

Inombolo yefayili: 3/3/3/1/1
Isalathiso: 20230421-3710

INGcaciso eMfutshane yeCandelo loLawulo lwaBasebenzi ngoBuchule: 0010/2023

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kwiiNtloko zoKunika iNkxaso kwiZithili, nakwiiNtloko zoKunika iNkxaso kuBafundi

Isihloko: Ukubaluleka kolawulo lwentsebenzo esemgangathweni

1. Ngokumalunga neNgcaciso eMfutshane yeCandelo loLawulo lwaBasebenzi ngoBuchule 0002/20217, yomhla wama-31 Matshi 2017, kucelwa nifumane ikhalenda ye-*Education Management System Performance Management and Development* yangowama-2023/2024, esebenza kubo bonke ootitshala abasezi-ofisini kwii-ofisi zezithili nakwaNdlunkulu.
2. Le khalenda inika isikhokelo semisebenzi yomjikelo eyimfuneko kunye nemihla esikiweyo echaphazelekayo. Kucelwa amacandelo ee-ofisi zezithili nawakwaNdlunkulu ukuba enze isicwangciso ngokufanelekileyo ukubambelela ngqo kwimihla esikiweyo yokungeniswa kwamaxwebhu echazwe kwikhalenda.
3. Ulawulo lwentsebenzo yinqubo 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 yinqubo engokuphuhliswa kwezakhono nobuchule ukulungiselela umntu ngamnye/iziko/nesebe ngokubanzi.
4. Ulawulo lwentsebenzo oluqhubeka okokoko lunceda:
 - ekumiseleni umoya wentsebenzo ogqwesileyo;
 - ekuphuculeni ukuba nolwazi nokuqonda ngezinto ezilindelekileyo;
 - ekuphuculeni unxibelelwano;
 - ekukhuthazeni uhlobo olunobulungisa nolungakhetshi 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 bonke abaphathi bamacandelo/iisuphavayiza nootitshala abasebenza ezi-ofisini baqinisekise ukuba iirivyu zentsebenzo zenziwa rhoqo. Bonke ootitshala abasebenza ezi-ofisini, nokuba baqeshwe isigxina okanye baqeshwe okanye ngokwemvumelwano, okanye njengabasekondiweyo, kufuneka yenziwe irivyu yentsebenzo yabo, yaye ireyithingi nganye ebonisa intsebenzo mayisekelwe kubungqina. Ukubekwa esweni nenkxaso kwintsebenzo ngabaphathi bamacandelo/iisuphavayiza yinkqubo eqhubeka okokoko.
6. Kuluxanduva lwabo bonke abaphathi bamacandelo/iisuphavayiza nootitshala abasebenza ezi-ofisini ukuqinisekisa ukuba iirivyu nokuhlolwa kokugqibela kwentsebenzo yabo kuqhutywa ngokwemigqaliselo emiselwe kwi-*Education Labour Relations Council Collective Agreement No. 3 ka-2017*, yomhla we-18 Oktobha 2017. Kubalulekile ukuba ithotyelwe mbo imihla esikiweyo yokungeniswa kwamaxwebhu ayimfuneko ngekhompyutha.
7. Ukungangeniswa kwamaxwebhu ayimfuneko kungakhokelela ekubeni ootitshala abasebenza ezi-ofisini banganikwa uchatha womvuzo. Abaphathi bamacandelo/iisuphavayiza ziya kuphendula malunga nokungeniswa kwamaxwebhu ayimfuneko.
8. Kucelwa wazise okukule ngcaciso imfutshane bonke ootitshala abasebenza ezi-ofisini abaphantsi kweliso lakho ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-LJ ELY

USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO

UMHLA: 2023-06-12