Isalathiso: 20190211-1488
Inombolo yefayili: 3/3/2/3
Imibuzo: KwiZiko leeFoni

INgcaciso eMfutshane yeCandelo lokuGaya nokuKhetha aBasebenzi: 0001/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kuBaphathi beeSekethe, kwiiNtloko zawo onke amaziko emfundo nakooSihlalo bamabhunga olawulo

Isihloko: Utshintsho ukususka kwingqesho yethutyana ukuya kwingqesho esisigxina kubaqeshwa benkonzo karhulumente

1. INtloko yeSebe leMfundo iluvumile utshintsho lobume bengqesho yabaqeshwa benkonzo karhulumente.

2. Utshintsho lwengqesho yethutyana ukuya kwingqesho esisigxina lwenziwa ngengqiqo (*discretion*) yeNtloko yeSebe leMfundo leNtshona Koloni (iSebe i*WCED*).

3. Umqeshwa wethutyana ngumsebenzi oqeshwe ithutyana kwisithuba esivunyiweyo esihlawulelwayo nesingenamntu (*approved substantive vacant post*), kangangethuba eliqingqiweyo (*closed period*). Le nkcazo-gama ayibachaphazeli abasebenzi benkonzo karhulumente abaqeshwe kwizithuba ezingenabantu ezihlawulelwayo zonyuselo-sikhundleni (*vacant substantive promotion posts*) njengababambeleyo.

4. Kuya kusebenza ezi khrayitheriya zilandelayo zotshintsho lobume bengqesho ukususka kwingqesho yethutyana ukuya kwesisigxina ukususela nge-01 Julayi 2019 ziyasebenza:

4.1 Inkqubo yotshintsho lobume bengqesho ivuleleke kwezi ndidi zilandelayo:
- Oomabhalane (ukuya kwiNqanaba loMvuzo (*SL) 5*)
- Abancedisi jikelele
- Abancedisi bendawo yokuhlala
- Oonesi

4.2 Makuqeshwe isigxina kwisithuba esihlawulelwayo esingenamntu kwaye eso sithuba masibhalwe phantsi kwinani labaqeshiweyo elabelwe iziko okanye isebe ngo-2019.

4.3 Umqeshwa ochaphazelekayo makabe ngoqeshwe ithutyana, obesoloko eqeshiwe okokoko (*continuous service*) (ingakhange iqhawuke inkonzo yakhe) iinyanga ezintathu kwiSebe i*WCED*, umhla wakhe wengqesho ube phambi okanye ube ngumhla we-01 Januwari 2019.

4.4 Ukuqwalaselwa kuqala kokumataniswa nokufakwa kwizithuba kwabasebenzi abangaphezu kwemfuneko.

4.5 Izicelo zotshintsho lobume bengqesho azisayi kuvunywa kumaziko okanye kumasebe apho abaqeshwa bachazwe njengabangaphezu kwemfuneko kwinani kwinqanaba elifanayo.

4.6 Amagama abaqeshwa abangaphezu kwemfuneko ekuthethwe nabo kwanikwa nezizathu zokuba kutheni bengakwazi ukufakwa kwiziko okanye kwisebe makanikwe kunye namaxwebhu angotshintsho lobume bengqesho.

4.7 ICandelo lokuGaya nokuKhetha aBasebenzi liya kungqinisisa ilisti yabasebenzi abangaphezu kwemfuneko enikwe ngamaziko kunye namasebe phambi kokuba kunikwe imvume kulowo kugqithiselwe kuye amagunya ukwenzela utshintsho lobume bengqesho.

4.8 Ilisti yabaqeshwa abangaphezu kwemfuneko kwakhona iyafumaneka kwisistim yasekhompyutheni eyi-*People Management Practices System* (*PMPS*) kwaye icwangciswe ngokwezithili ukulungiselela wena.

5. Umhla osikiweyo wokungeniswa kwezicelo yi-**26 Apreli 2019**.

6. Abaqeshwa bethutyana benkonzo karhulumente (*temporary public service employees*) abakwiindidi ezichazwe ku-4.1 abanqwenela ukufaka izicelo zotshintsho lwengqesho yabo yethutyana ukuya kwingqesho esisigxina, mabangenise:

a) Ifom ezalisiweyo engu-*Z83* (ifom yokwenza isicelo sengqesho)
b) Ileta enika izizathu ezithethelelayo esuka kwibhunga lolawulo okanye kumphathi wecandelo elo
c) Ikopi yeziqinisekiso zemfundo engqinisisiweyo (apho kufanelekileyo)
d) Amagama abaqeshwa ekuye kwathethwana nabo abangaphezu kwemfuneko akhatshwa zizizathu ezithethelelayo okanye zizizathu zokuba mabangamataniswa yaye bakufakwe kwizithuba ezo
e) Iinkcukacha zabo zebhanki (*DPE3*)
f) Inombolo yerhafu
g) Ifom yokutshintsha inyanga yebhonasi

Makungeniswe izicelo ngokuqala kugqithwe kwibhunga lolawulo okanye kumphathi wecandelo lowo, kwaNdlunkulu kule dilesi ilandelayo:

Attention: Ms Bulelwa Neti
Western Cape Education Department
9th Floor, Room 9-34
Lower Parliament Street
Grand Central Building
Private Bag X9183
Cape Town
8000

Okanye iziziswe apha:

Western Cape Education Department
Client Service (Walk-in Centre) 2nd Floor
Lower Parliament Street
Grand Central Building, Cape Town

7. Zonke izicelo zotshintsho lwengqesho yethutyana ukuya kwingqesho esisigxina ziya kuqwalaselwa kuphela ukuba zikhatshwa sisiqinisekiso sokuba akukho basebenzi bangaphezu kwemfuneko abaye banako ukugayelwa ukuqeshwa kwisithuba eso ngokuzalisa ifom yokungqinisisa.

8. Kucelwa iinqununu kunye/okanye abaphathi bamacandelo achaphazelekayo baqinisekise ukuba le ngcaciso imfutshane yaziswa amabhunga olawulo nabo bonke abasebenzi benkonzo karhulumente.

9. Le ngcaciso imfutshane ichaphazela onke amasebe kwakunye nezikolo eziqhelekileyo nezikolo zemfundo eneemfuno ezizodwa zikarhulumente.

ISAYINWE: NGU-BK SCHREUDER
INTLOKO YESEBE LEMFUNDO
UMHLA: 2019-01-05

PERMANENT APPOINTMENT OF ENTRY LEVEL PUBLIC SERVICE EMPLOYEES IN LINE WITH RECRUITMENT AND SELECTION MINUTE 0001/ 2019

Approval has been granted by the Head of Education to proceed with the conversion of temporary employees to permanent employees in line with the Recruitment and Selection Minute 0001/ 2019.

The approval for permanent appointment is however not automatic as specific criteria need to be complied with before final approval is granted by the Delegated Authority for such permanent appointment.

Mr/Mrs/Miss ……., PERSAL number ……is

currently appointed on contract and fulfils the duties of (Post Description)

……at ……. (Name of Education Institution/Branch/Directorate/District Office)

I, ……

(Principal /Line Manager) hereby confirm that the above incumbent:

1. Is currently in the employ of the WCED in a vacant/substantive Post details: …….	Yes/ No
2. The vacant/substantive post is on the 2019 staff establishment of the Institution/Branch/Directorate/District Office	Yes/ No
3. Performs the duties of the post and meets the minimum appointment requirements	Yes/ No
4. Provides satisfactory performance or has performed the duties assigned to him/her satisfactorily during the contract period	Yes/ No
5. Excess employees were unavailable for Matching and Placing into the post	Yes/ No

Please note that the conversion process only applies to entry level posts as listed in the Recruitment and Selection Minute 0001/ 2019 currently in the employ of the WCED in a vacant/ substantive posts with continuous service of 3 months or more.

I, …… (name of Principal/ Line Manager), on the basis of the above recommend/ do not recommend the permanent appointment of the incumbent in the substantive post of (Post Description) …….. on the approved establishment of the …… (name of Institution/Branch/Directorate/District Office).

In the event that you do not support the permanent appointment of the employee, the Principal/Line Manager must submit the reason/s in a letter addressed to the Director: Recruitment and Selection and attach the completed verification certificate.

Institutions/Schools		**Head Office/District Offices**	
SIGNATURE OF PRINCIPAL		**SIGNATURE OF LINE MANAGER**	
DATE		**DATE**	
SIGNATURE OF SGB CHAIRPERSON		**SIGNATURE OF HEAD OF COMPONENT (LOWEST LEVEL = DIRECTOR)**	
DATE		**DATE**	
SIGNATURE OF DISTRICT DIRECTOR/CIRCUIT MANAGER			
DATE			