



ISEBE IeMfundo IeNtshona Koloni

**uXwebhu loMgaqonkqubo**

**SPMDS**

**INKQUBO YOLAWULO  
LOMSEBENZI WABASENZI  
KUNYE NOPHUHLISO**

**EYA**

**BASEBENZI BAKARHULUMENTE**

**(AMABAKALA 1 - 12)**

## **ISIGAMA ESISETYENZISIWEYO**

### **Inkqubo yoLawulo noPhuhliso lweNtsebenzo**

Yinkqubo

yolawulo nophuhliso lwentsebenzo yomqeshwa ngamnye yokuphucula ulwazi lomqeshwa neziko asebenza kulo ukuba akhonze uluntu.

### **Uvavanyo lwentsebenzo**

Uvavanyo lwentsebenzo lonyaka

loko umqeshwa afikelele kuko nendlela (neendlela) athe wafikelela ngayo ekupheleni komjikelo wentsebenzo nolukwayinxalenye yenkqubo ebanzi enxulumanisa intsebenzo yomntu ngamnye neenjongo zeziko lomsebenzi. lokuqonda ngendlela ekunokuphuculwa ngayo intsebenzo yomqeshwa ngokusebenzisa imfundo eqhubekayo kunye nophuhliso.

### **Injongo ephambili (eyona nto ephambili eyenziwayo)**

Yingxelo

echaza eyona nto ephambili ekufuneka yenziwe ngumqeshwa ukuze afikelele kwinjongo yomsebenzi wakhe eyenza iziko/i-ofisi ikwazi ukusebenza ngendlela eyiyo nefanelekileyo.

### **Inkcazo yomsebenzi**

Yirekhodi

yemisebenzi nemisetyenzana eyenziwayo, iimfanelo neziqhamo zentsebenzo ezinxulumene nesithuba somsebenzi yezakhono nolwazi (ubuchule) oluyimfuneko lokwenza umsebenzi yenkqubela kwikhondo lomsebenzi enxulunyaniswa nesithuba somsebenzi noko kufuneka afikelele kuko umqeshwa (iinjongo eziphambili) ukuze enze igalelo ekufikeleleni kwiinjongo zeziko elo.

### **Iziqhamo zomsebenzi**

Iziqhamo (ziziveliso, iinkonzo okanye ingcaciso)

ekufuneka umqeshwa azivelise kwixeshana elifutshane, eliphakathi kunye/ okanye elide eziya kubonisa ukuba kufikelelwe ngempumelelo kwezona njongo ziphambili

### **Ukuvavanywa kwentsebenzo**

Yinkqubo esesikweni, eyenziwa qho ngekota, o.k.t. inkqubo eyenzeka amaxesha amane ngethuba lomjikelo wentsebenzo (1 Apreli – 31 Matshi) ukuze kujongwe kuze kuvavanywe oko umqeshwa afikelele kuko nendlela (neendlela) athe wafikelela ngayo kuko kuqatshelwe naziphi iingxaki neenkalo ezinokuphuhlisa/ ezinokuphuculwa kwenziwe izilungiso, ukuba kuyimfuneko, kwimvumelwano yesicwangciso sentsebenzo nophuhliso lomntu ngamnye nokuqwalasela inkqubo ethe gqolo yokunika ingxelo ngokuqhubekayo (*feedback*) nokusombulula ingxaki ezimana ukwenzeka ezingacwangciselwanga.

### **Imigangatho yentsebenzo**

Le yimigangatho (ubunjani nobungakanani) esetyenziswayo ukucacisa ezona njongo ziphambili zesithuba somsebenzi ngokuthi kuchazwe ukuba kuthetha ukuthini xa kusithiwa ukwenziwa kakuhle kwemisebenzi yomntu.

Le yimigangatho (nekwaziwa njengemigangatho yentsebenzo)

isisiphumo semvumelwano phakathi komqeshwa nesuphavayiza yakhe inganenkukacha eninzi yaye ijolise kokuthile inokunika udondolo ekuya kuvavanywa ngalo intsebenzo yomqeshwa.

### **Isikali sokulinganisa ukuba wenziwe**

**kangakanani (*quantitative*) yaye**

"Kuveliswe kangakanani" okanye " Ezingaphi"

**wenziwe ngomgangatho onjani (*qualitative*)**

"Wenziwe kakuhle kangakanani"

Isikali esibekiweyo sokuhlela intsebenzo yabaqeshwa ngokweendidi okanye ngokwamanqanaba athile. IPhondo leNtshona Koloni lisebenzisa isikali esimanqanaba mahlanu aqalela kwintsebenzo "eqaqambileyo" ukuya "kwengamkelekanga".

### **Isicwangciso sentsebenzo**

**somntu ngamnye**

Sisicwangciso

esiqhagamshela inkcazo yomsebenzi owenziwa ngumqeshwa ekuphumezeni iinjongo zeziko lomsebenzi esicalula okuya kulindeleka kumqeshwa ukuze afikelele kwintsebenzo eyiyo ngokumalunga neenjongo, iziqhamo nemigangatho eya kusetyenziswa ekukhokeleni intsebenzo yomqeshwa novavanyo lwentsebenzo yakhe ekuthi kuvunyelwane ngaso yisuphavayiza nomsebenzi.

### **Isicwangciso sophuhliso**

Sisicwangciso esibanzi, kodwa esinyanisekileyo, sokuncedisa

### **lomntu ngamnye**

umqeshwa ukuba aphuhlise ulwazi neziphwi zakhe. Esi sicwangciso masisusele kwizinto azimisele mpela ukuzenza umqeshwa neemfuno zeziko lomsebenzi zexesha elide masibonise amanyathelo athile aza kuthathwa ngumqeshwa neziko lomsebenzi elo masenze izilungiso, ukuba kuyimfuneko, kwimvumelwano yentsebenzo.

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# Isahluko 1

## INTSHAYELELO

Olu xwebhu lweSebe leMfundo leNtshona Koloni luchaza iNkqubo entsha yoLawulo lweNtsebenzo noPhuhliso lwaBasebenzi yaye lwenzelwe abasebenzi benkonzo karhulumente abakumaNqanaba 1 – 12 abaqeshwe liSebe leMfundo leNtshona Koloni.

Le nkqubo entsha, eyayalelwa nguMphathiswa weNkonzo kaRhulumente noLawulo ngokweMigaqo yeNkonzo kaRhulumente, 2001 (*Public Service Regulations, 2001*), yiyo eza kungena endaweni yale nkqubo ikhoyo yovavanyo lwentsebenzo. Yaqulunqwa ngothetha-thethwano nemibutho yabasebenzi benkonzo karhulumente yaye isebenza kubo bonke abasebenzi benkonzo karhulumente (kubandakanywa nabasebenzi ekuthiwe bangaphezu kwemfuneko) abakumasebe ahlukahlukeneyo ezoLawulo lwePhondo lweNtshona Koloni (WCPA).

Eyona njongo iphambili yale nkqubo kukulawula nokuphucula intsebenzo kuwo onke amanqanaba kuyo yonke iNkonzo kaRhulumente.

### **Oku kufuna ukuba bonke abaqeshwa benze oko kulindeleke kubo:**

Umqeshwa uhlawulwa umvuzo ngokwenza umsebenzi wakhe ngendlela eyamkelekileyo neyanelisayo kungabi ngokuza emsebenzini nje kuphela.

Umqeshwa osebenza bhetele ngaphezu kwinqanaba lomsebenzi elifunekayo, anganikwa ibhaso okanye isikhuthazi (*incentive*).

Oku kulandelayo zezinye zeempawu zale nkqubo, xa isetyenziswa kakuhle ngempumelelo:

Icacisa indlela abaqeshwa abaya kufaka ngayo igalelo ekuphumezeni iinjongo ziphela zeSebe leMfundo leNtshona Koloni.

Ukuqatshelwa kwangoko nokuzama ukuphelisa iimeko ezithintela umqeshwa ukuba asebenze ngempumelelo.

Ukukhuthaza abaqeshwa ukuba baphucule intsebenzo yabo.

Ukuqinisekisa ukusebenza ngokwenene kwale nkqubo ye-SPDMS, yaye yavavanywa ngokuthi kwenziwe iprojekthi enguvulindlela (*pilot project*) ithuba elisusela kowoku-1 Apreli 2003 kuye kowama-31 Matshi 2004. Le projekthi inguvulindlela yaye yabandakanya ama-20% abasebenzi bakarhulumente kuwo onke amanqanaba kwiSebe leMfundo leNtshona Koloni liphela (kubandakanywa uNdlunkulu, ii-EMDC namaziko emfundo). Iingxelo neziphumo ngokwaqhubekayo ngethuba lale nkqubo zasetyenziswa xa kwakuqulunqwa inkqubo yokugqibela ukulungiselela ukuqaliswa kwayo.

## ISAHLUKO 2

### INKCAZO, IINJONGO NOMJIKELO WE-SPMDS

#### 2.1 Yintoni ulawulo nophuhliso lwentsebenzo?

2.1.1 Ulawulo nophuhliso lwentsebenzo **yinkqubo eqhubeka okokoko** yokuqinisekisa ukuba abaqeshwa bakwazi ncam okulindeleke kubo baqeqeshwe okanye baxhotyiswe ngendlela eyiyo ukuze bakwazi ukwenza okulindeleke kubo bavelisa iziphumo ezilindeleke kubo.

2.1.2 Ngokucacileyo le nkqubo ibandakanya uvavanyo lwentsebenzo olunjongo ikukuvelisa iziphumo. Ijolise ngakumbi koko umqeshwa akwenzileyo ngokumalunga nobungakanani nomgangatho womsebenzi wakhe (njengoko ulinganiselwe kwimigangatho yentsebenzo esel' iqingqiwe) endaweni yokujonga imisebenzi ethile.

#### 2.2 Zithini iinjongo ze-SPMDS?

Iinjongo ze-SPMDS zezi

**kukuphucula intsebenzo** ngokuseka umoya wentsebenzo egqibeleleyo

**kukuphucula ulwazi nengqiqo** yomqeshwa malunga **noko kulindeleke ukuba akwenze emsebenzini** (iinjongo zomsebenzi wakhe) nomgangatho (imigangatho yentsebenzo) olindeleke kuye **kukuqinisekisa** ukuba **umqeshwa** uyazi ukuba **intsebenzo yakhe iza kuvavanywa njani**

**kukuphucula unxibelelwano** phakathi kweesuphavyiza okanye kwabaphathi bamacandelo kunye nabasebenzi babo

**kukukhuthaza uvavanyo** lwentsebenzo **olungadleli ndlala bani nolungenamkhethe**

**kukubonelela ngamathuba okuqaphela iimfuno zophuhliso** (ulwazi okanye izakhono ezifunwa ngumqeshwa ukuze aphucule intsebenzo yakhe) kunye nokuqulunqa izicwangciso zokujongana nezo mfuno

kukulungiselela **ulawulo ngempumelelo lwentsebenzo enganelisiyo**; kunye

nokwakha **isiseko sokuthathwa kwezigqibo zexesha elizayo** malunga nokuwonga, ukusebenza njengomlingwa, unyuselo-sikhundleni, njl. njl.

#### 2.3 Umjikelo we-SPMDS

2.3.1 Umjikelo we-SPMDS uya kuqala ngomhla woku-1 **Apreli** ukuya kowama-31 **Matshi** ngonyaka ngamnye.

2.3.2 Nazi iinkqubo ezikhoyo kumjikelo we-SPMDS

Ukucwangcisa umsebenzi nokubeka izinto ezilindelekileyo

Ukubeka iliso okokoko kwintsebenzo yomqeshwa ngokuthi kuqokelelwe ubungqina

Ukunika ingxelo kumqeshwa ngentsebenzo yakhe ngokobungqina obuqokelelweyo, kusetyenziswa inkqubo yokuhlolwa kwentsebenzo

Ukuphuhlisa ulwazi lomqeshwa lokwenza umsebenzi

Ukuvavanya/ukuhlela intsebenzo yomqeshwa

Ukuvuza umqeshwa ngomsebenzi omhle okanye ongaphezu komndilili, ukuba kunokwenzeka oku, nokuqwalasela iimeko zokungasebenzi ngokugqibeleleyo komqeshwa emsebenzini wakhe.

Ezi nkqubo kuya kuxoxwa ngazo nzulu kwiZahluko 3 – 8.

## Isahluko 3

### ISICWANGCISO SENTSEBENZO

#### 3.1 Yintoni isicwangciso sentsebenzo?

3.1.1 Yinkqubo ekuthi ngayo kuqatshelwe igalelo lomqeshwa ekuphumezeni iinjongo zeziko lomsebenzi. Yakuba intsebenzo yomqeshwa ichazwe ngolu hlobo, inokusebenza njengomlinganiselo ekunokulinganiswa ngawo intsebenzo yakhe.

3.1.2 Zisuka nje kubalulekile ukuba ngamnye umqeshwa azi ukuba yintoni na ekufuneka ayenze nokuba kungani na kufuneka eyenzile

Njengoko **inkcazo yomsebenzi** ikucacisa injongo yomsebenzi, ezona zinto ziphambili ekufanele zenziwe neemfuno ezisisiseko zomsebenzi, **ilolona xwebhu lususiseko kwinkqubo yolawulo lwentsebenzo**.

3.1.3 Ukuqinisekisa ukuba ngamnye umqeshwa uyalazi igalelo elilodwa elilindeleke kuye lethuba eseliqingqiwe eliqhagamshelwe kumjikele wolawulo lwentsebenzo, makubekho **imvumelwano ebhaliweyo** eyoyohlobo lwesiCwangciso soLawulo lweNtsebenzo noPhuhliso soMntu ngaMnye

3.1.4 Esi sicwangciso masibe sisiphumo seengxoxo zokubonisana (zokubhungisana) ezithe gqolo phakathi komqeshwa nesuphavyiza/nomphathi wecandelo yaye mazibonise imvumelwano phakathi kwabo ngeziphumo/ngeziquhamo ekuza kufikelelwa kuzo.

3.1.5 Le mvumelwano phakathi kwabo mayifikelele koku kwisiCwangciso seNtsebenzo soMntu ngaMnye (*Individual Performance Plan - IPP*) nesisicwangciso sophuhliso somntu ngamnye (*Individual Development Plan – IDP*)

#### 3.2 IsiCwangciso seNtsebenzo soMntu ngaMnye (IPP)

##### 3.2.1 Ifomathi ye-IPP

INJONGO YOMSEBENZI							
Iinjongo eziphambili	Iziqhamo zomsebenzi (iziphumo)	Ubungakanani (beziqhamo zomsebenzi)	Imisebenzi eyenziweyo	Imilinganiselo Yentsebenzo		Iimeko ezingaphaya kolawulo	Ubungqina/Iziganeko
				Imigangatho yentsebenzo engundoqo	Umhla omiselweyo/ Yenzeka qho kangaphi		

(Khangela kwiSihlomelo A sefom emiselweyo.)

### 3.2.2 Yenziwa kanjani i-IPP

Makusetyenziswe inkcazo yomsebenzi yesithuba akuso umqeshwa, njengolona xwebhu lusisiseko kwinkqubo yolawulo lwentsebenzo

(a) Makuvunyelwane **ngenjongo yomsebenzi**

Oku makube yingxelo emfutshane necacileyo ngenjongo iyonke yesithuba somsebenzi yaye inokufunyanwa kwinkcazo yomsebenzi yomqeshwa othile. (Mayibonise ukuba umsebenzi womqeshwa unagalelo lini na ekubeni iziko lomsebenzi lifikelele kwiinjongo zalo.)

(b) Bhala **iinjongo eziphambili** (okanye iinkalo eziphambili zeziphumo njengoko zibonisiwe kwinkcazo yomsebenzi.

Ziziphi ezona zinto zibaluleke kakhulu ekufuneka umqeshwa ezenzile ukwenzela ukuba afikelele kwiinjongo yomsebenzi yaye enze libe nako iziko/l-ofisi ukusebenza ngendlela eyiyo neyimpumelelo.

(c) Misela **iziqhamo zomsebenzi** (iziphumo) zomjikelo wolawulo nophuhliso lwentsebenzo othile

Kumele sibe yintoni isiphumo (okanye isiqhamo) esiya kubonisa ukuba zifikelelwe ngempumelelo iinjongo eziphambili?  
Yintoni ekulindeleke ukuba afikelele kuyo umntu ngethuba elithile

(d) Zalisa ifom **yobungakanani** beziqhamo zomsebenzi ngamnye (iziphumo).

Misela ubungakanani besiqhamo somsebenzi ngasinye  
Ubungakanani bazo mabube nokudityaniswa bube yi-100%.  
Ubungakanani buya kubonisa ukubaluleka kwesiqhamo somsebenzi ngasinye kuloo msebenzi uluhlobo oluthile.  
Cingisisa ngenxaxheba (*impact*)/nophinda-phindo (*frequency*) lwesiqhamo somsebenzi ngasinye oluthi lwenzeke ekuzalisekeni injongo yomsebenzi. ngayo. Okukhona inkulu inxaxheba yaye iphinda-phinda, kokukhona iye ibaluleka nangakumbi injongo.

(e) Bhala yonke **imisebenzi eyenziwayo** enxulumene nesiqhamo somsebenzi ngasinye.

Yeyiphi imisebenzi ethile ekufuneka yenziwe ukwenzela ukuba kufikelelwe kwisiqhamo (kwisiphumo) somsebenzi esinqwenelwayo?  
Kufuneka ibe yimisebenzi enokwenzeka ngaloo mjikelo wolawulo lwentsebenzo uthile  
Yonke imisebenzi mayicwangciswe ngolandelelwano kangangoko oku kunokwenzeka ngokuthi kuqalwe ngezo zinto kufuneka zigqitywe ngaphambi kwezinye

(f) Zalisa ifom **yomgangatho wentsebenzo** ngesiqhamo somsebenzi ngasinye ngenjongo nganye ephambili.

Makuvunyelwane ngemigangatho yentsebenzo yomsebenzi ngamnye. Le yimigangatho yobunjani bomsebenzi (wenziwa kakuhle njani) nobungakanani (wenziwa amaxesha amangaphi, imihla esikiweyo njl. njl.) okanye iimfuno ezisemthethweni ezingakho ekufuneka isiqhamo somsebenzi sifikelele kuzo ukuze kuthiwe wenziwe ngokuyimpumelelo.

Imigangatho yentsebenzo mayijolise ekusebenzeni ngendlela eyiyo, icacise okuthethwa leli gama intsebenzo eyamkelekileyo nfokumalunga noko kulindelwe ngabenzelwa iinkonzo, yaye kulawulwe koko kufanelekileyo.

- (g) Beka **imihla esikiweyo/ukwenzeka qho** kwesiqhamo somsebenzi ngasinye.

Beka ubude bexesha elifunekayo lokugqitywa komsebenzi ngamnye okanye yitsho ukuba mawuphinda-phindwe kangaphi ukwenzela ukuba kufikelelwe kwisiphumo sokugqibela esinqwenelwayo ngokumalunga nesiqhamo ngasinye  
Nika umhla okubophelelayo wokugqitywa kwesiqhamo somsebenzi.

- (h) Balula **izinto ezingaphaya kolawulo lomntu** ezinokulindeleka

Izinto ezingaphaya kolawulo lomntu Izithintelo zidla ngokuba ziziphumo zeemeko ezingalindelekanga, umz. iingxaki yokungqongophala kwemali, iintlekele, kunye neemeko ezingaphaya kolawulo lomqeshwa nomphathi wecandelo.

Mazithathelwe ingqalelo xa kubekwa imihla esikelwe ukugqitywa komsebenzi

Makuxoxwe ngazo ngethuba lokuhlolwa kwentsebenzo nganye.

Iziqhamo zomsebenzi kunye/okanye imihla esikelwe ukugqitywa komsebenzi ingatshintshwa apha naphaya, ukuba kungakho ubungqina obufumanekayo bezithintelo ezithile.

- (i) **Ubungqina/iziganeko**

Le kholam mayisetyenziswe emva kwesigaba sokucwangcisa. Ngumsebenzi osemagxeni esuphavayiza ikakhulu ukuqokelela idatha efanelekileyo. Amanqakwana obungqina/eziganeko aqokelelweyo okuxhasa intsebenzo makabhalwe apha ukwenzela ukuxhasa iinkqubo zokuhlolwa novavanyo lwentsebenzo

### 3.3 **IsiCwangciso soMntu ngaMnye (*Individual Development Plan (IDP)*)**

#### 3.3.1 Yintoni i-IDP

- (a) I-IDP ibonisa uqeqesho nophuhliso olunokufunwa ngumqeshwa ukuze akwazi ukufikelela kwiziqhamo ekwavunyelwana ngazo kwi-IPP.

- (b) Ibonisa ukuzimisela

komphathi wabasebenzi ukudala amathuba omqeshwa okuba aphuhliseke

komqeshwa ukusebenzisa amathuba anjalo ukuphucula ubuchule, izakhono nolwazi lwakhe.

- (c) IsiCwangciso seZakhono seZiko lomSebenzi (*Work Place Skills Plan*) seziko lemfundo, se-ofisi okanye secandelo siya kususela ikakhulu kwiimfuno zoqeqesho eziboniswe kwi-IDP.



### 3.3.2 Ifomathi ye-IDP

IIMFUNO ZOOEQESHO OKANYE EZOPHULISO EZIQATSHELWEYO	UMSEBENZI (Yintoni eyenziwayo/ isenziwa njani yaye yenziwa ngubani)	IXESHA ESIKIWEYO/ UMHLA OBEKIWEYO (Makusikwe ithuba lokugqitywa kweprogram/Ni ni?)	ISIQHAMO ESINQWENELWAYO  UMQESHWA IZIKO ICANDELO	
<i>Izakhono zonxibelelwano</i>	IKhosi yokuFundiswa iZakhono zokuBhala Phucukileyo zeProgram ye-PAWC	30.6.04	Ukwazi ukuphendula iileta ezingantsokothanga eziya ebazalini	Ziphendulwa ngokukhawuleza iileta zabazali
<i>Ulwazi lwekhompyutha)</i>	<i>I-MS Word I-MS Excel eyenziwa yi-Blue Chip Workplace Skills Plan (WCED)</i>	30.6.04	Ukusebenzisa i-MS Word/ Excel kwimisebenzi kamabhalane yemihla ngemihla	Umqeshwa osebenza bhetele ekhawulezisa nokwenziwa kwenkonzo ebhetele

(Khangela kwiSihlomo B ukufumana ifom emiselweyo.)

### 3.3.3 Yenziwa kanjani i-IDP

Umqeshwa nesuphavyiza/nomphathi wecandelo bayahlangana ngesigaba socwangciso lwentsebenzo ngenjongo yokujonga iimfuno zophuhliso lomqeshwa.

(a) Dwelisa ulwazi/izakhono ezifunekayo.

Xoxani ngeemfuno ezinyanzelekileyo zomsebenzi kunye nezakhono nolwazi olufunekayo ukuze kusetyenzwe ngokufanelekileyo ngokungqinelana nenkcazo yomsebenzi womqeshwa. Bonisa iindawo apho afumana iingxaki kuzo umqeshwa ngokumalunga nomsebenzi wakhe okanye ezo ndawo apho angazanelisiyo ngokupheleleyo iimfuno zomsebenzi nafuna kuzo olunye uphuhliso.

(b) Bhala umsebenzi (umz. yintoni / isenziwa njani, isenziwa ngubani) okhethiweyo.

Kusoloko kubalulekile ukujonga ukuba ngaba azikho na ezinye iindlela, ezinokonga imali ezinokusetyenziswa ekwenzeni uqeqesho okanye uphuhliso, umz. ukwabelana nezinye izikolo ngezona ndlela zibhetele

Izicelo zoqeqesho okanye zophuhliso mazithunyelwe ngolu hlobo lulandelayo:

**Abasebenzi bamaziko emfundo:** mazidlule kumphathi wesekethe ziye kwi-EMDC kulowo ojongene neNgxowa yeZakhono zeZiko lomSebenzi yalo EMDC

**Abasebenzi basezi-ofisini:** mazidlule kumlawuli kwicandelo ziye kuMququzeleli woPhuhliso wecandelo.

Ukuba isuphavyiza okanye umphathi wecandelo unoluvo lokuba uqeqesho okanye iimfuno zophuhliso azinakuphunyezwa ngenye yeekhosi zesiqhelo, unako ukunika ingcebiso exhaswa zizizathu ezivokothekayo (ngokusebenzisa amakhonco onxibelelwano achazwe apha ngasentla) yokuba umqeshwa avunyelwe ukuba aye kwikhosi okanye kwiprogram leyo inikwa yinkonzo yangaphandle.

- (c) Beka umhla wokugqitywa koqeqesho  
 Beka umhla ekufuneka uqeqesho okanye uphuhliso lugqitywe ngawo.  
 Umhla okhethiweyo wokugqitywa kweprogram nganye, kwekhosi nganye okanye kongenelelo ngoncedo mawube ngumhla **okungenzeka ngokwenene oko**, yaye makwenziwe oko **ngokukhokelwa yimali ekhoyo**.
- (d) Chaza iziphumo ezingwenelekayo zomqeshwa nezeziko/ezecandelo okanye ezesebe.  
 Isebe malizuze ngokuba noqeshwa onolwazi, ozimiseleyo nosebenza ngenkuthalo okwaziyo ukuhlangabezana neemfuno eziguqu-guquka mihla le zemeko yasemsebenzini (yasengqeshweni).  
 Umqeshwa ufumana izakhono ezitsha eziya kuphucula ngakumbi ikhondo lomsebenzi wakhe neprofayili yakhe.

#### 3.3.4 Ukuhlolwa kwe- IDP

I-IDP mayihlolwe qho emva kweenyanga ezi-5 – 6 ngethuba leseshoni yokuhlolwa kwentsebenzo ukwenzela ukuqinisekisa ukuba uphuhliso lomqeshwa luhamba kunye neemfuno zomsebenzi. Inxaxheba yoqeqesho nophuhliso olufunyenwe ngumqeshwa maluthathelwe ingqalelo.

### 3.4 Izinto ngokubanzi

I-IPP ne -IDP

- (a) ziya kwenzelwa igosa ngalinye elimvuzo ukwinqanaba 1 – 12 qho ngonyaka phambi kowoku-1 **Apreli** yaye kungabi semva kwenyanga yekhalenda enye emva kuka-Apreli kunyaka ngamnye
- (b) mazenziwe ngokusebenzisa inkqubo yothetha-thethwano
- (c) mazisayinwe ngumphathi omelwe luxanduva lokuyisayina ubuncinane okumanqanaba ama-2 ngesikhundla ngaphezu komqeshwa, kodwa kungabi ngongaphantsi kwinqanaba lomvuzo elingu-8
- (d) mayibe sele isebenza ngokupheleleyo ngowoku-1 Apreli kunyaka ngamnye.

Qaphela: Umqeshwa, ngenxa yezizathu **eziphathekayo** anazo, unelungelo lokungavumi ukusisayina isicwangciso sentsebenzo nophuhliso lomntu ngamnye ukuba akaneliseki kokubhalwe apho kuso yaye unokusebenzisa inkqubo yezibhenzo (*appeals procedure*) ngokumalunga noku.

## Isahluko 4

### UKUBEKWA ESWENI NOKUHLOLWA KWENTSEBENZO

#### 4.1 Ukubekwa esweni kwentsebenzo

- 4.1.1 Umqeshwa nesuphavayiza okanye umphathi wecandelo mabatsheki qho intsebenzo yomqeshwa ngokumana bejonga qho kwi-IPP ne-IDP. Isuphavayiza okanye umphathi wecandelo makanike umqeshwa ingxelo enyanisekileyo, eyakhayo nezingisileyo ngokuqhubekayo – agxeke kwaye ancome – ejolise ekuphuculeni intsebenzo yomqeshwa lowo. Le ngxelo mayenziwe ngomlomo ize emva koko ibhalwe kwirekhodi ngendlela efanelekileyo.
- 4.1.2 Ingxelo ngokuqhubekayo enikwa qho isindisa umqeshwa ukuba angafumani mothuko odanisayo ngethuba lokuqhutywa kodliwano-ndlebe lokuvavanya umgangatho wentsebenzo yakhe. Kubhetele ukuba umqeshwa afumana ingxelo rhoqo kunokuba axelelwe ekupheleni kwenyanga ezili-12 ukuba umgangatho wentsebenzo yakhe ungaphantsi komgangatho olindelekileyo.
- 4.1.3 Umqeshwa nesuphavayiza okanye umphathi mabaqokelele **ubungqina ngentsebenzo** yomqeshwa baze babubhale ngokungqinelana neziqhamo afikelele kuzo nobunokuboniswa ngamaxesha okuhlolwa kwentsebenzo. (Amanqakwana obungqina/eziganeko aqokelelweyo okuxhasa intsebenzo makabhalwe kwi-IPP ekuvunyelwene ngayo.)
- (a) Isuphavayiza okanye umphathi wecandelo *makakhethe* zonke izinto ezinokuba yimithombo yolwazi ezinokuthi zivavanywe, eziquka ukujongwa kokuziphatha komqeshwa. Izinto ezinokuba ngumthombo wolwazi zezi
- Abo benzelwa iinkonzo
  - Amahlakani omqeshwa
  - Abasebenzi abaphantsi kwabanye
  - lingxelo zabaphathi ezikhutshwa ngenyanga
  - lingxelo zovavanyo lwentsebenzo zangaphambili
  - Ubungqina beziganeko ezibalulekileyo (into ebalulekileyo eyathi yenzeka enokuphemelela ukuhlelwa kwentsebenzo)
  - Imizuzu yeentlanganiso
- (b) Ukuba kuza kusetyenziswa abanye abantu njengemithombo yolwazi, umqeshwa makavumelane malunga nabo banokusetyenziswa njengemithombo yolwazi phambi kokuqala komjikelo.
- (c) Isuphavayiza mayinike ingxelo ngokuqhubekayo rhoqo amaxesha ngamaxesha ngethuba lokuqhubeka komjikelo wentsebenzo ngokubungqina obubhaliweyo.

#### 4.2 Iinkqubo zokuhlolwa kwentsebenzo

##### 4.2.1 Ukuhlolwa kwentsebenzo makwenzeke kangaphi?

Isuphavayiza okanye umphathi wecandelo makaxoxe nomqeshwa ngentsebenzo yakhe, oko kwenziwe ngokusesikweni (*formally*) yaye kuxoxwe ngentsebenzo yakhe ngokupheleleyo **amaxesha amane ngonyaka**. Ezimbini kwezi ngxoxo maziqhubeka **kwiinyanga ezintandathu phambi komhla wovavanyo lwentsebenzo ngokusesikweni okwenziwa qho ngonyaka**.

Ngenxa yeemfuno zokusebenza kwale nkqubo, ukuhlolwa komsebenzi ngekota yesine kungadityaniswa ne-apreyizali eyenziwa qho ngonyaka.

#### 4.2.2 Imihla yeentlanganiso zokuhlolwa kwentsebenzo

Isicwangciso samaxesha sonyaka sokuhlolwa kwentsebenzo kufuneka sicaciswe ekuqaleni komjikelo ngamnye yaye axelelwe umqeshwa ngaso. Oku kulandelayo ngumzekelo wesicwangciso samaxesha esingasetyenziswa kumqeshwa okwiziko lemfundo elisisikolo:

UMJIKELO WOKUHLOLWA KWENTSEBENZO:1 APRELI – 31 MATSHI				UVAVANYO
IKota 1	IKota 2	IKota 3	IKota 4	
Apreli	Julayi	Oktobha	Januwari	
Meyi	Agasti	Novemba	Februwari	
<b>17 Juni (Ukuhlolwa kwentsebenzo)</b>	<b>16 Septemba (Ukuhlolwa kwentsebenzo)</b>	<b>25 Novemba (Ukuhlolwa kwentsebenzo)</b>	<b>25 Februwari – 5 Matshi (Ukuhlolwa kwentsebenzo)</b>	<b>31 Matshi</b>

#### 4.2.3 Amalungiselelo entlanganiso

- Makucelwe umqeshwa ukuba azilungiselele ukuza kwintlanganiso ubuncinane kwiiveki ezi-2 phambi kokughubeka kwentlanganiso yokuhlola intsebenzo.
- Isuphavayiza okanye umphathi wecandelo makanike umqeshwa ithuba lokuvakalisa uluvo lwakhe ngentsebenzo yakhe ngelo thuba lovavanyo lwayo, nokuba anike obakhe ubungqina.
- Isuphavayiza mayihlole ize iqwalasele le ngcaciso ukulungiselela intlanganiso yokuhlolwa kwentsebenzo.

#### 4.2.4 Ngethuba lentlanganiso yokuhlolwa kwentsebenzo

- Isuphavayiza okanye umphathi wecandelo nomqeshwa mabahlole intsebenzo yomqeshwa baze bajonge umlinganiselo wentsebenzo ngokuwuthelekisa neziqhamo zentsebenzo ekwakuvunyelwene ngazo ngalo kota. (Ezi ziqhamo kufuneka zibhalwe kwiSixhobo sokuHlola iIntsebenzo (*Performance Review Instrument*).

IZIQHAMO ZENTSEBENZO (Njengoko zikwi-IPP)	INKQUBELA ( <i>Amanqakwana – ingabi luhlelo lwentsebenzo</i> )	UQEQESHO OKANYE UPHUHLISO	IZIGQIBO EKUVUNYELWENE NGAZO

*(Khangela kwiSihlomo C ukufumana ifom emiselweyo.)*

Ingxoxo mayithathele ingqalelo naluphi na utshintsho kwiimeko ukususela ekuqaleni komjikelo.

- Isuphavayiza/umphathi wecandelo makarekhodishe iikhomenti **ngenkqubela** eseyenziwe ngokuphathelele kwinxaxheba yoqeqesho olwenziweyo.

Isuphavayiza okanye umphathi wecandelo makanike ingxelo ngentsebenzo yomsebenzi aze abonise iingxaki nezithintelo ezibekho.

Umqeshwa makanikwe ithuba lokunika izimvo zakhe ngengxelo ngokuqhubekayo (*feedback*), yaye anike nenkcazo ngokuphathelele kwintsebenzo yakhe.

- (c) Isuphavayiza/umphathi wecandelo nomqeshwa mabavumelane ngalo naluphi na **uqeqesho**, **uphuhliso**, njl. njl., oluyimfuneko yaye oku bakubhale phantsi.
- (d) Isuphavayiza/umphathi wecandelo nomqeshwa mabaxoxe ngeenguqulelo, ukuba zikho, ekufuneka zenziwe kwiinjongo nakwezona zinto zokuqala neziphambili (*priorities*) kwi-IPP ukuze kube nokuthathelwa ingqalelo naziphi na iingxaki okanye izithintelo.

Qaphela: Makubhalwe phantsi oku kulandelayo:

Nayiphi na ingxoxo ekuvunyelwene ngayo.

Naluphi na utshintsho olwenziwe kwiziqhamo zentsebenzo. Oku makongezwe kwi-IPP ekhoyo.

Naziphi na iingxaki ezinxulumene nentsebenzo kunye/okanye iindlela-ndlela zokufikelela kwisisombululo

4.2.5 Isuphavayiza/umphathi wecandelo nomqeshwa mabasayine isixhobo sokuhlolwa kwentsebenzo.

## Isahluko 5

### UPHUHLISO LWENTSEBENZO

#### 5.1 Yintoni uphuhliso lwentsebenzo?

Uphuhliso lwentsebenzo yinkqubo eqhubekayo yokuqatshelwa kwezo meko zithintela intsebenzo eyiyo kunye nokupheliswa kwazo ngokulandela amanyathelo acwangcisiweyo.

#### 5.2 Lwenzeka nini uphuhliso lwentsebenzo?

Malwenzeke ngethuba lenkqubo yonke yolawulo nophuhliso lwentsebenzo.

Isuphavyiza/umphathi wecandelo makanike rhoqo umqeshwa ingxelo ngokuqhubekayo (*feedback*) ukwenzela ukuphucula intsebenzo kusekwangoko.

Ukubekwa kwihlelo elingaphantsi kwengqanaba elithi "Yamkelekile" ngethuba lokuqhubeka kwentlanganiso yonyaka yovavanyo lwentsebenzo malungabi luphawu lokuqala lokuqhwalela emsebenzini komqeshwa njengoko oku bekufanele ukuba kwenziwe kwangaphambili, ngethuba lesigaba sokuhlolwa kwentsebenzo.

#### 5.3 Amanyathelo okuphuhlisa intsebenzo

5.3.1 Isuphavyiza okanye umphathi wecandelo **mabalungise uluhlu lweemfuno zophuhliso** zomqeshwa. Ukwenza oku, kungabuzwa le mibuzo ilandelayo:

Loluphi ulwazi kunye/okanye izakhono ezingokuziphatha umqeshwa azifunayo ukuze akwazi ukusebenza ngokomgangatho owamkelekileyo kwisithuba akuso?

Ziintoni agqwidiza kuzo umqeshwa? (*Ezi zinto zinoqatshelwa ngokujonga iziqhamo afikelele kuzo [okanye angakwazanga ukuzifikelela] nangokumbeka esweni nokumnika ingxelo ngokuqhubekayo.*)

5.3.2 Isuphavyiza okanye umphathi wecandelo **makamazise umqeshwa ngeleta ebhaliweyo ngeenkalo zophuhliso** ezifunekayo kuye aze anike umqeshwa ithuba lokuphucula intsebenzo yakhe.

5.3.3 Ngokususela kwimvumelwano phakathi komqeshwa nesuphavyiza okanye nomphathi wecandelo, i-**IDP** yomqeshwa **inokutshintshwa** ngokumalunga noku kulandelayo

Zintoni ekufuneka ezifundile umqeshwa

Uya kuzizuzisa njani ezi zakhono umqeshwa

Yeyiphi inkxaso emayinikwe ngumphathi wecandelo ukuqinisekisa ukuba uyazifumana ezi zakhono

Zisakuba zigqityiwe ezi zifundo, ziza kusetyenziswa njani ukuqinisekisa uphuhliso aza kulusebenzisa ngokwenene emsebenzini wakhe.

5.3.4 **Beka esweni** intsebenzo yomqeshwa ngalo lonke ithuba lomjikelo wophuhliso lwentsebenzo uze umana kumnika rhoqo ingxelo ngokuqhubekayo ukwenzela ukulungisa ukuqhwalela kwakhe emsebenzini kwangoko.

## Isahluko 6

### UVAVANYO LWENTSEBENZO NGONYAKA

#### 6.1 Yintoni uvavanyo lwentsebenzo ngonyaka?

Yinkqubo apho intsebenzo yomntu ngamnye ithi ivavanywe ngaloo mjikelo wentsebenzo wonyaka othile okanye ilinganiswe ngokujonga oku kulandelayo

Ngaba umqeshwa ufikelele ngempumelelo engakanani kwiziqhamo zentsebenzo xa kuthelakiswa nemigangatho ephambili yentsebenzo ekwakuvunyelwene ngayo

Ngawaphi amahlelo (*ratings*), ukuthathela ingqalelo intsebenzo entle (*recognition*) okanye amanyathelo okulungisa undonakele (*remedial actions*) afanelekileyo

#### 6.2 Lwenzeka nini?

Lwenzeka kanye ngonyaka ngoMatshi (ekupheleni komjikelo wentsebenzo)

#### 6.3 Amahlelo entsebenzo asetshenziswa kuvavanyo lwentsebenzo

La mahlelo alandelo entsebenzo asebenza kwisikali sokuhlela esinamanqanaba ama-5 kwinqqubo yovavanyo lwentsebenzo:

##### **Yengamkelekanga (1)**

Umqeshwa woyisakele mpela ukuhlangabezana nemigangatho ekuvunyelwene ngayo, ubonise inqanaba lentsebenzo elinganelisiyo yaye akuyonzuzo ukuqeshwa kwakhe. Kuye kwajongwa amancedo akhoyo kodwa akukho nto elindelekileyo engamnceda nokuba ngaba kungenziwa noluphi na olunye ungenelelo ngoncedo ukuzama ukuphucula imeko. Makulandelwe iinkqubo ezimiselwe kolu xwebhu *Incapacity Code and Procedures for the Public Service (PSCBC Resolution 10/1999)*.

##### **Yesengciphekweni (2)**

Umqeshwa woyisakele ukuhlangabezana kanye ncam nemigangatho ekuvunyelwene ngayo, yaye ubonise inqanaba lentsebenzo elithathwa ngokuba lelayame kakhulu kwengamkelekanga okanye enganelisiyo. Kusenokwenzeka ukuba umqeshwa usafunda umsebenzi yaye anganako ukusebenza ubuncinane afikelele kwinqanaba elanelisayo. Umqeshwa akabonisi nzuzo yanelisayo kuqeqesho nakwingcebiso enikwa ngabaphathi. Isuphavayiza okanye umphathi wecandelo, ngokubhungisana nesuphavayiza nomphathi wakhe, mabaqulunqe isiCwangciso sokuPhuculwa kweNtsebenzo (*Performance Improvement Plan*) (enokubandakanya ukunikwa ingcebiso (*counselling*), ukuya komqeshwa kwiikhosi ezinxulumene noku yaye asebenze phantsi komntu onamava (*mentorship*). Makwenziwe i-IPP ne-IDP entsha (Ukutshintshelwa kwenye indawo komqeshwa iseyenye indlela engaluncedo.)

##### **Yeyamkelekileyo (3)**

Umqeshwa uhlangabezane nemigangatho ekuvunyelwene ngayo yaye ubonise inqanaba lentsebenzo elanelisayo (ngokobunjani nangomgangatho wayo) o.k.t. uzanelisile iimfuno zokuba ahlawulwe umvuzo. Kusafuneka ukuba anikwe inkxaso, nengcebiso yaye akhokelwe ngokuthe gqolo ukuze aziphucule ngokupheleleyo yaye asebenze ngokuzimisela kakhulu.

#### **Yencomekayo (4)**

Uthe maxa wambi waqgithisa kwimigangatho ebekiweyo yaye wabonisa inganaba lentsebenzo elingaphezu kwelanelisayo (ngokobunjani nangomgangatho wayo).

#### **Yeqaqambileyo (5)**

Uzingisile ukusebenza ngokugqithileyo kwimigangatho ebekiweyo yaye uthe qolo wabonisa inganaba lentsebenzo eliphezulu kakhulu (ngokobunjani nangomgangatho wayo).

### **6.4 Amalungiselelo entlanganiso yonyaka yovavanyo lwentsebenzo**

#### **6.4.1 Bobabini isuphavayiza/umphathi wecandelo nomqeshwa**

mabajonge i-IPP, i-IDP yomqeshwa kunye neerekhodi zekota zokuhlolwa kwentsebenzo, kwakunye nayo nayiphi na enye into ebhaliweyo enxulumene noku

mabacinge ngezo zinto azenze ngempumelelo umqeshwa, imigangatho yentsebenzo ephambili, iinjongo neethagethi eziphambili ekunokulinganiswa kuzo izinto azenze ngempumelelo, nokuba ingakanani indima ayenzileyo ukuziphumeza. *(Naye umqeshwa makathi ngokumalunga noku azimisele ukuchaza ukuba kungani na le migangatho, ezi njongo nezi thagethi engakwazanga ukuzihlangabeza)*

makalungiselele ukuchaza ukuba kungani engabanga nako nje ukufikelela kuzo naziphi na iinjongo okanye iithagethi

mabacingisise ngenkxaso, uqeqesho nophuhliso alufunileyo

mabazalise ifom yovavanyo lokuzilungiselela (*preliminary assessment*) ngokumalunga nelo thuba liphantsi kokuhlolwa kwentsebenzo, besebenzisa isikali **esimanqanaba ma-5 sokuhlela intsebenzo (5-point rating) scale.**)

#### **6.4.2 Isuphavayiza/umphathi wecandelo**

apho kuyimfuneko yaye kufanelekile, makabonisane nabanye abathathi-nxaxheba abadibana qho nomqeshwa ukufumana ingcaciso engaphezulu

makabonisane, engalandeli migaqo isesikweni (informally), nezinye iisuphavayiza okanye abaphathi abakumsebenzi ofanayo, kwinqanaba elifanayo nakwiimeko ezingqongileyo (contexts) ezifanayo ukwenzela ukuthelekisa amahlelo (*ratings*) akhe okuqala awanike abaqeshwa abo nalawo abanye.

makamisele ixesha nosuku lwentlanganiso yovavanyo lwentsebenzo aze anike umqeshwa **isaziso ubuncinane seentsuku ezili-14 phambi kokuqhubeka kwentlanganiso.** *(Ixesha lale ntlanganiso malibe lelibalungeleyo bobabini yaye linike ithuba elaneleyo lokubonisana.)*

### **6.5 Intlanganiso yovavanyo lwentsebenzo**

Ngethuba lentlanganiso, isuphavayiza okanye umphathi wecandelo nomqeshwa mabaxoxe bafikelele esigqibeni ngokuhlelwa komgangatho wentsebenzo yomqeshwa ngokumalunga nesiqhomo somsebenzi ngasinye salo misebenzi.

Isuphavayiza okanye umphathi wecandelo makalandele la manyathelo alandelayo kuloo ntlanganiso kanye yovavanyo



6.5.1 Yazisa inkqubo

- (a) Cacisa injongo yaloo seshoni, umz. "Namhlanje sihlangele apha ukuza kubonisana ngokuhlelwa kwentsebenzo yakho yonyaka. Olu hlelo (*rating*) luya kususela kwindima eboniswe yintsebenzo yakho ukuze ufikelele kwiziqhamo zentsebenzo yakho".
- (b) Buza umqeshwa ukuba ngaba unayo nayiphi na imibuzo anqwenela ukuyibuza phambi kokuba kuqaliswe iingxoxo.
- (c) Gxininisa into yokuba injongo yoku kukuvavanya nokuphuhlisa intsebenzo yomqeshwa iphela, hayi ukugxeka.

6.5.2 Bhala iinkcukacha kwiSixhobo sokuHlela uMgangatho weNtsebenzo (IFom)

Le fom inala macandelwana alandelayo: Iziphumo zeNtsebenzo, uBungakanani, uHlelo kunye neSikoro esiLinganisiweyo. Okulandela apha ngasezantsi ngumzekelo owenziwe ngoMabhalane osebenza esikolweni:

IZIPHUMO ZENTSEBENZO	UBUNGAKANANI (beSiqhamo seNtsebenzo ngasinye) %	UHLELO (ngokweSiqhamo seNtsebenzo ngasinye) (1-5)	UMLINGANISO WENTSEBENZO (Ubungakanani x Uhlelo)
Intsebenzo iyonke yemisebenzi kamabhalane wesikolo	50%	4 X ,50	2
Ukusingatha zonke ii-akhawunti zesikolo	40%	3 X 40	1.2
Ukwenza imisebenzi ngemisebenzi yezolawulo	10%	1 X 10	0,1
<b>UHLELO LWENTSEBENZO</b>			3.3
<b>IPHELA NGOMJIKELO UWONKE</b>	<b>100%</b>		<b>(Isikoro esilinganisiweyo sisonke)</b>
<b>UHLELO: Yeyamkelekileyo (3)</b> (Yengamkelekanga =1/ Yesemngciphekweni =2/ Yeyamkelekileyo =3/ Yencomekayo =4/ Yeqaqambileyo –5)			

*(Khangela kwiSihlomo D ukufumana ifom emiselweyo.)*

- (a) Zalisa iFom yeSiqhamo seNtsebenzo (Performance Output) njengoko kubonisiwe kwi-IPP yeNkcazo yoMsebenzi
- (b) Zalisa iFom yobuNgakanani beSiqhamo seNtsebenzo njengoko kubonisiwe kwi-IPP. *(Ubungakanani bazo zonke iziqhamo mabube yi-100% bakudityaniswa. Ubungakanani buya kubonisa inxaxheba yeSiqhamo seNtsebenzo malunga naloo msebenzi uthile)*
- (c) Nika uhlelo lweSiqhamo seNtsebenzo ngasinye ekuvunyelwene ngaso, ngokususela kwiindidi zeentlelo zentsebenzo ezikumhlathi 6.3.  
Jonga iSiqhamo seNtsebenzo ngasinye ngokwahlukeneyo uze unike umqeshwa ithuba lokuxoxa ngokuzivavanya kwakhe buqu  
Jonga iimeko ezingaphaya kwamandla omqeshwa eziye zachaphazela intsebenzo yomqeshwa. Vavanya intsebenzo yomqeshwa ngomsebenzi owenziwa phambi kokubakho kwezi meko.

Vavanya ukuba umqeshwa uzifikelele kangakanani na iZiqhamo zeNtsebenzo ekwakuvunyelwene ngazo, njengoko oko kuxhaswa yingcaciso eqokelelweyo evela kubungqina, kwiziganeko ezibalulekileyo nakwiingxoxo nomqeshwa.

Apho kunikwe olu hlelo **Yengamkelekanga (1)** okanye **Yesemngciphekweni (2)**, isuphavayiza yelo gosa livavanywayo mayinike ubungqina obuvakalayo nobuvokothekileyo ukuxhasa uhlelo olo kwakunye nobungqina bamanyathelo okulungisa undonakele athathiweyo ukushenxisa imiqobo ethintela intsebenzo leyo okanye abanye oonobangela bentsebenzo embi.

Chaza uhlelo ocinga ukuba lufanelekile kwisiqhamo ngasinye uze ucele umqeshwa ukuba anike uluvo lwakhe umz. "Oku kundibangele ukuba ndenze isigqibo sokuba ndithi uye wasebenza ngokuncomekayo/ngokwanelisayo/ngokunganelisiyo". "Ngaba uyavumelana nolu vavanyo?"

Ukuba igosa elo alingqinelani nohlelo elilunikiweyo yisuphavayiza yalo, elo gosa malinike ubungqina obuvakalayo nobuvokothekileyo ukuxhasa ukuba lifakwe kolunye uhlelo. Ukuba alizi nobungqina obulolu hlobo, kuya kuthathwa uhlelo olunike yisuphavayiza yalo, phantsi kwemiqathango yeziqendu ezisaleleyo zomhlathi 6.5.2 (c) neyeSahluko 9.

- (d) Bala umlinganiselo wentsebenzo ngokuphinda-phinda ubungakanani bentsebenzo (*weight*) ngohlelo (*rating*) (guqula i-% ibe linani eliyidesimali) uze ufake iskoro esilinganisiweyo (*weighted score*).
- (e) Phendula ngokufanelekileyo kuhlelo lwentsebenzo yaye uyivume inkqubo efanelekileyo eza kulandela:

Apho intsebenzo yomqeshwa ifakwe kuhlelo lokuba **yencomekayo** okanye **yeqaqambileyo** vuyisana naye ngentsebenzo yakhe. Mcacisele inkqubo eya kulandela yokufaka igama lakhe ukuze afumane ibhaso/isikhuthazi (*incentive*).

Ukuba intsebenzo yomqeshwa ifakwe kuhlelo lokuba **yeyamkelekileyo**, mncome ngenxa yokuba esebenze ngokwanelisayo uze ugxinise ezo ndawo kusafuneka aziphucule ngokuthi kuqhutywe iingxoxo zokuphucula intsebenzo.

Apho intsebenzo yomqeshwa ifakwe kuhlelo lokuba **yenganelisiyo**, mchazele umqeshwa ukuba intsebenzo yakhe ayifikelelanga kumgangatho ofunekayo kodwa uza kuncediswa ukuba aphucule intsebenzo yakhe. (*Yenza isiCwangciso soPhuhliso lweNtsebenzo*).

### 6.5.3 kugqityezelwa kweFom yoVavanyo lweNtsebenzo

- (a) Akuba nje enikiwe amahlelo esiqhamo sentsebenzo ngasinye yaye kufikelelwe kwimvumelwano ngokufanelekileyo, isuphavayiza/umphathi wecandelo makagqibezele uhlelo lwentsebenzo iphela.
- (b) Kwindawo ebekele "IiKhomenti", isuphavayiza/umphathi wecandelo makanike isishwankathelo esifutshane sezizathu zohlelo lwentsebenzo iphela. Makachaze amanyathelo aza kuthathwa okuthathela ingqalelo intsebenzo eqaqambileyo okanye okusingatha intsebenzo efadaleleyo. (Khangela kwiZahluko 7 no-8.). Kungaqhotyoshelwa izihlomelo ukuba isithuba esibonelelwe iikhomeni asanelanga.
- (c) Emva kokufikelela kwimvumelwano, bobabini isuphavayiza/umphathi wecandelo nomqeshwa mabasayine ifom yovavanyo lwentsebenzo.

- (d) Nakuba i-SPMDS iqamele ngamandla kwimvumelwano phakathi kwesuphavayiza/komphathi wecandelo nomqeshwa, kukwabalulekile ukuba isuphavayiza/umphathi okwinqanaba elilandelayo angqinelane naye novavanyo lwentsebenzo. Oku kuya kukhuthaza inkqubo yovavanyo engakhethi cala, enokuthenjwa nejonga izinto ngengqondo ephangaleleyo. Ngako oko ke ifom yovavanyo lwentsebenzo kunye nawo onke amaxwebhu axhasayo makangeniswe kwisuphavayiza/kumphathi okwinqanaba elilandelayo ukuze abhale ezakhe iikhomenti abe sele eyisayina.

## **6.6 Iziphumo zovavanyo lwentsebenzo qho ngonyaka**

Iziphumo zovavanyo lwentsebenzo qho ngonyaka zinokukhokelela nokuba kukwisincomo sokunikwa ibhaso ngentsebenzo entle okanye kwisicwangciso sokulungisa intsebenzo efadeleyo, zinto ezo eziya kuxoxwa banzi kwiZahluko 7 no-8.

Okwenzekayo xa umqeshwa engavumelani nesiphumo sovavanyo lwentsebenzo yakhe kuchazwe kwiSahluko 9.

## ISahluko 7

### UKUVUZWA NGENTSEBENZO ENTLE

#### 7.1 Ukuvuzwa ngokunikwa imali

NgokoMgaqo-nkqubo osiSikhokelo seNtlawulo yeziKhuthazi zeMivuzo yamaNqanaba 1 - 12 (*Incentive Policy Framework for Salary Levels 1 to 12*), nosebenza ngokusemthethweni ukususela kumhla woku-1 Apreli 2003, bonke abasebenzi abakula manqanaba bafanelekile ukuba bafumane **unyuselo lomvuzo, imali yebhonasi okanye ibhaso lokuwongwa elingeyomali**, ngokuxhomekeka ekubeni amanqaku ovavanyo lwentsebenzo yonyaka akwinqanaba lomgangatho omiselweyo.

#### 7.2 Ukunyuselwa umvuzo

7.2.1 Inye **qwaba inotshi yonyuselo lomvuzo ngokovavanyo lwentsebenzo kumjikele ngamnye** enokunikwa abasebenzi abantsebenzo yabo ubuncinane "Yamkelekileyo".

7.2.2 Umjikele wonyuselo lomvuzo (umjikele wovavanyo lwentsebenzo) uthatha ithuba eliziinyanga ezili-12 elingakhange liqhawuke, elisusela kumhla woku-1 Apreli waloo nyaka.

Kuphela ngabaqeshwa

abagqibe ithuba ubuncinane leenyanga ezili-12 elingakhange liqhawulwe bekwinotshi yomvuzo wabo ngomhla wama-31 Matshi wonyaka-mali kwaye

abantsebenzo yabo, "yamkelekileyo" ngokungqinelana ne-SPDMS, abaya kufaneleka ukufumana unyuselo lomvuzo, ukuba, kufanelekile oku, noya kuhlawulwa qho ngonyaka ngomhla woku-1 Julayi kunyaka ngamnye.

7.2.3 Unyuselo lokuqala lwabasebenzi beSebe leMfundo leNtshona Koloni, emva kokuphunyezwa ngokusemthethweni kwe-SPMDS, luya kwenzeka ngomhla woku-1 **Julayi 2005** yaye luya kususela koku kulandelayo:

kwisiphumo sovavanyo lwentsebenzo yethuba elisusela kumhla woku-1 Apreli 2004 ukuya kowama-31 Matshi 2005 (ngenkono yonyaka omnye engakhange iqhawulwe bekwinotshi yabo) kunye nentsebenzo ethi, ngokungqinelana ne-SPDMS, ifakwe kuhlelo ubuncinane lokuba, "yamkelekile" ngelo thuba lonyaka omnye likhankanyiweyo.

Le nkqubo iya kubandakanya abaqeshwa abaye batshintshwa ukusuka kudidi lomsebenzi oluthile ukuya kolunye okanye ukusuka kwisebe elithile ukuya kwelinye apho umqeshwa uhlala ekuloo notshi yomvuzo inye.

*Inkqubo yokuqala yonyuselo lomvuzo ngentsebenzo entle ngokweSikhokelo soMgaqo-nkqubo weziKhuthazi (Incentive Policy Framework) yaye yaqaliswa ngomhla woku-1 Julayi 2003, ngokususela kwintsebenzo ngethuba elisusela kumhla woku-1 Apreli 2002 ukuya kuMatshi 2003. Njengoko i-SPMDS ingazange iqaliswe ngelo xesha nokwenzela ukuba abasebenzi bakwazi ukulungela unyuselo lomvuzo ngokwentsebenzo, kwafuneka kuzaliswe isatifikethi yisuphavayiza nganye esibonisa ukuba ngaba intsebenzo yelungu ngalinye kubasebenzi bakhe yayiyencomekayo na. Kukwafuneka ukuba kuzaliswe esinye isatifikethi sonyuselo lomvuzo sethuba eliqala ngowoku-1 Apreli 2003 ukuya kuMatshi 2004.*

7.2.4 Nawuphi na uqeshwa **okwinotshi yomvuzo wakhe buqu (personal notch)** ekwinqanaba lomvuzo ongaphezulu komlinganiselo wenqanaba lomvuzo elilunge nesithuba somsebenzi wakhe, **akayi**

**kufaneleka ukufumana unyuselo lomvuzo**, kodwa uya kufumana naluphi na uhlelwa-hleliso lomvuzo ngonyaka (*annual salary adjustments*) kwelo nqanaba lomvuzo njengoko unokumiselwa nguMphathiswa weNkonzo kaRhulumente noLawulo.

### **7.3 Intlawulo yemali yebhonasi**

7.3.1 Intlawulo yemali yebhonasi eya kuthi eyona iphezulu ingadluli kwi-10% ne-18% yomvuzo nje kuphela (*basic salary*) womqeshwa ingenziwa ukwenzela ukuthathela ingqalelo ukuhlawula abafakwe kuhlelo lwentsebenzo iphela olungu-4 – 5 ngokulandelelanayo.

7.3.2 Akukho ngqinisekiso yokuba zakufumaneka ezi mali zebhonasi/zezikhuthazi yaye zixhomekeke ekubeni iSebe leMfundo linayo na imali eyaneleyo yokuzihlawula. (Funda umhlathi 7.5)

7.3.3 Ukuba iye yakho imali, kuya kuhlawulwa imali yebhonasi ukususela kowoku-1 Apreli 2005 emva kokuba kwenziwe uvavanyo lwentsebenzo olupheleleyo ngokwe-SPMDS.

### **7.4 Amabhaso angeyomali okuwongwa ngentsebenzo entle**

7.4.1 Amabhaso angeyomali okuwongwa ngentsebenzo entle akananxaxheba ethe ngqo kwimibandela yezemali.

7.4.2 ISebe leMfundo liya kuthi, amaxesha ngamaxesha, lazise iindlela zokuthathela ingqalelo intsebenzo entle ezingeyomali ukukhuthaza ukusebenza ngokuzimisela kwiSebe leMfundo liphela. Nakuba kunjalo, iintloko zamacandelo zikwavumelekile nazo ukuba ziqulunqe izicwangciso zamacandelo azo, ngokuxhomekeka ekubeni ezo ndlela zihlala zingamabhaso angeyomali yaye azitshintshi nayiphi na imeko yengqesho esisiseko.

7.4.3 Oku kulandelayo yimizekelo yokuthathela ingqalelo intsebenzo entle:

Ukunikwa ilungelo elithe kratya lokucwangcisa umsebenzi wakhe

Ukwandiswa kwezixhobo nezinto zokwenza umsebenzi

Ukuvunywa esidlangalaleni kwentsebenzo eqaqambileyo ezinjengezatifikethi zomsebenzi oqaqambileyo, upapasho kwizinto ezipapashwa lisebe eli, izicatshulwa (*citations*) ezenziwa kwiinkomfa/kwiintlanganiso.

7.4.4 Naliphi na ibhaso okanye indlela yokuthathela ingqalelo intsebenzo entle kufuneka icace gca, yenzelwe ekuhlaleni yaye ifunyanwe ngokulinganayo ngumntu wonke ofanelekileyo.

### **7.5 Ukungqongophala kwemali yebhajethi**

Unyuso lwemivuzo nemali ehlawulwayo eyibhonasi zixhomekeke ekufumanekeni kwemali leyo. Akuvumelekanga ukuba amasebe achithe ngaphezu kwe-1,5% yebhajethi yawo yonyaka iyonke (yemivuzo engekafakelwa zibonelelo yamanqanaba 1 – 12) kwimali yeebhonasi yaye kungabi ngaphezulu kwe-1% yesabelo sawo semivuzo (imivuzo engekafakelwa zibonelelo, umrhumo wengxowa-mali yomhlala-phantsi, njl. njl.) kunyuso lwemivuzo yokuwongwa ngentsebenzo entle.

## Isahluko 8

### UKULUNGISA INDLELA YOKUZIPHATHA

#### 8.1 Indlela yokusingathwa kwentsebenzo enganelisiyo iyonke

- 8.1.1 Kumelwe iqatshelwe yonke intsebenzo enganelisiyo yomqeshwa, ize isingathwe ngethuba lokuhlolwa kwentsebenzo.
- 8.1.2 Amanyathelo okulungisa undonakele makabe lolohlobo lokunikwa uqeqesho olululo inkxaso nenkuthazo isikhokelo esicace gca sokuba hlobo luni lophuculo-msebenzi olulindelekileyo kumjikelo wentsebenzo olandelayo, inkcazo kwakhona kugxininiswe iimfuno zentsebenzo/zemvumelwano, nokujongisiswa nzulu kweemeko zomsebenzi ukuzama ukufumana ukuba akukho meko zizezinye na ezichaphazela intsebenzo.

#### 8.2 ISicwangciso soPhuculo lweNtsebenzo (*Performance Improvement Plan*) (PIP)

Ukuba umqeshwa ufumana uhlelo lwentsebenzo esemngciphekweni (*border line*) okanye engamkelekanga kuzo naziphi na iziqhamo zentsebenzo yakhe, makwenziwe iSicwangciso soPhuculo lweNtsebenzo.

- 8.2.1 Isuphavyiza/umphathi wecandelo nomqeshwa babenze isicwangciso okanye iprogram eyiyo. Naziphi na iimeko zeziko lomsebenzi ezizodwa okanye iimeko ezizodwa ezichaphazela umqeshwa buqu mazithathelwe ingqalelo. Isicwangciso eso masibonise gca ingxaki efunyenwe kwintsebenzo yomqeshwa, isicwangciso samanyathelo aza kuthathwa ukuphucula imeko ekuvunyelwene ngayo yisuphavyiza/ngumphathi wakhe nomqeshwa, umhla ekujoliswe kuwo, namanqakwana enkqubo yokubeka iliso.
- 8.2.2 Isuphavyiza/umphathi wecandelo nomqeshwa mabavumelane ngokuhlola intsebenzo okulandelayo oko kwenziwe kwithuba elifanelekileyo.
- 8.2.3 Ukuba, emva kweenyanga ezili-12, intsebenzo yomsebenzi ayinakuhlelwa ubuncinane ibekwe kuhlelo lokuba "**Yeyamkelekileyo**", isuphavyiza/umphathi wecandelo makaqalise amanyathelo anokukhokelela kwinkqubo yokuthathelwa amanyathelo oluleko. Amanyathelo oluleko angaquka ukugxothwa emsebenzini komntu lowo ngezizathu zokungakwazi kwenza okanye zokoyisakala ukwenza umsebenzi wakhe. Kule meko makusetyenziswe olu xwebhu *The Incapacity Procedures for the Public Service*.

## Isahluko 9

### UBUNZIMA BOKUFIKELELA KWIMVUMELWANO

#### 9.1 Ukungaphumeleli ukufikelela kwimvumelwano

Zingakho iimeko apho umqeshwa nesuphavayiza yakhe/nomphathi wecandelo lakhe bafumana ubunzima ekuvumelaneni ngeminye imiba ye-IPP, ye-IDP, yokuhlolwa kwentsebenzo, okanye ngaso nasiphi na sezigaba njengoko ziya zisenzeka.

Kwimeko enjengale kubalulekile ukuthatha inyathelo ngokukhawuleza nekuqinisekiweyo ngalo, kungabi kugxininiswa kakhulu kwimpikiswano ende, njengoko kufuneka kuhle kufikelelwe kwimvumelwano ukwenzela ukuba kube nokufikelelwa kwiinjongo zovavanyo lwentsebenzo.

#### 9.2 Amanyathelo enkqubo emayilandelwe

La manyathelo alandelayo makalandelwe ngenjongo yokufikelela kwimvumelwano

##### 9.2.1 ISigaba 1 (*esibandakanya umqeshwa nesuphavayiza/umphathi wakhe okwinqanaba lokuqala [umqeshwa aphantsi kwakhe ngqo]*)

Umqeshwa makaxelele isuphavayiza/umphathi wakhe ngqo ngesizathu sokunganeliseki kwakhe. Indibano yokubonisana inganela ukusombulula le ngxaki.

Ukuba lo mba awusombululeki, oku kungaboni ngasonye makubhalwe phantsi, kusiwe kwiSigaba 2.

Umqeshwa angakhetha ukuthetha-thethana nommeli wakhe wombutho wabasebenzi malunga nalo mbandela njengenxenywe yenkqubo yokusombulula naziphi na iingxaki.

Zonke iingxoxo phakathi komqeshwa nesuphavayiza/nomphathi mazijolise ekufikeleleni kwimvumelwano ingabi kukugxekana bebekana amabala okanye ukufumana izizathu zokuzithethela.

**Ixesha elisikiweyo:** Makafikelele kwimvumelwano amaqela ***kwiintsuku ezilishumi zomsebenzi.***

##### 9.2.2 ISigaba 2 (*esibandakanya umqeshwa nesuphavayiza ekwinqanaba lesibini ngobukhulu*)

Kwakuba nje oko kungaboni ngasonye namanyathelo athathiweyo okusombulula lo mbandela zibhalwe phantsi, ungadluliselwa kwisuphavayiza okanye kumphathi olandelayo ngokobukhulu besikhundla.

Isuphavayiza/umphathi (aphantsi kwakhe ngqo) okwinqanaba lokuqala kukhethwa ukuba makabekho ngethuba leengxoxo zokubonisana.

Onke amaqela makabhale phantsi oko akutshoyo kwezo ngxoxo aze agcine irekhodi yeengxoxo zawo.

Nawaphi na amaqela avumelekile ukuba acele abantu abanobungcali ukuba babekho kwezi ntlanganiso ukunika uncedo nengcebiso.

**Ixesha elisikiweyo:** Amaqela makafikelele kwimvumelwano ***kwiintsuku ezilishumi elinesihlanu zomsebenzi.***

### 9.2.3 ***IBakala 3 (INkqubo yokuFaka iziKhalazo)***

Ukuba le meko ayisombululeki, umqeshwa usenalo ilungelo lokufaka isikhalazo alandele inkqubo esemthethweni yokufaka izikhalazo. (Amaqela makavumelane ngokusebenzisa iinkqubo zokusingatha izikhalazo zabasebenzi benkonzo karhulumente njengoko zicacisiwe kwiSetyhula 0230/2003 kaNovemba 2003.

**Ixesha elisikiweyo: Njengoko limiselwe kwiNkqubo yoXambuliswano (*Grievance Procedure*)**



## Isahluko 10

### UKUMODAREYITHA

- 10.1 Injongo yokumodareyitha yeyokuqinisekisa ukuba iisuphavayiza zivavanya intsebenzo ngendlela engqinelanayo kwiSebe liphela kwaye ziwuqonda ngokufanayo umgangatho ofunekayo kwinqanaba ngalinye lesikali sokuhlela.
- 10.2 Ukumodareyitha kuqala kwinqanaba lesuphavayiza emayiqinisekise ukuba ii-IPP nee-IDP zabasebenzi bayo zizibonisa kakuhle izinto ezifunekayo kunye nenqanaba lomsebenzi. Iisuphavayiza zingathetha-thethane nezinye iisuphavayiza (ezilinganayo ngokwenqanaba lesikhundla) ngee-IPP nee-IDP zabasebenzi abenza umsebenzi ofanayo.
- 10.3 Akuba enziwe amalungiselelo odliwano-ndlebe nabasebenzi ngovavanyo lwentsebenzo yabo, iisuphavayiza mazidibane ngokusesikweni nabaphathi bazo kunye nezinye iisuphavayiza ezikwinqanaba elinye nazo ukuthelekisa iziphumo zokuqala zohlelo lwabasebenzi bazo. Oko makwenzeke phambi kokuba kuqhubeka naluphi na uthetha-thethwano nabasebenzi malunga nokuhlelwa kwentsebenzo. Oku kunika ithuba kwezi suphavayiza ukuba zibonisane ngendlela yokwabiwa kwamanqaku (*ratings*) kunye nokuhlenga-hlengisa amaqaku abe "phezulu" okanye "sezantsi" ukuba kukhangeleka "zingqwabalala" okanye "zithsafaza ngamanqaku" xa kuthelekiswa nezinye.
- 10.4 ISebe leMfundo leNtshona Koloni liya kumodareyitha kwandlunkulu yaye onke amacandelo eli ziko lemfundo aya kuthathelwa ingqalelo xa kukhethwa abaza kuba kwikomiti yokumodareyitha (kwiikomiti zokumodareyitha)

Njengesikhokelo, kulindeleke ukuba uninzi lwabasebenzi (ama-80%) luya kuwela kumyinge wohlelo lunonke olungu-2 - 4 yaye kuphela lelona nani lincinane eliya kubekwa kwezinye iindidi ezimbini. Nakuba kunjalo, kufuneka abasebenzi bahlelwe ngokwentsebenzo yabo. Ngokucacileyo nayiphi na isuphavayiza enamahlelo akekelele kwintsebenzo "Eqaqambileyo" okanye "Engamkelekanga" kuya kufuneka ukuba inike izizathu ngezigqibo zayo. Kwimeko apho isuphavayiza ingawatshintshanga amahlelo lawo, kuya kufuneka iKomiti yokuModareyitha ilandelise ngohlobo oluthile lwenyathelo lokulungisa undonakele.

Ikomiti (iikomiti) iya kujonga kwakhona ulwabiwo lwamanqaku kwi-EMDC/ kwiCandelo kwaNdlunkulu nakwiSebe liphela ize ijonge kwakhona izitenxo ezicacileyo nekuya kufuneka ukuba umphathi ochaphazelekayo anike izizathu zoko.

## Isahluko 11

### IMIGAQO NGOKUBANZI

#### 11.1 Abaqeshwa abaqeshwe ngemvumelwano (*Contract Employees*)

- 11.1.1 Intsebenzo yabaqeshwa abaqeshwe ngemvumelwano yexesha elimiselweyo (*fixed term contract*) okwethuba lonyaka okanye elingaphezu koko mayibe phantsi kolawulo ngokwemigaqo ye-SPMDS.
- 11.1.2 Ufanelekile ukuba afumane ibonasi yentsebenzo ukuba ufakwe kuhlelo lokuba “Yencomekayo” okanye “Yeqaqambileyo”, ngokuxhomekeka ekubeni ithuba lengqesho yakhe liwela ngaphakathi komjikelo wemali, o.k.t. ukususela kowoku-1 Apreli kuye kowama 31 Matshi.

#### 11.2 Ukuqeshwa njengomlingwa (*Probation*)

- 11.2.1 Bonke abasebenzi abatsha abasisigxina abaqeshwa liSebe leMfundo baqale babekwe kwinkqubo yokuqeshwa njengabalingwa iinyanga ezili-12 ukususela kumhla wokuqeshwa kwabo.
- 11.2.2 Le nkqubo iza kulawulwa ngokuthi kusetyenziswe i-SPMDS ngolu hlobo lulandelayo:
- (a) Kuya kusetyenziswa i-SPMDS ukuvavanya umqeshwa ngethuba lokuqeshwa kwakhe njengomlingwa.
  - (b) Inkqubo yovavanyo lwentsebenzo yomqeshwa osaqeshwe njengomlingwa mayiqhutywe qho kwiinyanga ezintathu yaye mayihambelane, kangangoko kunokwenzeka, nenkqubo ehlaziyiweyo ye-SPMDS.
  - (c) Emva kwethuba leenyanga ezili-12 zengqesho, isuphavayiza yomqeshwa ongumlingwa mayinike uluvo lokuba ngaba ukuqeshwa kwakhe kungqinwe na okanye kungangqinwa.
  - (d) Ifom yovavanyo lwentsebenzo yomqeshwa mayingeniswe kwiCandelo loLawulo lwaBasebenzi (beNkonzo kaRhulumente) (*Directorate: Personnel Management (Public Service)*) kwangoko nje emva kokwenziwa kovavanyo lwentsebenzo.
  - (e) Isiphumo sovavanyo masisetyenziselwe ukungqina ukuqeshwa komlingwa nakuba singenakukhokelela ekubeni afumane ibhaso.
  - (f) Mekanikwe uqeqesho noqeqesho kwakhona
  - (g) Ukuba umqeshwa ongumlingwa ubonwa njengongafanelekanga kweso sithuba sichaphazelekayo, makufunwe ingcebiso kwingcali (*professional advice*) malunga nezinto ekungakhethwa kuzo ezikhoyo, kubandakanywa ukutshintshaniswa komsebenzi, ukwandiswa kwethuba lobulingwa, ubhaliso ngokusemthethweni kwiprogram yokuxhotyiswa ngolwazi kwabangazi msebenzi okanye, njengento yokugqibela, ukugxothwa.

#### 11.3 Ukutshintshwa, unyuselo-sikhundleni okanye ukuqeshwa ngethuba kuqhubeka umjikelo wolawulo nophuhliso lwentsebenzo

- 11.3.1 Ukutshintshelwa kwenye indawo okanye unyuselo-sikhundleni ngaphakathi kwiSebe leMfundo leNtshona Koloni
- (a) Uvavanyo lwentsebenzo yomqeshwa malugqitywe phambi kokuba atshintshelwe kwisikhundla esitsha. Ukuba utshintsho okanye unyuselo-sikhundleni lwenzeka kwangoko emva kokuqala

komjikelo wolawulo nophuhliso lwentsebenzo, isuphavyiza/umphathi womqeshwa nomqeshwa mabenze isigqibo sokuba ngaba lungenziwa na uvavanyo olunentsingiselo ngelo thuba.

- (b) Ukuba umqeshwa oza kutshintshelwa kwenye indawo okanye kunyuselwa yisuphavyiza/ngumphathi wecandelo kufuneka alwenze alugqibe uvavanyo lwentsebenzo yabaqeshwa abasebenza kwicandelo lakhe phambi kokuba aye kwisikhundla esitsha.
- (c) Makwenziwe i-IPP ne-IDP yomqeshwa ngamnye, ekukhethwa ukuba zenziwe kwiiveki ezi-4 loo mqeshwa ekwisikhundla esitsha.

Ukuba umqeshwa yisuphavyiza/ngumphathi wecandelo ongena kwisikhundla sakhe esitsha, kufuneka enze udliwano-ndlebe nomqeshwa ngamnye okwelo candelo lakhe aze azingqine kwakhona izicwangciso zabo esezikho okanye enze ezitsha kunye nabo.

### 11.3.2 Ukutshintshelwa okanye ukunyuselwa usiwe kwelinye isebe lenkonzo karhulumente

- (a) Uvavanyo lwentsebenzo yomqeshwa malube selugqityiwe phambi kokuba umqeshwa alishiye iSebe leMfundo leNtshona Koloni.
- (b) Nalapha kusasebenza umgaqo ofana nalowo oku-11.1.1 (b), kungakhathaliseki nokuba yintoni na isizathu (izizathu) sokumka (zokumka) kwakhe.

### 11.3.3 Ukuqeshwa liSebe leMfundo leNtshona Koloni

- (a) Makwenziwe i-IPP ne-IDP yomqeshwa osandula kuqeshwa liSebe leMfundo leNtshona Koloni kwiiveki ezine zokungena kwaloo mqeshwa kweso sikhundla.
- (b) Loo mqeshwa makavavanywe ekupheleni komjikelo, ngokuxhomekeka ekubeni iphelile ubuncinane inyanga enye ekuloo ndawo intsha.

## 11.4 Ukuthathwa kwekhefu ngethuba lomjikelo wolawulo nophuhliso lwentsebenzo

11.4.1 Amathuba aqhelekileyo ekhefu (elinjengekhefu lokuthatha iholide nekhefu lokugula, odwa kungabandakanywa ikhefu lokuya kubeleka nelokuya kufunda) akasayi kuwuphazamisa umjikelo wolawulo nophuhliso lwentsebenzo.

11.4.2 Ukuba umqeshwa akakho ithuba elide, isuphavyiza yakhe/umphathi wakhe kunye nomqeshwa lowo mabafikelele esigqibeni sokuba ngaba kusenokwenziwa uvavanyo oluya kuba nentsingiselo nenzuzo kumqeshwa lowo na ngaloo mjikelo. Isigqibo ekufikelelwe kuso masibhalwe phantsi.

11.4.3 Kungafuneka kwenziwe i-IPP ne-IDP ezintsha zomqeshwa xa ebuya emva kokungabikho emsebenzini ithuba elide. Elona thuba lincinane umqeshwa anokuvavanywa ngalo lithuba leenyanga ezintandathu.

## 11.5 Ukugcinwa kweemfihlo

11.5.1 NgokwemiMiselo yeNkonzo kaRhulumente, 2001 (*Public Service Regulations, 2001*), akukho namnye wangaphandle kwelo sebe lomqeshwa uya kwaziswa ngeziphumo zovavanyo kungafunyanwanga mvume yomqeshwa lowo.

11.5.2 Ukufikelela kwirekhodi yovavanyo olo kuya kuphelela kuphela kwisuphavayiza ngqo yomqeshwa, kubasebenzi abaphetheyo abanxulumene ngqo nokudluliswa kwamaxwebhu achaphazelekayo, kunye neCandelo lezoLawulo lwaBasebenzi. Ukufikelela ngokubanzi kumaxwebhu ovavanyo kuya kunikwa kuphela ngemvume yomqeshwa.

## **11.6 Amanqaku okuphetha**

11.6.1 Le migaqo ingasentla ayifikeleli kuyo yonke imeko enokwenzeka. Kwiimeko engafikelelanga kuzo le migaqo, amaqela achaphazelekayo makasebenzise ingqiqo abone amakakwenze yaye anyaniseke, angakhethi cala yaye asebenzise ubulungisa.

11.6.2 Makusoloko kuqhutywa uthetha-thethwano, isoloko ibekwe esweni le nkqubo kususelwe kwirekhodi efanelekileyo yobungqina bentsebenzo yomqeshwa, ukuhlolwa nokuvavanywa kwentsebenzo yakhe ukwenzela ukuqinisekisa ukuba intsebenzo yabasebenzi ilawulwa yaye iphuhliswa ngempumelelo.

11.6.3 Ngalo lonke ithuba lokuqhutywa kwale nkqubo, isuphavayiza/umphathi womqeshwa makaqinisekise ukuba amahlelo nezizathu ezixhasa loo mahlelo afakwe kuwo umqeshwa kuboniswa ngaw o nomqeshwa nokuba nomqeshwa naye uyavumelana nalo mahlelo.