



Isalathiso: 20210329-1939  
Inombolo yefayili: 3/3/3/1/1  
Imibuzo: IZiko leeFoni

INGcaciso eMfutshane yeCandelo loLawulo lwezaBasebenzi ngoBuchule: 0005/2021

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwaMaziko, kwiiNtloko ezinika iNkxaso yeKharityhulam kwiZithili, kwiiNtloko ezinika iNkxaso kuBafundi kwiZithili, kwiiNqununu nakubo bonke ootitshala

#### Isihlobo: Ukubaluleka kolawulo lwentsebenzo esemgangathweni

1. Kule ilandelayo iNgcaciso eMfutshane yeCandelo loLawulo lwezaBasebenzi ngoBuchule 0009/2018, yomhla we-23 Novemba 2018, kuqhotyoshelwe ikhalenda yaqho ngonyaka ye-*Integrated Quality Management System (IQMS)* ka-2021 esebenza kootitshala abakwiNqanaba 1 leZithuba zeNgqesho (*Post Level 1 (PL1)*), ezeeNtloko zamaCandelo (*Departmental Heads*) (*PL2*) nezamaSekela-Nqununu (*Deputy Principals*) (*PL3*). Iinqununu kufuneka zilandele iinkqubo ngokweNkqubo yoLawulo loMgangatho (*Quality Management System*) (*QMS*) ngo-2021.
2. Le khalenda inika isikhokelo seenkqubo eziyimfuneko kunye nemihla esikiweyo echaphazelekayo. **Kucelwa izikolo ziyithobeke ngqo imihla yokungeniswa kwamaxwebhu enikiweyo zii-ofisi zezithili** ukwenzela ukuba ziyibambe ngqo imihla esikiweyo ebhalwe kwikhalenda.
3. Ulawulo lwentsebenzo yinkqubo enxibelelanisa izicwangciso zeziko neenjongo kwiinjongo zeeyunithi ezincinane (*subunit goals*) nakwisikhundla somntu ngamnye. Ijolise ekunikeni isikhokelo nasekuphuculeni intsebenzo yomntu ngamnye, ukuze kuphuculwe ukusebenza ngokuyimpumelelo kwesebe namaziko emfundo. Le nkqubo ke ngoko yinkqubo engokuphuhliswa kwezakhono nobuchule ukulungiselela umntu ngamnye/iziko/nesebe ngokubanzi.
4. Ulawulo lwentsebenzo oluqhubeka okokoko lunceda:
  - ekumiseleni umoya wentsebenzo egqwesileyo;
  - ekuphuculeni ulwazi nokuqonda ngezinto ezilindelekileyo;

- ekuphuculeni unxibelelwano;
  - ekukhuthazeni uvavanyo olunobulungisa nolungakhethi cala;
  - ekunikeni amathuba abhekiselele kwiimfuno zophuhliso;
  - ekulawuleni intsebenzo enganelisiyo ngokuthatha amanyathelo okuthintela ingxaki kwangoko ngokusetyenziswa kwesiCwangciso sokuPhucula iNtsebenzo (*Performance Improvement Plan*);
  - ekukhokeleni nasekunikeni inkxaso abaqeshwa; kunye
  - nokubonelela ngesiseko sezigqibo zethuba elizayo.
5. Kunyanzelekile ukuba zonke iinqununu nabasebenzi baqinisekise ukuba ukuhlolwa kwentsebenzo kwenziwa rhoqo. Bonke ootitshala, nokuba baqeshwe isigxina okanye baqeshwe njengabalingwa okanye ngokwemvumelwano, mayihlolwe intsebenzo yabo, yaye ireyithingi nganye ebonisa intsebenzo mayisekelwe kubungqina. Ukubekwa esweni nenkxaso kwintsebenzo ngabaphathi bamacandelo yinkqubo eqhubeka okokoko.
  6. Kuluxanduva lwazo zonke iinqununu nootitshala ukuqinisekisa ukuba iirivyu nokuhlolwa kokugqibela kwentsebenzo yabo kuqhutywa ngokwemigqaliselo emiselwe kwi-*Education Labour Relations Council Collective Agreement No. 8 of 2003*, yomhla we-27 Agasti 2003. Kubalulekile ukuba ithotyelwe mbo imihla esikiweyo yokungeniswa kwamaxwebhu ayimfuneko.
  7. Ukungangeniswa kwamaxwebhu okulawula intsebenzo ayimfuneko kunokubangela ukuba utitshala angawunikwa uchatha kumvuzo wakhe. Iinqununu ziya kuphendula malunga nokungeniswa kwamaxwebhu ayimfuneko.
  8. Kucelwa wazise okukule ngcaciso imfutshane bonke ootitshala abachaphazelekayo abaphantsi kweliso lakho ukuze bakuthathele ingqalelo.

**ISAYINWE:** LJ ELY

**USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO**

**UMHLA:** 2021-05-25