PDF* ekuvumelekileyo ukuba akhutshelwe (*uploading*).

4.4 Ukuba kwenziwe impazamo ngokutyunjwa kwegama elithile kwisistim, irekhodi iya kukulungela ukuhlelwa/ukucinywa zingadlulanga iiyure eziyi-24 emva kokuba lifakiwe ekhompyutheni ngenxa yeenkqubo ezimiselweyo zokuqinisekisa ingcaciso efakiweyo (*background validations*).

5. Ukufaka ekhompyutheni amagama abatyunjiweyo kwisistim i-*CAT module*, kucelwa ukuba ulandele la manyathelo angezantsi.

5.1 INyathelo 1: Inqununu mayiloge kwisistim ngokungena apha http://lms.pgwc.gov.za ngokusebenzisa i-*username* ne-*password* efana yodwa.

5.2 INyathelo 2: Ikhetha isistim i-*CAT module* ekumgca ophezulu we-*home page*. Ize ikhethe u-"*Add nominee*".

5.3 INyathelo 3: Ifaka inombolo yesazisi katitshala otyunjiweyo (*nominated educator*) ize iklikhe ku-"*Search*". Ilisti yamagama atyunjiweyo angaphambili iya kuvela ngokumalunga nabo titshala babetyunjwe kwezinye izikolo. Kuya kubakho necandelo elikhethisa ukufaka igama elitsha elityunjiweyo (*add a new nomination*).

5.4 INyathelo 4: Kuya kuvela ii-*tabs* ezintlanu ezinamacandelo awahlukileyo amakazaliswe: *tab 1: "Personal Detail", tab 2: "Contact Details", tab 3: "Employment Details", tab 4*: *"Post Details", tab 5: "Form Uploads"*. Mayizalise icandelo ngalinye kwii-*tabs* ize iseyive ingcaciso emva kwe-*tab* nganye.

6. Lakuba lingenisiwe kwisistim igama elityunjiweyo kusetyenziswa i-*CAT module*, uMphathi weSekethe uya kuchazelwa nge-imeyili ukuba makabhale izizathu ezixhasa igama lotyunjiweyo.

7. ICandelwana i-*Establishment Management Section* elikwiCandelo loKugaya nokuKhetha aBasebenzi kwaNdlunkulu liya kukhuphela amagama abatyunjiweyo yaye likunike ingqwalaselaukuqeshwa kwalowo kutyunjwe igama lakhe.

ISAYINWE: NGU - LJ ELY
USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO
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