Isalathiso: 20210310-1510
Inombolo yefayili: 8/1/8/5/1
Imibuzo: Z Jones

INgcaciso eMfutshane yoLawulo loLwazi neNgcaciso: 0005/2021

Iya: KwiNtsumpa-Jikelele, kumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu), kumaSekela Balawuli (kwaNdlunkulu), kwiiNgcali zeMfundo eziziiNtloko, kumaSekela eeNgcali zeMfundo eziziiNtloko nakoomaBhalana bakwaRejistri abaziiNtloko (kwaNdlunkulu)

Isihloko: Ukusetyenziswa kwesistim yokulandelela ukuhamba kweefayili i-*jTRACK* system

1. **Intshayelelo**

1.1 Isistim yokulandelelwa kweefayili i-*jTRACK system* yaqaliswa kwiSebe leMfundo leNtshona Koloni (*WCED*) ngoMatshi 2007 yaye ithathe indawo yesistim yokulandelelwa kweefayili ngekhompyutha yangaphambili ekubhekiselelwe kuyo kwiNgcaciso eMfutshane DLS/0014/2007, yomhla we-15 Agasti 2007.

1.2 Isistim i-*jTRACK system* yirejista yeefayili ekwikhompyutha eyenzelwe iifayili eziphathekayo ezenziweyo nezisetyenziswa kuzo zonke iirejistri zeSebe i*WCED*. Le sistim ibonelela ngeseti yezixhobo ekulula ukuzisebenzisa zokubeka esweni nokunika ingxelo, eyenza babenako abasebenzisi beSebe i*WCED* ukulandelela zombini iindlela zokuhanjiswa kweefayili ngezandla kwakunye nokufumana iindawo ezikuyo iifayili kusetyenziswa isistim echaziweyo yabasebenzisi.

1.3 Isistim i-*jTRACK system* icwangciswe *(configured*) ngeepharamitha ezizodwa kwiindawo ezahlukeneyo zerejistri kwaye itranzekhsini nganye ifakwe isitampu esinexesha. Le sistim iphethe ingcaciso ebhekiselele kumqali wesicelo (*originator*) nendawo efumaneka kuyo ifayili ephathekayo nanjengoko isistim i-*jTRACK system* isisixhobo solawulo esinoku-odithwa (*auditable management tool*) esikwiSebe i*WCED*.

1.4 Isistim i-*jTRACK system* yenza ukuba amagosa abenako ukufumanisa ngokukhawuleza ukuba indawoni ifayili kwaye inika inkcazo ngokulandelelwa kweefayili okuyimpumelelo ekulawuleni indlela ezenziwa ngayo nezilawulwa ngayo iirekhodi zeSebe i*WCED*. Oku kuqinisekisa ukuba iirekhodi ezithembekileyo zigcinwe kakuhle emva kwexesha elithile njengobungqina bokwenziwa komsebenzi

waseburhulumenteni ukulungiselela injongo yokuba noxanduva lokuphendula (*accountability*) ngokuqhubekayo, ukuqhubeka kokwenziwa komsebenzi (*operational continuity*), imigaqo-nkqubo nezixhobo zokufumaneka kweziseko zethekhinoloji (*disaster recovery*) nedatha eyindibanisela yeqela labantu (*institutional memory*).

1.5 Onke amagosa asebenza kwaNdlukulu kwiSebe i*WCED* **mawasebenzise isistim i-*jTRACK system*** xa esenza isicelo seefayili, ezamkela naxa ezithumela iifayili kwiirejistri ezahlukeneyo kwakunye naxa ezithumela iifayili kwabanye abasebenzi abasebenza nabo nakwamanye amagosa ukwenzela ukuba iSebe i*WCED* libenako ukwenza ingcaciso eyimbali yokuhanjiswa kwazo zonke iifayili zaseburhulumenteni.

2. Ukusebenzisa isistim i-*jTRACK system*

2.1 Abasebenzisi abatsha mabazalise ifom yokubhalisa eqhotyoshelwe apha **njengesiHlomelo A**.

2.2 Le linki ilandelayo ingasetyenziselwa ukungena kwisistim i-*jTRACK system* http://jtrack.pgwc.gov.za/test_edutrack/ Isistim i-*jTRACK system* ikwafumaneka kwi-*MyGov Systems Page* apha https://mygov.westerncape.gov.za/systems.

2.3 Abasebenzisi mabazigcine ngokukhuselekileyo ii-*passwords* zabo njengokuba beya kuba noxanduva lokuphendula ngawo nawaphi na amanyathelo athathiweyo xa bengena (*logged into*) kwisistim i-*jTRACK system*.

2.4 Ifayili inako ukucelwa ngekhompyutha kwi-*request/pend option* kwisistim i-j*TRACK system* ukwenzela ukuthintela ukudibana nabantu nokuqinisekisa ukuba iirejistri nabantu ezibenzela iinkonzo bayazilandela izikhokelo ze-*COVID*-19.

2.5 Incwadana yemigaqo yomsebenzisi wesistim i-j*TRACK system*, eqhotyoshelwe njengesiHlomelo B, ihlaziywe liCandelwana loLawulo lweeRekhodi ngokucebisana nee-ofisi zerejistri ezahlukeneyo ukuqinisekisa ukuthotyelwa kwemigaqo kwisebe ngerejista ekwikhompyutha yeefayili ezivuliweyo.

2.6 Ngazo naziphi na iingxaki eziya kuthi zivele ngesistim i-*jTRACK system*, kungaqhangamshelwana nala magosa alandelayo:

ICandelo	Amagosa neenkcukacha zoqhagamshelwano
Onke amacandelo nee-ofisi zesigqeba solawulo zeSebe iWCED kungabandakanywanga: • AmaCandelo oLawulo lweMicimbi yaBasebenzi;	Nks Estelle Vos Inombolo yefoni: 021 467 2756 Idilesi ye-imeyili: Estelle.Vos@westerncape.gov.za Nks Myrna Dirks

• AmaCandelo oLawulo lwezeMali; • neCandelo loLawulo lwaNgaphakathi.	Inombolo yefoni: 021 467 2756 Idilesi ye-imeyili: Myrna.Dirks@westerncape.gov.za Nks Zandile Ntombela Inombolo yefoni: 021 830 7704 Idilesi ye-imeyili: Zandile. Ntombela @westerncape.gov.za
IRejistri eyiNtloko (6th *floor Grand Central*)	Nks Nolitha Habe Inombolo yefoni: 021 467 2496 Idilesi ye-imeyili: Nolitha.Habe@westerncape.gov.za
ICandelo loLawulo lwezeMali ULawulo lwaNgaphakathi (IRejistri yezeMali) (7th *floor Grand Central*)	Nks Chantelle van Heerden Inombolo yefoni: 021 467 2283 Idilesi ye-imeyili: Chantelle.Vanheerden@westerncape.gov.za
ICandelo loLawulo lweMicimbi yaBasebenzi (liRejistri ye-*HR*) (11th no-10th *floors Grand Central*)	Nks Bukeka Mahashe Inombolo yefoni: 021 467 2398 Idilesi ye-imeyili: Bukeka.Mahashe@westerncape.gov.za Nks Thalia Warner Inombolo yefoni: 021 467 2406 Idilesi ye-imeyili: Thalia.Warner@westerncape.gov.za Nks Yolanda Onverwacht Inombolo yefoni: 021 467 2398 Idilesi ye-imeyili: Yolanda.Onverwacht@westerncape.gov.za
IRejistri yeCandelo lezoBudlelwane eMsebenzini (17th *floor Golden Acre*)	Nks Yolanda Peregrino Inombolo yefoni: 021 467 2425 Idilesi ye-imeyili: Yolanda.Peregrino@westerncape.gov.za

3. **Ukubuyiswa kweefayili phambi kokufudukela kwisakhiwo esitsha seSebe i*WCED***

3.1 Zonke iifayili zaseburhulumenteni ezifakwe ibhakhowudi *(barcoded)* mazibuyiselwe kwiirejistri ezahlukeneyo phakathi kowe-15–31 Matshi 2021, njengoko amagosa eshiya ii-ofisi zawo ukufudukela kwii-ofisi kwisakhiwo esitsha seSebe i*WCED* (esaziwa ngokusesikweni njengesakhiwo i-*ENS building*).

3.2 Izicelo zeefayili zezolawulo ezibalulekileyo emazigcinwe kunye namagosa kwisakhiwo esitsha ziya kuba bubuncinane obuziifayili ezisibhozo kwigosa ngalinye ezibhukishelwa ukuziswa nokukhutshwa kwirejistri yesakhiwo esitsha. Nazo naziphi na izenzo zokutenxa malunga neli nani liqingqiweyo leefayili mazithunyelwe nge-imeyili kuMphathi weeRekhodi zeSebe i*WCED*, kuNks Zaytoen Jones apha zaytoen.jones@westerncape.gov.za.

4. Luya kuthakazelelwa kakhulu uncedo lwamagosa ekuqinisekiseni ukuba zonke iifayili zaseburhulumenteni ezifakwe ibhakhowudi (*official barcoded files*) ziyabuyiselwa nokuba kuyaqhuba ukusetyenziswa ngokuyimpumelelo kwesistim i-*jTRACK system* kwisakhiwo esitsha.

5. Kucelwa abaphathi/iisuphavayiza ukuba bazise okuqulethwe yile ngcaciso imfutshane onke amagosa ukuze akuthathele ingqalelo.

ISAYINWE: NGU-MS ABRAHAMS
USEKELA MLAWULI-JIKELELE WOCWANGCISO LWEMFUNDO
UMHLA: 2021-04-06