PUBLIC SERVICE **COMMISSION**

IMANUWALI YEKHOMISHANE YEZEMISEBENZI KAHULUMENI NEYEHHOVISI LEKHOMISHANE YEZEMISEBENZI KAHULUMENI NGOKWESIGABA SE-14 SOMTHETHO WOKUFINYELELEKA KOLWAZI WE-2000 (UMTHETHO WESI-2 WE-2000)

ISIKHATHI SEZEZIMALI: 2011/2012

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1. IMISEBENZI YEKHOMISHANE YEZEMISEBENZI KAHULUMENI (I-PSC)

IKhomishane yabaSebenzi bakaHulumeni (i-PSC) yasungulwa ngokweSahluko se-196 soMthethosisekelo waseRiphabhlikhi yaseNingizimu Afrika we-1996. I-PSC inomsebenzi kanye namandla, kokunye, okuphenya, ukuqapha, iphinde ihlole ukuhleleka nokuphathwa kweMisebenzi Kahulumeni. Lokhu kuthunywa kufaka phakathi futhi ukuhlola okuphunyelelwe, noma ukungabikho kwezinhlelo zikahulumeni ngokunjalo. Okuxhumene namandla ashiwo ngaphambilini, i-PSC inesibopho sokuba iqhubekisele phambili ukusebenza ngempumelelo nakancono ngaphakathi Emsebenzini Kahulumeni kanye nokuqhubekisela phambili amagugu nemigomo yokuphathwa komphakathi njengoba kubekiwe kuMthethosisekelo, kuyo yonke imiSebenzi Kahulumeni.

1.1. Ukuthunywa kwe-PSC

I-PSC ithola ukuthunywa kwayo kuSahluko se-195 nese-196 soMthethosisekelo we-1996. ISahluko se-195 sibeka amagugu nemigomo yokulawula ukuphathwa komphakathi, okufanele kuqhutshekiselwe phambili yi-PSC. La magugu nemigomo yilawa alndelayo:

- amazinga amakhulu enkambiso yolwazi
- ukusetshenziswa kwemithombo okuyimpumelelo nokungcono
- Intuthuko egxile ekuphathni umphakathi
- ukuhlizeka izinsizo ngokungakhethi, ukungenzeleli nangendlela yokulingana, ngaphandle kokungathathi cala
- ukuphendula izidingo zabantu kanye nokugqugquzela ukubamba iqhaza komphakathi ekuthathweni kwezinqumo
- ukuphatha umphakathi ngobuqotho
- ukuphoqelela ubusobala
- ukugxilisa ukuphatha okuhle kwabasebenzi kanye nezinqubo zokuthuthukisa imisebenzi
- ukuphatha ngokumela komphakathi nezinqezubo zokusebenza kanye nezokuphatha kwabasebenzi okusekelwe ekukhoneni, ubuqotho, ukungenzeleli kanye nesidingo sokulungisa ukungalingani kwangaphambilini

NgokweSahluko se-196 soMthethosisekelo we-196, imisebenzi namandla e-PSC yilawa alandelayo:

- ukuqhubekisela phambili amagugu nemigomo, njengoba ibekiwe kuSahluko se-196, kuyo yonke imiSebenzi Kahulumeni.
- ukuphenya, ukuqapha nokuhlola izinqubo zokuhleleka, zokuphatha kanye nezabasebenzi kumiSebenzi Kahulumeni, ikakhulukazi ukubambelela kumagugu nemigomo njengoba ibekiwe kuSahluko se-196,kanye nezinkambiso zemisebenzi kahulumeni
- ukuphakamisa izinyathelo zokuqinisekisa ukusebenza ngempumelelo nakangcono ngaphakathi kumiSebenzi Kahulumeni.
- ukunika imiyalo ehlose ukuqinisekisa ukuthi izinkambiso zabasebenzi ezimayelana nokubuthwa, ukudluliswa, ukukhula, ukuxoshwa zihambisana namagugu nemigomo ebekwe kuSahluko se-195
- ukubika ngemisebenzi yayo kanye nokwenza emisebenzini yayo, kumbandakanya nanoma yikuphi okutholakele engakwenza nemiyalo kanye nokweluleka engakwenza; kanye nokuhlinzeka ngokuhlola izinga amagugu nemigomo ebekwe kuSahluko se-195 elandelwa ngayo; futhi
- ngokuthanda kwayo, noma ekutholeni nanoma ngabe isiphi isikhalazo,

    - iphenye futhi ihlole ukusetshenziswa kwezinqubo zezabasebenzi nokuphathwa komphakathi futhi ibike kusiphathimandla nesishayamthetho esifanele.
    - iphenye izikhalazo zabasebenzi eMisebenzii Kahulumeni mayelana nokwenza okusemthethweni noma ukungenzi futhi iphakamise izixazulule ezifanele
    - ihlole futhi iphenye ukulandelwa kwezinkambiso ezisetshenziswayo emiSebenzini KaHulumeni
    - yeluleke izinhlaka zombuso kuzwelonke nakuzifundazwe mayelana nezinqubo zezabasenzi kuMisebenzi Kahulumeni, kumbandakanya lezo ezimayelana nokubuthwa, ukuqokwa, ukudluliswa, ukuxoshwa kanye nezinye izinto zemisebenzi yabasebenzi kumiSebenzi Kahulumeni.

1.2. Izinkundla Zokusebenza Ezibalulekile

Umsebenzi we-PSC wakhelwe ukubhekana nezinkundla zokusebenza ezibalulekile eziyisithupha ezilandelayo:

- ubuholi kanye nokubukezwa kwezabasebenzi
- ukuthuthukiswa kobudlelwane nabasebenzi
- ukuqhapha kukahulumeni
- ukwethulwa kwezinsizo kanye nokulandela ukuhlola
- uphenyo ekuphathweni komphakathi
- inkambo enhle yolwazi

2. Ukwakheka kwe-PSC

2.1. Isendlalo

IKhomishane Yezemisebenzi Kahulumeni (i-PSC) yasungulwa yisahluko se-196 soMthehosisekelo weRiphabhlikhi yaseNingizimu Afrika we-1996. UMthethosisekelo ubeka ukuthi kuzoba khona i-PSC eyodwa eRiphabhlikhi yaseNingizimu Afrika, eyakhiwe amalungu ayi-14, okunguthi amahlanu awo aqokwa ngesincomo sesiSigungu Sikazwelonke. Ilungu elilodwa liqokwa kwesinye nesinye sezifundazwe eziyisishiyagalolunye, ngemuva kokuphakanyiswa nguNdunankulu wesifundazwe ngesincomo sekomidi lesiShayamthetho Sesifundazwe. La malungu abizwa ngokuthi ngoKhomishane. Bonke oKhomishane baqokwa nguMongameli. Inkambiso yokuqokwa koKhomishane ilawulwa nguMthetho Wezemisebenzi Kahulumeni we-1997 ohlinzekela isimiso ku-PSC kanye nemidanti exhumene naso. NgokoMthetho, uKhomishane uqokelwa isikhathi esiyiminyaka emihlanu, esivuselelekayo isikhathi eziyithemu elilodwa. I-PSC iholwa nguSihlalo oqokwe nguMongameli phakathi koKhomishane abaphakamisiwe.

I-PSC ibika kusiGungu Sikazwelonke futhi ifanele ibike njalo ngonyaka. Ifanele futhi ibike kusiShayamthetho sesifundazwe esithintekayo mayelana nekwenzayo kusifundazwe ngasinye. I-PSC isekelwa yiHhovisi leKhomishani Yemisebenzi Kahulumeni (i-OPSC), enamaHhovisi EKomkhulu layo ePitoli kanye namaHhovisi Ezifunda kusifundazwe ngainye. UMqondisi JIkelele oyiSikhulu Sezezimali, uyinhloko ye-OPSC.

2.2. Amalungu eKhomishani

UMongameli ukhetha oyedwa woKhomishane njengoSihlalo kanye nomunye njengoSekela-Sihlalo we-OPSC. Laba abalndelayo bangamalungu e-PSC:

Akhethwe yiSigungu Sikazwelonke

- UMnu B Mthembu (uSihlalo)
- UNks S Nkosi
- uNks PC Nzimande

Abaqokwe yiziShayamthetho Zezifundazwe

- uNks PM Tengeni (Kwazulu-Natali) futhi oqokwe njengoSekela-Sihlalo nguMongameli
- UMnu S Mafanya (eMpumalanga Kapa)
- UMnu P Helepi (IFreyistata)
- KuSifundazwe saseGauteng - isikhala asinamuntu ngesikhathi kulethwa imanuwali
- UMnu MZ Mawasha (eLimpopo)
- UMnu DS Mkhwanazi (eMpumalanga)
- KuSifundazwe saseNyakatho-Ntshonalanga - isikhala asinamuntu ngesikhathi kulethwa imanuwali
- UNks M Marais-Martin (eNyakatho Kapa)
- KuSifundazwe saseNtshonalanga Kapa - isikhala asinamuntu ngesikhathi kulethwa imanuwali

2.3 Uhlaka lokuphatha

Uhlaka lwenhlangano lwe-PSC lwenziwe kubhekwa izinhloso ezibalulekile futhi ngomthelela nezinkundla zokusebenza zayo. Umsebenzi we-PSC is uhlelwe ukuba ubheke izinkundla eziyisithupha ezibalulekile njengoba kubonisiwe ephuzwini loku-1 ngenhla Lezi zinkundla zehlukaniswe zaba amaGatsha amane, njengoba echaziwe ngezansi:

IGatsha: Ukuphatha

Inhloso yaleli Gatsha kukuphatha, ukuhlela kanye nokuhlinzeka ngokusekela kokuphatha ku-PSC neHhovisi.

IGatsha: Izinqubo Zobuholi Nokuphatha

Inhloso yaleli gatsha ukukhuthaza ubuholi obuhle kumiSebenzi Kahulumeni, ukuphatha ezabasebenzi, ubudlelwano babasebenzi nezinqubo zezabasebenzi.

IGatsha: Ukuqapha Nokuhlola

Inhloso yaleli gatsha ngukusungula amazinga amakhulu okwethulwa kwezinsizo, ukuqapha kanye nokuphatha okuhle emiSebenzini Kahulumeni.

IGatsha: Isithunzi Nokulwa Nenkohlakalo

Inhloso yaleli gatsha ngukuphenya ngokuphathwa komphakathi, ukukhuthaza amazinga amakhulu okuziphatha ngenkambiso yolwazi kwabasebenzi bakahulumeni kanye nokuba neqhaza ekuvimbeni nasekunqandweni kwenkohlakalo.

3. IMININGWANE YOKUXHUMANA NOMGCINI-LWAZI KANYE NAMASEKELA AKHE

UMnu. Mashwahle Diphofa, uMqondisi-Jikelele we-OPCS, ungumgcini-lwazi ngokoMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi. Imininingwane yokuxhumana naye injengoba ilandela: mashwahled@opsc.gov.za, uCingo: (012) 352-1011. OSekela-Mgcini-Lwazi be-OPSC yilaba abalandelayo;

a. NguSekela-Mqondisi-jikelele: Izinqubo Zobuholi Nokuphatha - isikhala asinamuntu ngesikhathi kulethwa imanuwali
b. UMnu. Indran Naidoo, nguSekela-Mqondisi-jikelele: Ukuqapha Nokuhlol, i-imeyili: indrann@opsc.gov.za, uCingo: (012) 352 1039

c. UMnu. Dovhani Mamphiswana, nguSekela-Mqondisi-jikelele: Isithunzi Nokulwa Nenkohlakalo, i-imeyili: DovhaniM@opsc.gov.za, uCingo: (012) 352 1205
d. UNks. Bontle Lerumo, nguSekela-Mqondisi-jikelele: Izinsizo Zenhlangano, i-imeyili: bontlel@opsc.gov.za, uCingo: (012) 352 1194
e. UMnu. Humphrey Ramafoko, nguSekela-Mqondisi-jikelele: Izinsizo Zokuxhumana Nezolwazi, i-imeyili: humphreyr@opsc.gov.za, uCingo: (012) 352 1196.

Ikheli

Ikheli leposi:

Pretoria
0001

Ikheli lendawo:
Commission House
Corner Hamilton and Ziervogel Streets
Pretoria
0001

I-website: www.psc.gov.za
Ucingo: (012) 352 1000
Ifeksi: (012) 325 8344

4. UMHLAMHLANDLELA WEKHOMISHANE YAMALUNGELO ESINTU YASENINGIZIMU AFRIKA WOKUTHI USETSHENZISWA KANJANI UMTHETHO

UMhlahlandlela wokuthi usetshenziswa kanjani uMthetho Wokufinyeleleka Kolwazi utholakala kuKhomishani Yamalungelo EsiNtu YaseNingizimu Afrika. Imibuzo ingadluliselwa:

KuKhomishane YaseNingizimu Afrika Yamalungelo EsiNtu:
KuYinithi Ye-PAIA
KuMNyango Wocwaningo Nokugcina Kumibhalo

Braampark Forum 3
33 Hoofd Street
Braamfontein
Ucingo: 011-877 3600
Ifeksi: 011-403 0668
I-website: www.sahrc.org.za
I-imeyili: PAIA@sahrc.org.za

5. UKUFINYELELEKA KUMAREKHODI

5.1. Incazelo ngezihloko i-PSC agcine ngazo amarekhodi kanye nezinhlaka zamarekhodi agcinwe ngaphansi kwesihloko ngasinye

Ukwenzela izinhloso zokusebenza isicelo ngokoMthetho, incazelo yezihloko i-PSC egcine ngazo amarekhodi nezinhla zamarekhodi agcinwe ngesihloko ngasinye zinjengoba zilandela:

- Amasu Okuthuthukisa Ukwethulwa Kwezinsizo
- USomqulu Wezinsizo
- Amaphepha Athulwa
- Amarekhodi amawekhshophu nezinkomfa
- Amanyuziletha angaphakathi
- Amanyuziletha angaphandle kanye namaphephabhuku
- Imibiko yonyka ye-PSC
- Amaphosta
- Imibiko eshicilelwe ye-PSC
- izinqubomgomo Zezabasebenzi
- Amafayela abantu
- Ulwazi olumayelana nokuqeqeshwa kwabasebenzi
- Izabelo-zimali

- Amasu Abalulekile Esikhathi Esiphakathi
- Izethulo zeziNhlaka Zezindleko Zesikhathi Esiphakathi
- IziTatimende Zezezimali
- Izinqubomgomo Zokuthola izinsiza
- Irejista yomnyango yempahla
- Imibhalo yamathenda etholwe ivela kubethuli zinsiza, ngemuva kokuba amathenda enikiwe
- Izivulwano nabethuli zinsiza
- Amaninithi amaKhomishani Emisebenzi Yohulumeni Base-Africa
- Amarekho eJaji u-White
- Ucwaningomabhuku kanye nophenyo lwezinqubo zokuphathwa kwabantu
- Imibiko Yamacala YoCingo Lukazwelonke Oluphuthumayo Lokulwa nenkohlakalo
- Ukudalula Ezezimali Zabaphathi Abakhulu
- Amaminithi amamithingi amaForamu Okulwa Nenkohlalo
- Imibiko ezikhalazo
- Imibhalo yemihlahlandlela nephrothokholi

5.2. ukudalula ngokuzithandela kanye namarekhodi atholakala ngokuzenzakalelayo

Isahluko se-15 iSaziso Sokudalula Ngokuzithandela se-OPCS/OPCS sifakwa njalo ngonyaka futhi sitholakala ku-website ye-PSC ethi: www.psc.gov.za. Lokhu kufakwa kolwazi olusha kuhambelna nemibandela yeSahluko se-15 (2) soMthetho Wokufinyeleleka Kolwazi. ISaziso Sesahluko se-15 se-PSC.OPSC sinika ngokufinyeleleka kokunye, yonke imibiko ye-PSC eshicilelwe futhi yethulwa ePhalamende kanye nawo onke amanye amarekhodi aku-website ye-PSC, ngaphandle kokwenziwa kwesicelo ngokoMthetho oshiwo.

Kufanele kuqashelwe ukuthi eminye imibiko eqonde nezifundazwe kanye neminyango eyenziwa yi-PSC itholakala kuzifundazwe ezifanele neminyango futhi hhayi ku-PSC/OPSC. Ukwengeza, uMbiko Wonyaka we-PSC, amanyuziletha/amaphephabhuku, amaphosta, kanye namaphamfulethi, kutholakala ngokuzekalelayo egatsheni: Izinsizo Zokuxhumana Nolwazi

ngokuxhumana noMnu. Ben De Villiers ku-imeyili ethi: bend@opsc.gov.za, noma kule nombolo yoCingo: (012) 352 1059. Uhlu olulandayo lwemibhalo etholakala kalula luqukethwe kuSaziso Sesahluko se-15 okukhulunywe ngaso ngenhla.

5.3 Inkambiso yokwenza isicelo

5.3.1 *Uma isicelo sivunyiwe noma senqatshiwe*

[1]Inkambiso ezzolandelwa mayelana nokuvuma noma ukuqatshwa kwesilo solwazi ikuNqubomgomo ye-OPSC ngoMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi. Le Nqubomgomo iyatholakala ku-website ye-PSC ethi: www.psc.gov.za.

5.3.2 *Usifaka kanjani isicelo sokufinyeleleka kwirekhodi*

- Umfakisicelo kufanele asebenzise ifomu (uFomu A) owashicilelwa kuGazethi Kahulumeni, iSaziso Sikahulumeni esingu-R187 somhla zi-15 Febhuwari 2002

- Umfakisicelo kufanele asho uma efuna ikopi lerekhodi noma uma efuna ukuvakashela amahhovisie-PSC/OPSC ukuzohlola irekhodi. Kokunye, uma irekhodi lingasiwo umbalo osephepheni, lingahlola ngendlela eceliwe, lapho kukhoneka.

- Uma umfaksicelo ecela ukufinyeleleka kurekhodi ngohlobo oluthile(isib. ikopi eyiphepha, ikopi kagesi, kanye nokunye) umfakisicelo ufanele athole ukufinyeleleka ngaleyo ndlela, ngaphendle ukwenzenjalo kuzothikameza ngokungafanele ukusebenza kwesigungu esithintekile (i-PSC/OPSC), noma kone irekhodi, noma kuzonyathela amalungelo okukhiqiziwe okungekona okoMbuso. Uma ngezizathu ezingenzeka ukufinyeleleka kungeke kwanikezwa ngohlobo oludingekayo kodwa kunganikezwa ngenye indlela, imali ekhokhwayo kufanele ibalwe ngokuhambelana nendlela umfakisicelo abeyicele ekuqaleni.

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[1] Inqubomgomo ye-OPSC nge-PAIA.

- Uma, ukwengeza kwimpendulo ebhaliwe yesicelo serekhodi, umfakisicelo efuna ukuba aziswe ngesinqumo nganoma ngayiphi enye indlela, isib. ngocingo, lokhu kufanele kushiwo.

- Uma umfakisicelo ecela ulwazi elucelela omunye umuntu, isikhundla sokuthi isicelo usenza engubani kufanele sishiwo.

5.3.3 IZIMALI EZIKHOKHWAYO

Kunezinhlobo ezimbili zezimali okudingeka ukuba zikhokhwe ngokoMthetho, okuyimali yesicelo kanye nemali yokufinyeleleka (ukwaziswa ngesinqumo mayelana nokuvunywa kwesicelo).

- Umfakisicelo ofuna ukufinyeleleka kwirekhodi eliphethe ulwazi ngaye akudingekile ukuba lowo mfakisicelo akhokhe imali yesicelo. Nanoma yimuphi omunye umfakisicelkufanele akhokhe imali engama--R35 (ekhokhelwa imigwamanda yomphakathi)

- UMgcini-lwazi kufanele azise umfakisicelo (ngaphandle uma ezicelela ulwazi ngaye) ngesaziso, esidinga ukuba umfakisicelo ukuba akhokhe imali emisiwe (uma ikhona) kanye nediphozi (uma ikhona) ngaphambu kokuba kusetshenzwe isicelo.

- Umfakisicelo angafaka isikhalazo sangaphakathi, lapho kufanele, afake isicelo enkantolo aphikise ukunikeza noma ukukhokha imali yesicelo.

- Ngemuva kokuba umgcini-lwazi esethathe isinqumo ngesicelo, umfakisicelo kufanele aziswe ngesinqumo esinjengalesi ngendlela umfakisicelo athanda ukwaziswa ngayo.

- Uma isicelo sivunyiwe, imali yokufinyeleleka kufanele ikhokhelwe ukukhiqiza nokugcingwa kanye nokulungisa kwanoma isiphi isikhathi esedlulele esidingekayo samahora okucinga nokulungiselela ukudalulwa kwerekhodi.

- Ukufinyeleleka kurekhodi kuzomiswa kuze kube umfakisicelo ukhokhe zonke izimali ezikhokhwayo.

  Isheduli yezimali ezikhokhwayo ifakiwe kusiXhumelo B.

5.3.4 Abafakizicelo abangekho esimweni esihle

- Uma umfakisicelo engakwazi ukufunda noma ukubhala noma enokukhubazeka, angasenza isicelo serekhodi ngomlomo. UMgcini-Lwazi noma uSekela-Mgcini-Lwazi kufanele agcwalise ifomu aligcwalisele umfaksicelo ofana nalona futhi amnikeze ikopi nyefomu eligcwalisiwe.

- Umuntu ongakwazi ukufunda noma ukubhala angacela ukufinyeleleka kolwazi esebenzisa izinombolo zocingo ezinikezwe kumanuwali.

- Uma umfakisicelo engasebenzi futhi ecela ukufinyeleleka kolwazi okudinga ukuba kukhokhwe, izimali ezikhokhwayo ziyayekwa.

6. IZINSIZO EZITHOLWA NGUMPHAKATHI FUTHI UFINYELELEKA KANJANI KUZO

6.1 Izinsizo

Njengoba kuchaziwe ephuzwini loku-1, i-PSC/OPSC eyinikezi izinsizo emphakathini ngqo. Ngakho-ke, amaklayentii ethu yiSigungu Sikazwelonke, iziShayamthetho Zezifundazwe, eminye iminyango kahulumeni kanye nezikhungo/izihlangano zomphakathi. Kodwa-ke, ulwazi oluthile ngemiSebenzi Kahulumeni, isibonelo, izifundo zokwaneliseka kwezakhamuzi ezizama ukuhlola okulindelekile kanye nokubona kwezakhamizi mayelana nokwethulwa kwezinsizo kungatholakala eGatsheni: Izinsizo Zokuxhumana Nolwazi ngokuxhumana noMnu. Ben De Villiers ku-imeyili ethi: bend@opsc.gov.za, noma kule nombolo yoCingo: (012) 352 1059. Umphakathi futhi unakho ukufinyeleleka oCingweni Oluphuthumayo Lukazwelonke Lokulwa Nenkohlakalo oluthi:(0800 701 701), (0800 701 701), olulawulwa yi-PSC.

6.2 Ukuthola kanjani ukufinyeleleka olwazini

Amaklayenti e-PSC/OPSC angathola ukufinyeleleka kuzinsizo zawo ngokwenza isicelo asibhekise ku:-

Mqondisi-Jikelele: IHhovsi leKhomishane Yemisebenzi Kaulumeni

Ikheli leposi:

PRETORIA
0001

Ikheli lomgwaqo:
Commission House
C/o Hamilton and Ziervogel Streets
PRETORIA

Umuntu/abantu okuxhunywana nabo:
Mashwahle Diphofa, uCingo: (012) 352 1011
Ifeksi: (012) 325-8323
Ikheli le-imeyili: mashwahled@opsc.gov.za
I-website: www.psc.gov.za

7. AMALUNGISELELO AVUMELA UKUBAMBA IQHAZA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NASEKWENZENI IMISEBENZI

7.1 INqubomgomo Neqoqomthetho Elinika ulwazi

Ukuthunywa kwe-PSC ngukuqapha nokuhlola izinhlelo zemiSebenzi Kahulumeni ngenhloso yokweluleka kanye, lapho kudingekile, nokwenza uphenyo ukuze kuhlolwe izindlela ezingcono zokwethula izinsizo kumisebenzi kahulumeni. Yize i-PSC ingehlangani ngqo nkwenziwa kwezinqubomgomi, ngezinhlelo zayo zokuxhumana nomphakathi kanye nokuhlola ukusebenza ihlinzeka ngendawo

yemiphkathi yokuba isho ikuthi ifuna izinqubomgomo zenziwe kanjani. isibonelo sezinhlelo ezifana nalezi zimbandakanya:

- Ukuhlolwa kokusebenza nokuhlelwa kwezinhlangano ukuze zeluleke izinhloko zeminyango kanye nobuholi bezombusazwe ngokuthi lezi zinkundla ezimbili zingenziwa kanjani ngcono.

- Ukuhlolwa kwezinhlelo okumbandakanya ukuhlola okujulile kokufaneleka kwezinhlelo, ukusbenza ngempulelo nakangcono kwezinhlelo kanye nokulungiselela futhi kudizanwe izinhlelo.

- Ucwaningo lokwaneliseka kwezakhamizi okuhlola ukusebenza kokwethulwa kwezinsizo ngokubona kwezakhamizi ezingabasebenzisi bosizo oluthile

- Amaforamu ezakhamuzi asebenzisa izindlelo zokubamba iqhaza ukuze kutholwe imibono evela kuzakhamuzi ngokuthi kungenziwa ngcono kanjani imiphumela yezinhlelo zikahulumeni.

I-PSC iyaqhubeka nokwenza uphenyo olwehlukahlukene oluholela kumibiko ethulwa kusiGungu Sikazwelonke, kuziPhathimandla Zezifundazwe, kanye neminyango ngayinye. Le mibiko isetshenziselwa ukunika inqubomgomo kaneqoqomthetho lezinqubo zokuthatha izinqubomgomo.

Ukwengeza kanye nalapho kudingeka, i-PSC yenza imithetho noma imihlahlandlela okuhloswe ngayo ukwenza ngcono ukuphatha kanye/noma ukwethulwa kwezinsizo emiSebenzini Kahulumeni. ngesinye isikhathi imithetho noma imihlahlandlela iyabukezwa ukuze ifanele izinguquko zokusebenzai/ zokwakheka emiSebenzini kahulumeni.

8. IZIXAZULULO EZIKHONA MAYELANA NOKWENZA NOMA UKUNGENZI

Izinqubo ezilandelayo zikhonela ukuba izakhamizi zibike noma zilungise izenzo noma ukungenzi okungafanele, okungekona noma okungekho emthethweni kwe-PSC/i-OPSC noma kwanoma yibaphi abasebenzii bayo.

8.1 Izinkambiso zokubika

8.1.1 Izixazululo mayelana nokwenza noma ukwehluleka ukwenza ngokoMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi: Isiphathimandla sokukhalaza kwangaphakathi salo Mthetho nguSihlalo we-PSC (isahluko sama-74 – 77 soMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi). Ngemuva kokusetshenziswa kwazo zonke izixazululo zokukhalaza kwangaphakathi, isicelo singafakwa (isahluko sama-78 – 82 soMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi). enkantolo.

8.1.2 Umsebenzi Kahulumeni angafaka isikhalazo ukuze isphenywe yi-PSC mayelana nokwenza noma ukungenzi okusemthethweni (isaHluko sama-35 soMthetho Wemisebenzi Kahulumeni we-1994). Imithetho yokuthi sifakwa kanjani isikhalazo ezifana nalesi yashicilelwa kuGazethi Kahulumeni engunombolo 23635 yomhla zi-19 Julayi 2002 futhi iyatholakala ku-website ethi: www.psc.gov.za.

8.1.3 Umuntu angasebenzisa izixazululo zabasebenzi mayelana nekwenza noma ukungenzi okusemthethweni kohlobo labasebenzi, okubizwa amalungelo ikushayisana (uMthetho Wemisebenzi Kahulumeni we-1994 kanye noMthetho Wezobudlelwano Emsebenzini we-1995).

8.1.4 Umuntu angafaka isikhakazo kumphenyi wezabasebenzi mayelana nanoma yikuphi ukwephulwa koMthetho Wezimo Eziyisisekelo Zomsebenzi we-1997 (uMthetho wama-75 we-1997 - isaHluko sama-78(1)(a)), noma uMthetho Wokulingana Emsebenzini we-1988 (uMthetho wama-55 we-1998 - isaHluko sama-34(e)),

8.1.5 Umuntu angafaka isikhalazo kuMvikeli Womphakathi mayelana nokwenza noma ukungenzi okungekho emthethweni noma okungafanele (njengoba kuchaziwe kuMthetho sisekelo kanye naseMthethweni Womvikeli Womphakathi we-1994 (uMthetho wama-23 we-1994)).

8.1.6 Umuntu angafaka isikhalazo kuKhomishani Yamalungelo Esintu yaseNingizimu Afrika mayelana nokwenza noma ukungenzi okusemthethweni okusolelwa ukuthi kungaba okwephula noma okuyingozi kunama imaphi amalungelo ayisisekelo (njengaseMthethweni Wekhomishani Yamalungelo Esintu we-1994 (uMthetho wama-54 we-1994)).

8.1.7 Ukuze uvikelwe ekuphindiselweni ngenxa yokudalula okumayelana nokuziphatha okungekho emthethweni noma okungafanele komqashi noma umlingani enisebenza nonke, umuntu okukhulunywa ngaye angalandela izinkambiso zokudalula eziMthethweni Wokudalula Okuvikelekile we-200 (uMthetho wama-26 we-2000).

8.1.8 Ukusetshenziswa kwezinye izixazululo zomthethi ezifana nesikhungo sezinqubo zokubukezwa kokwahlulelwa kwesenzo sokuphatha ngokoMthetho Wokuqhubekisela Ubulungiswa Bokuphatha we-2000 (uMthetho wesi-3 we-2000).

8.2 Ezinye izixazululo zokusekela

8.2.1 Umuntu angacela izizathu zokwenza kokulawula ngokoMthetho Wokuqhubekisela Ubulungiswa bokuphatha we-2000 (iSahluko sesi-5).

8.2.2 Umuntu angacela ukufinyeleleka kumarekhodi omnyango kahulumeni noma esinye isigungu somphakathi ngokoMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi we-2000 (iSahluko se-11).

8.3 Umsebenzi wokubika

8.3.1 UMsebenzi Kahulumeni, ngesikhathi sokusebenza sakhe, ubushezelwe ngokoMthetho Wokuziphatha weMisebenzi Kahulumeni ukuba abike kuziphathimandla ezifanele, inkohlakalo, ukwenzelela, ukungaphathi ngendlela kanye nanoma isiphi esinye isenzo esiyicala noma esiyingozi ekunakeni komphakathi. Umsebenzi, owehluleka ukulandela lokhu,

unecala lokungaziphathi kahle njengoba kuchaziwe kuSimiso B3 no-C4.10 sesiQephu sesi-2 seZimiso Zemisebenzi Kahulumeni ze-2001.

8.3.2 Umsebenzi wawo wonke umqashi kanye nomsebenzi ukudalula ukuziphatha okungubugebengu noma nanoma yikuphi okunye okungekuhle endaweni yokusebenza futhi usekela uMthetho wokudalula Okuvikelekile we-2000 (Isethulo).

9. UKUFAKWA KOLWAZI OLUSHA KUMANUWALI

- I-PSC/OPSC, uma kudingeka, izofaka ulwazi olusha futhi ushicilele imanuwali yayo okukhulunywe ngayo kusahlukwana soku-(1) sesaHluko se-14 ngezikhathi ezithile ezingadluli unyaka.

10. UKUTHOLAKALA KWEMANUWALI

Le manuwali okungenani iyatholakala ngezilimi ezintathu ezisemthethweni ngezindlela ezilandelayo:

- Ifakwe kuKhomishani Yamalungelo EsiNtu
- Iyatholakala kuwo onke amaHhovisi e-PSC/OPSC
- Ifakwe ku-website ye-PSC ethi: www.psc.gov.za futhi
- Ishicilelwe kuGazethi Kahulumeni

11. IZIXHUMELO

ISIXHUMELO A

IFOMU LOKUFAKA ISICELO

ISICELO SOKUFINYELELEKA KUREKHODI LOMGWAMANDA WANGASESE
(Isahluko sama-53(1) soMthetho Wokufinyeleleka Kolwazi we-2000
(uMthetho wesi-2 we-2000)

[Isimiso se-10]

A. Imininingwane yomgwamanda wangasese

Inhloko/Umuntu okhethiwe:

_____

B. Imininingwane yomuntu ofaka isicelo sokufinyeleleka kwirekhodi

(a)	*Imininingwane yomuntu ocela ukufinyeleleka kwirekhodi kufanele inikezwe ngezansi.*
(b)	*Ikheli kanye/noma inombolo yefeksi yaseRiphabhlikhi lapho kufanele ulwazi luthunyelwe khona kufanele linikezwe*
(c)	*Ubufakazi bokuthi isicelo senziwa njengobani ngokwesikhundla, uma bukhona, bufanele bufakwe.*

Amagama aphelele nesibongo:

_____

Inombolo kamazisi/ye-ID:

_____

Ikheli leposi: _____

Inombolo yefeksi:

_____

Inombolo yocingo:

_____

Ikheli le-email:

_____

Isikhundla sokuthi isicelo senziwa njengobani uma senziwela omunye umuntu:

_____

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sahluko kufanele sigcwaliswe KUPHELA uma umfakisicelo esifakela omunye umuntu.

Amagama aphelele nesibongo:

_____

Inombolo kamazisi/ye-ID:

_____

D. Imininingwane yerekhodi

(a) Hlinzeka ngemininingwane ephelele yerekhodi okucelwa ukufinyeleleka kulo, kumbandakanya inombolo yerefrensi uma uyazi, ukwenzela ukuthi litholakale irekhodi.

(b) Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini elehlukile bese ulinamathisela kuleli fomu. Umfakisicelo kufanele asayinde onke amaphepha angeziwe.

1. Ukuchazwa kwerekhodi noma izingxenye ezifanele zerekhodi:

_____

2. Inombolo yerefrensi, uma ikhona:

_____

3. Nanoma ngabe imiphi eminye imininingwane yerekhodi:

_____

E. Izimali ezikhokhwayo

(a) Isicelo sokufinyeleleka kwirekhodi ngaphandle kwerekhodi eliphethe ulwazi ngawe, luzosetshenzwa kuphela ngemuva kokuba imali yesicelo isikhokhiwe.

(b) Uzokwaziswa ngesamba semali edingeka ukuba ikhokhwe njengemali ekhokhwayo yesicelo.

(c) Imali ekhokhwayo yokufinyeleleka kwirekhodi ilele ohlotsheni ukufinyeleleka okudingeka ngalo futhi nasesikhathini esidingekayo ukucinga nokulungisa irekhodi.

(d) Uma ufanelekile ukuba udedelwa ukuba ukhokhe nanoma ngabe iyiphi imali ekhokhwayo, sicela usho isizathu sokudedelwa.

Isizathu sokudedelwa ukuba ukhokhe izimali:

_____

F. Uhlobo lokufinyeleleka kwirekhodi

Uma uvinjwe ukukhubazeka ukuba ufunde, ubuke noma ulalele irekhodi ngohlobo ukufinyeleleka okuhlinzekwe ngalo ku-1 ukuya ku-4 lapha ngezansi, shono ukukhubazeka kwakho futhi usho uhlobo irekhodi elidingeka ngalo.

Ukukhubazeka:	Uhlobo irekhodi elidingeka ngalo:
_____	_____

Faka uphawu u-X ebhokisini elifanele.

AMANOTHI:

(a) Ukuhambisana nesicelo sakho sokufinyeleleka olwazini ngohlobo oluphawuliwe kungalala ohlotsheni irekhodi elitholakala ngalo.

(b) Ukufinyeleleka ngohlobo oluceliwe kunganqatshwa ezimweni ezithile. Kulezi zimo uzokwaziswa uma ukufinyeleleka kuzotholakala ngolunye uhlobo.

(c) Imali ekhokhwayo yokufinyeleleka kwirekhodi, uma ikhona, izonqunywa kancane nguhlobo lokufinyeleleka oluceliwe.

1. Uma irekhodi lingohlobo olubhaliwe noma olugayiwe:

	Ikopi yerekhodi*		ukuhlolwa kwerekhodi

2. **Uma irekhodi lakhiwe yizinto ezibukwayo**
(Lokhu kumbandakanya izithombe, amaslayidi,, okurekhodiwe kwevido, imifanekiso eyakhiwe ngekhopyutha, imidwebo, njll.):

	Ukubuka izithombe		Ikopi yezithombe*		Ukubhala ngezithombe*

3. **Uma irekhodi lenziwe ngamagama noma ngolwazi olungakhiqizwa futhi ngomsindo:**

	Ukulalela umsindo oqoshiwe (ikhasethi lomsindo)		Umbhalo womsindo oqoshiwe* (umbhalo obhaliwe noma ogayiwe)

4. **Uma irekhodi ligcinwe kwikhompyutha noma ngohlobo olufundeka ngomshini:**

	ikopi egayiwe yerekhodi*		ikopi egayiwe yolwazi olususelwa kwirekhodi*		ikopi yohlobo olufundekayo ngekhompyutha* (isitifi diskhi noma ikhompekhthi diskhi)

*Uma ucele ikopi noma umbhalo werekhodi (elingenhla), ingabe uthanda ukuba ikopi noma umbhalo werekhodi uposelwe wena? **Imali yokuposa iyakhokhwa.**	YEBO	CHA

G. Imininingwane yelungelo elizosetshenziswa noma livikelwe

Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini elehlukile bese ulinamathisela kuleli fomu. Umfakisicelo kufanele asayinde onke amaphepha angeziwe.

1. Shono ukuthi liphi ilungelo elizosetshenziswa noma livikelwe:

   _____

2. Chaza ukuthi kungani irekhodi elidingekayo lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:

   _____

H. Isaziso ngesinqumo mayelana nesicelo sokufinyeleleka

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe/senqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi uhlinzeke ngemininingwane evumela ukuhambisana nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyeleleka kwirekhodi?

_____

Isayindwe e-/o-_____ ngalolu suku lomhla zi-_____ ku-_____ wonyaka we-20

_____

ISIGINESHA YOMFAKISICELO/YOMUNTU OWENZIWELWA ISICELO

ISIXHUMELO B

UKUMA KWEZIMALI

Imali yekopi yemanuwali njengoba icatshangwa kuSimiso sesi-5 (c) sawo wonke amakopi afothokopiwe ekhasi ubukhulu balo obungu-A4 noma ingxenye ngokunjalo.	ama-R0-60
Izimali zokukhiqiza okukhulunywe ngazo kuSimiso sesi-7 (1) zinjengoba zilandela:	
(a) Onke amafothokopi ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo	ama-R0-60
(b) Onke amakopi agayiwe obukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo agcinwe kwikhompyutha noma ngendlela kagesi noma ngohlobo olufundeka ngomshini.	ama-R0-40
(c) Ikopi enguhlobo olufundeka ngekhompyutha ku- (i) sitifi diskhi	ama-R5-00
(ii) khompekhthi diskhi	ama-R40-00
(d) Ukubhalwa phansi kwemifanekiso ebukwayo (i) Ikhasi elinobukhulu obungu-A4 noma ingxenye ngokunjalo	ama-R22-00
(ii) Ikopi yezinto ezibukwayo	ama-R60-00
(e) Ukubhalwa phansi kwemisindo erekhodiwe (i) Ikhasi elinobukhulu obungu-A4 noma ingxenye ngokunjalo	ama-12-00
(ii) Ikopi yemisindo erekhodiwe	ama-R17-00
Imali yesicelo ekhokhwa ngumfakisicelo, ngaphandle kozifakela yena isicelo, okukhulunywe ngayo kuSimiso sesi-7 (2)	ngama-R35-00.
Izimali zokufinyeleleka ezikhokhwa ngumfakisicelo okukhulunywe ngaye kuSimiso sesi-7 (3) zinjengoba zilandela	
(a) Onke amafothokopi ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo	ama-R0-60
(b) Onke amakopi agayiwe ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo agcinwe kwikhompyutha noma ngendlela kagesi noma anguhlobo olufundeka ngomshini	ama-R0-40
(c) Ikopi enguhlobo olufundeka ngekhompyutha ku- (i) sitifi diskhi	ama-R5-00
(ii) khompekhthi diskhi	ama-R40-00
(d) Ukubhalwa phansi kwemifanekiso ebukwayo (i) Ikhasi elinobukhulu obungu-A4 noma ingxenye ngokunjalo	ama-R22-00
(ii) Ikopi yezinto ezibukwayo	ama-R60-00
(e) Ukubhalwa phansi kwemisindo erekhodiwe (i) Ikhasi elinobukhulu obungu-A4 noma ingxenye ngokunjalo	ama-12-00

(ii) Ikopi yemisindo erekhodiwe	ama-R17-00
(f) Ukucinga nokulungiselela ukuba irekhodi lidalulwe, ihora ngalinye noma ingxenye yehora, kushiya ngaphandle ihora lokuqala, ngokwemfanelo elingekayo ekucingeni nasekulungiseni okufana nalokhu	ama-R15-00 ihora ngalinye
2. Ukwenzela izinhloso zeSahluko sama-22(2) se-PAIA, okulandelayo kuyasebenza: a. Amahora ayisithupha njengamahora azodlulwa ngaphambu kokuba kukhokhwe idiphozi b. Okukodwa kwesithathu semali yokufinyeleleka ekhokhwa njengediphozi ngumfakisicelo	

Republic of South Africa

PUBLIC SERVICE COMMISSION

Tel: 012 352 1000
Fax: 012 352 8382
website: www.psc.gov.za

National Anti-Corruption Hotline for Public Service - 0800 701 701