# IBHUKWANA LEKHOMISHINI YEMISEBENZI KAHULUMENI KANYE NEHHOVISI LEKHOMISHINI YEMISEBENZI KAHULUMENI. Ngokwesigaba 14 soMthetho Wokukhuthazwa Kokutholakala Kolwazi, (Umthetho No. 2 we-2000)

## UNYAKAMALI: 2006/2007

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## 1. IMISEBENZI YEKHOMISHINI YEMISEBENZI KAHULUMENI

IKhomishini Yemisebenzi Kahulumeni (i-PSC) iyisikhungo somphakathi esizimele nesizicabangela ngokwaso, esakhiwe ngokweSigaba 196 soMthethosisekelo WeRiphabhulikhi YaseNingizimu Afrika, we-1996. I-PSC inikezwe umsebenzi kanye namandla, okuphenya, nokuqapha kanye nokuhlola inhlangano kanye nokuphatha imisebenzi kaHulumeni. Leli gunya libandakanya ukuhlolwa kwempumelelo, noma ukungabi bikho kwezinhlelo zikaHulumeni. Okwengezwe kulawa mandla ashiwo ngenhla, i-PSC inesibopho sokukhuthaza izindlela zokuqinisekisa ukusebenza ngempumelelo nakahle Emisebenzini KaHulumeni kanye nokukhuthaza amagugu kanye nemigomo yokuphathwa komphakathi njengoba kubekwe kuMthethosisekelo kuyona yonke imisebenzi kaHulumeni.

**Igunya le-PSC**
IKhomishini ithola igunya layo esigabeni 195 nese-196 soMthethosisekelo we-1996. Isigaba 195 sibeka okukholelwa kukona kanye nemigomo ebusa ukuphathwa komphakathi okufanele ikhuthazwe iKhomishini. Lokho okukholelwa kukho nemigomo yilokhu:

- Izinga eliphezulu lokuziphatha okuhle ngokomsebenzi.
- Ukusetshenziswa kwemithombo okukahle, okwezomnotho nokuyimpumelelo.
- Ukuphathwa komphakathi okuncike entuthukweni.
- Imisebenzi kufanele inikezwe ngokungabandlululi, ngobuqotho, ngokulingana kanye nokungenzeleli.
- Kufanele kuphendulwe ezidingweni zabantu, futhi umphakathi kufanele ukhuthazwe ukuzibandakanya ekwenziweni kwenqubomgomo.
- Kufanele kuphendulwe ngokuphathwa komphakathi.
- Ukwenzela izinto obala.
- Ukutshalwa kokuphathwa kwabantu okuhle kanye nemisebenzi yokuthuthukisa kwemisebenzi.
- Ukuphathwa komphakathi okumele wonke umuntu onomsebenzi wokuqasha kanye nokuphatha abasebenzi ngokwamakhono, ukucabanga okuzimele, ubuqotho, kanye nokubuyisela esimweni esilungile ukungalingani kwesikhathi esedlule.

Ngokwesigaba 196(4) soMthethosisekelo, 1996, **imisebenzi esemqoka kanye namandla** eKhomishini yilawa**:**

- Ukukhuthaza amagugu kanye nemigomo yokuphathwa komphakathi eshiwo esigabeni 95 soMthethosisekelo eMisebenzini kaHulumeni yonke.
- Ukuphenya, ukuqapha kanye nokuhlola inhlangano, ukuphatha kanye nokusebenza kwabasebenzi beMisebenzi kaHulumeni, ikakhulukazi ukubambelela kokukholelwa kukho nasemigomeni eshiwo esigabeni195, kanjalo nasezinqubweni zemisebenzi kaHulumeni.

- Ukululeka izingxenye zikahulumeni kuzwelonke nasezifundazweni maqondana nemisebenzi yabasebenzi.
- Ukubika ekutholile kanye nezincomo okungenani kanye ngonyaka kwiSishayamthetho sikaZwelonke noma kwiZishayamthetho zezifundazwe njengoba kwenzeka.
- Ukubika izindaba ezikhathazayo zomsebenzi eziphuthumayo kwiziphathimandla ezifanele eziphethe.
- Ukuphenya izikhalazo zabasebenzi bese wenza iziphakamiso zamakhambi afanele.

**Izindawo Zokusebenza Ezisemqoka**

Umsebenzi weKhomishani uhlelwe wazungeza lezi zindawo zokusebenza ezibalulekile ezilandelayo eziyisithupha:

- Ukwenziwa ngcono kwezindaba zabasebenzi;
- Ukuphenya ukuhambisa ezomphakathi;
- Ezezimilo zezingcweti nokubuyekezwa kwezokuphatha abasebenzi;
- Ukuphatha ezokubusa;
- Ubuholi nokwenziwa ngcono ukuphatha nokwenziwa komsebenzi
- Ukwenza umsebenzi nokuqinisekisa amazinga.

Le mikhakha ihlelwe yaba yizinhlelo ezimbili, okuyilezi: Ukuphenya Nokubukezwa Kokuphathelene Nabasebenzi; kanye Nokuqapha Nokuhlola Kahle Nokwenziwa Komsebenzi.

Eminye yemibiko ekhiqizwe yi-PSC, ibala kuyo, phezu kweminye, iSimo Semisebenzi Kahulumeni, UHlolovo Lokugculiseka Kwezakhamizi, Ukukala Ukusebenza Ngempumelelo Kwenombolo Kazwelonke Yamahhala Esheshayo Yohlelo Lokulwisana Nenkohlakalo, Ukuhlaziywa Kohlaka Lwenqubomgomo Yokulawula Isimo SEGCIWANE LESANDULELANGCULAZI NENGCULAZI kubasebenzi bahulumeni. Uhlu oluqukethe konke lemibiko ekhiqizwe yo PSC lutholakala eSigabeni 15 se-PSC/OPSC kanti futhi luyatholakala kwisizindalwazi se-PSC, www.psc.gov.za .

## 2. UKWAKHEKA KWE-PSC

**Isendlalelo**

IKhomishini yakhiwa ngokwesigaba 196 soMthethosisekelo WeRiphabhulikhi YaseNingizimu Afrika,1996. UMthethosisekelo ufuna iKhomishini Yemisebenzi kaHulumeni eyodwa eNingizimu Afrika enamalungu ayishumi nane, abahlanu kuwo bakhethwe nguMengameli ngesiphakamiso seSishayamthetho sikaZwelonke, kanti

ilungu elilodwa lesifundazwe ngasinye liqokwe uNdunankulu Wesifunda. IKhomishini iyaziphendulela kwiSishayamthetho SikaZwelonke okufanele ibike kuso okungenani kanye ngonyaka. Kufanele futhi ibike ngemisebenzi yaso ezifundazweni kwiZishayamthetho Zezifundazwe.

Ngokuvumelana noMthethosisekelo njengoba kushiwo ngenhla, i-PSC inoKhomishani abayi-14: OKhomishani aba-5 abasePitoli kanye noyedwa esifundazweni ngasinye. I-PSC yesekwe yiHhovisi LeKhomishini KaHulumeni, eliphethwe nguMqondisi-Jikelele, (onguMsebenzi Ophendulayo).

**Amalungu**
Njengoba kudingeka, uMengameli wamisa amalungu ayishumi nane. Amahlanu alamalungu aseHhovisi Elikhulu ePitoli bese kuthi ayisishiyagalolunye abe sesifundazweni ngasinye:

Laba abalandelayo bangamalungu eKhomishini:

**Baqokwe iSishayamthetho SikaZwelonke:**
USolwazi SS Sangweni, uSihlalo
UMnu. JH Ernstzen, Iphini likaSihlalo
UDkt. EG Bain,
UNksz. MRV Mashigo
UDkt. N mxakato-Diseko

**Baqokwe iZishayamthetho Zezifundazwe:**
UMnu M Msoki (eMpumalanga Kapa)
Mnu P Helepi (eFreyistata)
Dkt R Mgijima, (eGauteng)
Nksz PM Tengeni (KwaZulu-Natali)
Mnu Mahoai (eLimpopo)
Mnu DW Mashego, (eMpumalanga)
UMnu JDS Mahlangu, (eNorth West)
Mnu KL Mathews, (eNyakatho Kapa)
Dkt NV Maharaj eNtshonalanga Kapa)

**Izindlela Zokuphatha**
Isakhiwo senhlangano ye-PSC sakhiwe salandela izinhloso zesu laso kwase kulandela imikhakha yaso yokusebenza.

Umsebenzi wekhomishani uhlelwe emikhakheni yawo eyisithupha yokusebenza njengoba iboniswe ngaphansi ephuzwini 1 ngenhla. Lezi zindawo zehlukaniswe kwaba usizo lokuphatha lwamaGatsha amabili emisebenzi eyenziwayo, lilinye linemikhakha emithathu eyesekwa **yiGatsha Lemisebenzi Nokuxhumana Esifundeni**, elinikeza imisebenzi yokweseka jikelele nezokuphinda emagatsheni womabili emisebenzi:

**IGatsha: Lemisebenzi Nokuxhumana Esifundeni** lihlinzeka ukuphatha jikelele kanye nokuphathwa kwezimali; ukuphatha abasebenzi kanye nabahlinzeka usingatho, ukuxhumana kanye nobuchwepheshe bamakhomputha kwi-O/PSC.

**IGatsha: Lokuphenya Nokubuyekeza Imithombo Engabasebenzi** lenza ukuba iKhomishini ikwazi ukuthuthukisa ukuphathwa kwezindaba zobudlelwano babasebenzi, ukucwaninga amabhuku ehhovisi elisingethe nokuphenya nokugqugquzela ukulwa nenkohlakalo; kanye nokubukeza ukuqala ukusetshenziswa kwezinqubomgomo zabasebenzi eMisebenzini Kahulumeni.

**IGatsha: Lokuqapha Nokuhlaziya** lisungula izinga eliphezulu lokuholwa Kwemisebenzi Kahulumeni, ukwenganyelwa ngendlela kanye nokuhlinzekwa kwemisebenzi ngezinga elingconywana ngokubandakanya abomphakathi.

## 3. IMININGWANE YOKUXHUMANA YESIPHATHIMANDLA SOKWAZISA NAMAPHINI.

UMqondisi-Jikelele we-OPSC, uNksz. Odette Ramsingh, unguMsebenzi Wezokwazisa ngokwemigomo yoMthetho Wokukhuthazwa Kokutholakala Kolwazi. Imininingwane yokuxhumana noNksz. Ramsign yile: Odette@opsc.gov.za, Ucingo: (012) 352-1005. Laba bantu abalandelayo baqokwe njengamaPhini Abasebenzi Bezokwazisa:

a. UMnu. Mashwahle Diphofa, iPhini loMqondisi-Jikelele: Ukuqapha Nokuhlaziya, iposi likagesi: Mashwahled@opsc.gov.za Ucingo: (012) 352-1011
b. UMnu. Admil Simpson, iPhini loMqondisi-Jikelele: Ukuphenya kanye Nokubukeza Imithombo Engabasebenzi, iposi likagesi: Admills@opsc.gov.za , Ucingo: (012) 352-1206
c. UMnu. Dumisani Maphumulo, iPhini loMqondisi-Jikelele: Imisebenzi Nokuxhumana Esifundeni, iposi likagesi: Dumisanim@opsc.gov.za , Ucingo: 352-1194, kanye
d. noMnu. Humphrey Ramafoko, UMqondisi: Imisebenzi Yokuxhumana Nokwazisa - humphreyr@opsc.gov.za, Ucingo: (012) 352-1196

**Ikheli:**

Ikheli Lokuposa:
Private Bag X121 PRETORIA, 0001
Ikheli Lomgwaqo: Commission House

Ikheli Lesizinda
C/o Hamilton and Ziervogel Streets, PRETORIA

Isizindalwazi: www.psc.gov.za
Ucingo: (012) 352-1000
Isihlanzandaba: (012) 325-8382

## 4. IZELULEKO ZEKHOMISHINI YAMALUNGELO ABANTU YASENINGIZIMU AFRIKA ZOKUTHI KUFANELE BAWUSEBENZISE KANJANI UMTHETHO

Iseluleko sokuthi ungasetshenziswa kanjani UMthetho Wokukhuthazwa Kokutholakala Kolwazi, we-2000 sizotholakala kuKhomishini Yamalungelo Abantu YaseNingizimu Afrika engakadluli uNcwaba 2004. Kungabuzwa:

KwiKhomishini Yamalungelo Abantu YaseNingizimu Afrika:
Uphiko lwe-PAIA
Umnyango Wezokucwaninga Nemibhalo

Ikheli Lokuposa:
Private Bag x2700
Houghton
2041
Ucingo: 011-484 8300
Isihlanzandaba: 011 484 1360
Isizindalwazi: www.sahrc.org.za
Iposi likagesi: PAIA@sahrc.org.za

## 5. UKUFINYELELA EMILANDWENI EGCINIWE

### 5.1 UKUCHAZWA KWEZIHLOKO LEZO I-PSC ENEMILANDO YAZO KANYE NEZIGABA ZEMILANDO EKHONA YESIHLOKO NGASINYE

Ngezinjongo zokusiza ngezicelo ngokoMthetho, ukuchazwa kwezihloko lezo i-PSC enemilando yazo kanye nezigaba zemilando ekhona isihloko ngasinye kukanje:

- Amaphepha ethulwa
- Imilando egciniwe yemihlangano yokubonisana kanye nezingqungquthela
- Izincwadimabhuku namabhuku
- UMbiko Wonyaka we-PSC
- Izingqwembe zokukhangisa
- Imibiko ye-PSC eshicileliwe
- Izinqubomgomo zabasebenzi
- Amafayela abasebenzi kanye
- Imininingwane ephathelene nokuqeqesha abasebenzi.
- Uhlahlomali
- Izinhlelo Zamasu Okusebenza
- Izethulo Zohlaka Lemali Ezochithwa Esikhathini Sobude Esiphakathi Nendawo
- Izitatimende zezimali.
- Izinqubomgomo Zokuhlinzekwa Kwezidingo Zokusebenza
- Ibhuku lokubhalisa impahla yoMnyango
- Imibhalo yamathenda etholakala kubahlinzeki bosizo, ngemva kokuhlinzekwa kwethenda
- Izimvumelwano nabahlinzeki bosizo
- Ukukucwaningwa nokuphenywa okwenziwa ekuhanjisweni kwemisebenzi yomphakathi
- Imibiko Yamacala Abikiwe eNombolweni Esheshayo Yamahhala Ukuvimba Inkohlakalo KuZwelonke.
- Ukudalula Kwabaphathi Abakhulu Kokuphathelene Nezimali
- Amaminithi emihlangano Yezithangami Zikazwelonke Zokulwisana Nenkohlakalo
- Imibiko yezikhalo
- Imibiko Yokuqapha Nokuhlaziya

## 5.2 UKUDALULA NGOKUZIKHETHELA KANYE NEMILANDO EZITHOLAKALELAYO

ISaziso Sesigaba 15 Sokudalula Ngokuzithandela maqondana nemilando ye-PSC/OPSC, siqondiswa njalo ngonyaka kanti siyatholakala kwisizindalwazi se-PSC, www.psc.gov.za. Lesi sihambisana nokuhlinzekwe yiSigaba 15 (2) soMthetho Wokukhuthazwa Kokutholakala Kolwazi. Isigaba 15 Sesazisi se-PSC/OPSC senza ukuba kufinyeleleke, phezu kokunye okuningi, emibikweni eshicilelwe futhi yabekwa etafuleni ePhalamende, kanye nakunoma imiphi eminye imilando ekwisizindalwazi, ngaphandle kukuba kufuneke ukuthi umuntu afake isicelo ngokwemigomo yomthetho okukhulunywe ngawo.

Kufanele kwaziwe ukuthi eminye imibiko eqondene nezifundazwe ezithize kanye neqondene neminyango eyayihlanganiswe i-PSC iyatholakala kulezo zifundazwe eziqondene kanye neminyango kanti awekho ku- PSC/OPSC. Ukwengeza, uMbiko Wonyaka we-PSC, zincwadimabhuku/amabhuku, izingqwembe zokukhangisa, kanye nemapheshana okwazisa ayazitholakalela Ophikweni Lwezokuxhumana ngokuthinta

uMnu. Ben De Villiers, ku-Bend@opsc.gov.za noma ngocingo ku: (012) 352 1059. Uhlu oluneminingwane yokutholakala kalula kwemibhalo luqukethwe eSigabeni 15 sesazizo esiphathekayo ngenhla.

## 5.3 INQUBO YOKWENZA ISICELO

### 5.3.1 Sivunywa noma sinqatshelwani isicelo

Inqubo elandelwayo mayelana nokuvunywa noma kokunqatshwa kwesicelo kutholakala eMthethweni Wokukhuthazwa kokutholakala Kolwazi[1]. Inqubomgomo iyatholakala kwisizindalwazi se-PSC ku- www.psc.gov.za

### 5.3.2 Umuntu ukucela kanjani ukuthola umlando:

• Umuntu ocelayo kufanele asebenzise ifomu (iFomu A) eyayishicilelwe kwiGazethi Kahulumeni (Isaziso sikahulumeni R187 samhla zi-15 kuNhlolanja 2002).

• Umuntu ocelayo kufanele asho ukuthi ufuna ikhophi yomlando yini noma ufuna ukuza azowubheka ehhovisi lesikhungo somphakathi (PSC/OPSC). Noma-ke, uma umlando kungesiwo umbhalo osephepheni, ungabhekwa efomini eliceliwe, uma kwenzeka.

• Uma umuntu ecela umlando ngesimo esithile (isib. ikhophi yephepha, ngokwekhomputha, njll) kufanele awuthole ngaleso simo awucela ngaso, ngaphandle uma ukwenza njalo kuyophazamisa ngokungenangqondo ukusebenza kwesikhungo esithintekayo (PSC/OPSC), noma kulimaze umlando, noma kuphazamise ilungelo lokushicilela okungesilo elikahulumeni. Uma ngenxa yezizathu ezizwakalayo ukutholakala komlando kungeze kwanikezwa ngesimo leso ocelayo asifunayo kodwa linikezwe ngesinye isimo, ngakho-ke imali kufanele ibalwe ngokwale ndlela ocelayo aqale wacela ngayo.

• Uma, ngaphezu kwempendulo ebhaliwe esicelweni somando, ocelayo efuna ukutshelwa ngesinqumo ngenye indlela, isib. ucingo, lokhu kufanele kukhonjiswe.

• Uma umuntu ocela ulwazi ecelela omunye umuntu, kufanele akhombise ukuthi umcelela ngaphansi kwaliphi igunya lokusebenza.

• Uma ocelayo engakwazi ukufunda noma ukubhala, noma ekhubazekile, isicelo kufanele-ke senziwe ngomlomo. Umsebenzi wezokwazisa kufanele agcwalisise ifomu lowo muntu ocelayo bese emnikeza ikhophi yefomu egcwalisiwe.

### 5.3.3 Izimali ezikhokhwayo

[1] Inqubomgomo ye-OPSC mayelana ne-PAIA

Kunezinhlobo ezimbili zezimali okufanele zikhokhwe ngokomthetho, yilezi: imali yesicelo kanye nemali yokutholakala kolwazi (yokwaziswa ngesinqumo sokuvunywa kokutholakala).

- Umuntu ocela ukuthola umlazi onemininingwane ngaye akudingeki ukuthi akhokhe imali yesicelo. Omunye nomunye umceli kufanele ayikhokhe imali yokucela engama-R35 (ekhokhwa ezikhungweni zomphakathi).

- Umsebenzi wezokwazisa kufanele azise ocelayo (ngaphandle kocela okuqondene naye) ngesaziso, esidinga ukuthi ocelayo akhokhe imali yokucela enqunyiwe (uma ikhona) bese eyifaka ebhange (uma ikhona) ngaphambi kokuba sisetshenzwe isicelo.

- Ocelayo angafaka isikhalo sangaphakathi, lapho sifanele khona, noma isicelo enkantolo ephikisana nethenda noma nokukhokhwa kwemali yokucela.

- Emva kokuba umsebenzi wezokwazisa esenze isinqumo ngesicelo, kufanele ocelayo aziswe ngaleso sinqumo ngendlela afune ukwaziswa ngayo.

- Uma ocelayo enikeziwe kufanele kukhokhwe enye imali yokukhishwa kanye nokufunwa nokulungiswa kwanoma yisiphi isikhathi esishiwo esingaphezulu kwamahora ashiwo okufuna kanye nokulungisela umlando ukuba udalulwe.

- Ukutholakala komlando kuyogodlwa kuze kube ocelayo useyikhokhe yonke imali efunekayo.

## 6. IMISEBENZI ETHOLAKALAYO EMPHAKATHINI NOKUTHI ITHOLAKALA KANJANI

### 6.1 Imisebenzi

Imisebenzi ye-PSC/OPSC, njengoba kushiwo ephuzwini loku-1, ingale ndlela yokuthi amaklayenti ayo isiShayamthetho SikaZwelonke, iZishayamthetho Zezifundazwe, neminye iminyango kaHulumeni kanye nezikhungo/izinhlangano zomphakathi futhi aziyenzi noma imiphi imisebenzi etholakalayo emphakathini. Kodwa-ke olunye ulwazi ngemisebenzi kaHulumeni, njengesikhundla semisebenzi kahulumeni kanye nocwaningo lokwaneliseka kwezakhamuzi ngemisebenzi kaHulumeni, kungatholakala Emisebenzini Yokuxhumana Nokwazisa: Bend@opsc.gov.za. Umphakathi uyakwazi ukuthola iNombolo Esheshayo Engakhokhelwa Elwisana Nenkohlakalo KuZwelonke Emisebenzini Yomphakathi (0 800 701 701) elondolozwe iphinde iphathwe yi-PSC.

### 6.2 Uluthola kanjani usizo lwemisebenzi

Amaklayenti e-PSC/OPSC angathola usizo lwemisebenzi ngokwenza izicelo:

**KuMqondisi-Jikelele: IHhovisi Lekhomishini Yemisebenzi Kahulumeni**

**Ikheli Lokuposa:**
Private Bag X121
PRETORIA
0001

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

**Abantu okungaxhunywana nabo:**
UMmathari Mashao, Ucingo (012) 352 1043 noma uThabo Moeng- (012) 352-1076
Isihlanzandaba: (012) 325-8379
Iposi likagesi**: Mmatharim@opsc.gov.za noma Thatom@opsc.gov.za**
Isizindalwazi: www.psc.gov.za

## 7. AMALUNGISELELO AVUMELA UKUBANDAKANYEKA KOMPHAKATHI EKWENZIWENI KWENQUBOMGOMO KANYE NOKWENZIWA KWEMISEBENZI

### 7.1 INQUBOMGOMO NEQOQOMITHETHO OKWAZISAYO

I-PSC iqapha futhi ihlole izinhlelo zemisebenzi kaHulumeni ngenhloso yokunikezela izeluleko, nalapho kudingeka khona yenze uphenyo lokuthola izindlela zokwenza ngcono umsebenzi emisebenzini kahulumeni. Yize i-PSC ingabandakanyeki ngqo ekwenziweni kwezinqubomgomo, ngegunya layo lokuqapha nokuhlola izinga lokuphatha nokwenziwa kwemisebenzi, inikeza umphakathi izwi eliqondile ekutheni bazifuna zihlelwe kanjani izinqubomgomo, ngokubonisana nomphakathi kanye nezinhlelo zokuhlola ukwenziwa komsebenzi ezibalwe ngezansi -

- ukuhlola ukwaneliseka kwezakhamizi, ukuhlola impumelelo yokwenziwa komsebenzi ngokubona kwezakhamizi ezisebenzisa insiza ethile;

- izinhlangano zezakhamizi ezisebenzisa izindlela ezibandakanyayo ukuthola imibono kubantu ngokuthi zingenziwa kanjani ngcono izinhlelo zikahulumeni;

- ukuhlola ukusebenza kwenhlangano kanye nokuhlela ukunikeza izeluleko ezinhlokweni zeminyango kanye nakubaholi bezepolitiki ukuthi lezi zindawo ezimbili zingenziwa kanjani ngcono; kanye

- nokuhlolwa kwezinhlelo nezindlela ezibandakanya ukuhlola okujulile kokufaneleka kwezinhlelo nezindlela, impumelelo nokusebenza kahle kwezinhlelo nezindlela kanjalo nokulungisa kanye nokwenza izinhlelo nezindlela.

I-PSC yenza ukuhlola okuningi okwahlukene okuphelela emibikweni eyethulwa kwiSishayamthetho SikaZwelonke, ISishayamthetho sezifundazwe, kanye neminyango ngaminye. Le mibiko inikezela ngolwazi ezinhlelweni zokwenza izinqubomgomo kanye nemithetho

Noma nini lapho kudingeka, i-PSC iza nemithetho kanye nemihlahlandlela okungathuthukisa ukwenza ngcono ekubuseni kanye/noma ekwenziweni komsebenzi emisebenzini kahulumeni. Kwesinye isikhathi imithetho ekhona kanye nemihlahlandela/nezinqubomgomo ziyabukezwa ukuthi zifaneleke ezinguqukweni zemisebenzi/zokuhlela emisebenzini yomphakathi.

## 8. AMAKHAMBI AKHONA EZENZWENI NOMA EKUHLULEKENI UKUTHATHA IZINYATHELO

Zikhona lezi zinkambiso ezilandelayo ukuthi abantu babike noma balungise izenzo ezisemthethweni okuthiwa azilungile, azifanele noma azilandeli umthetho noma zeqiwe i-PSC/OPSC noma esinye sezisebenzi zayo.

### 8.1 Izinqubo zokubika noma zokulungisa:

8.1.1 Amakhambi ezenzweni noma ekwehlulekeni ukuthatha izinyathelo ngokoMthetho Wokukhuthazwa Kokutholakala Kolwazi: Isiphathimandla sokudlulisa izikhalo ngaphakathi ngenhloso yalo Mthetho Usihlalo weKhomishini Yemisebenzi Kahulumeni (isigaba 74 – 77). Emva kokusebenzisa onke amakhambi okukhalaza angaphakathi, kungafakwa isicelo enkantolo (izigaba 78 – 82 zoMthetho Wokukhuthazwa Kokutholakala Kolwazi).

8.1.2 Umsebenzi kahulumeni angafaka isikhalo noma ukukhononda ukuthi kuphenywe iKhomishini Yemisebenzi Kahulumeni maqondana nesenzo esisemthethweni noma ukweqiwa kwaso (isigaba 35 soMthetho Wemisebenzi Kahulumeni, 1994). Imithetho yokuthi usifaka kanjani isikhalazo/ukukhononda yashicilelwa kuGazethi kaHulumeni 23635 yomhla zi-19 kuNtulikazi 2002 kanti iyatholakala kwisizindalwazi, www.psc.gov.za

8.1.3 Umuntu angasebenzisa amakhambi omsebenzi maqondana nezenzo ezisemthethweni noma nokweqiwa kwesimo somsebenzi, njengokuphikisa amalungelo (UMthetho Wemisebenzi Kahulumeni, 1994, kanye noMthetho Wobudlelwano Emsebenzini, 1995);

8.1.4 Umuntu angafaka isikhalazo kumhloli wemisebenzi maqondana nanoma yikuphi ukuphazanyiswa kweMithetho Eyisisekelo yoMthetho Wezemisebenzi, 1997 (Umthetho No. 75 we-1997 – isigaba 78(1)(a)), noma UMthetho Wokulingana Emsebenzini, 1998 (UMthetho No. 55 we-1998 – isigaba 34(e)).

8.1.5 Umuntu angafaka isikhalazo kuMvikeli Womphakathi maqondana nesenzo somsebenzi okusolwa sengathi asikho emthethweni noma esingalungile noma ukweqiwa (UMthethosisekelo kanye noMthetho Womvikeli Womphakathi, 1994 (UMthetho No. 23 we-1994).

8.1.6 Umuntu angafaka isikhalazo neKhomishini Yamalungelo Abantu YaseNingizimu Afrika maqondana nesenzo esisemthethweni noma nokweqiwa okusolwa sengathi kungukwephulwa noma kwesabisa noma yiliphi ilungelo eliyisisekelo (UMthetho Wekhomishini Yamalungelo Abantu, 1994 (UMthetho No. 54 we-1994).

8.1.7 Ukuze avikeleke ekujezisweni ngenxa yokudalula okuqondene nokuziphatha okungekho emthethweni noma okungalungile komqashi noma omunye osebenza

naye, lowo muntu angalandela izinqubo zokudalula eMthethweni Wokudalula Okuvikelekile, 2000 (UMthetho No. 26 we-2000).

8.1.8 Ukusetshenziswa kwezinye izixazululo zomthetho ezinjengezinqubo zesikhungo zokubukeza komthetho kwesenzo sokuphatha ngokomthetho Wokukhuthaza Ubulungiswa Bokuphatha, 2000 (UMthetho No. 3 we-2000).

**8.2 EZINYE IZIXAZULULO EZELEKELELAYO:**

8.2.1 Umuntu angacela izizathu zesenzo sokuphatha ngokoMthetho Wokukhuthaza Ubulungiswa Bokuphatha, 2000 (isigaba 5).

8.2.2 Umuntu angacela ukuthola imilando yomnyango kaHulumeni noma esinye isigungu somphakathi ngokoMthetho Wokukhuthazwa Kokutholakala Kolwazi, 2000 (isigaba 11).

**8.3 UMSEBENZI WOKUBIKA:**

8.3.1 Umsebenzi kahulumeni, ekwenzeni imisebenzi yakhe, unesibopho ngokoMthetho Wokuziphatha Kwabasebenzi Bahulumeni ukubika kwiziphathimandla ezifanele, ukukhwabanisa, inkohlakalo, ukuqasha ngokobuhlobo, ukungaphathi kahle kanye nezinye izenzo eziyicala noma ezibandlululayo kulokho okuthandwa umphakathi. Umsebenzi ohlulekayo ukuhambisana nalokhu, unecala lokungaziphathi kahle. (Izimiso zoMthetho B.3 kanye no-C.4.10 zeSahluko 2 Zezimiso Zomthetho Zomsebenzi Kahulumeni, 2001).

8.3.2 Umsebenzi wawo wonke umqashi kanye nomsebenzi wokudalula ubugebengu kanye nanoma yikuphi ukuziphatha okungalungile emsebenzini nakho kuqinisa UMthetho Wokudalula Okuvikelekile, 2000 (Isendlalelo).

## 9. UKUFAKA ULWAZI LWAKAMUVA EBHUKWANENI

I-PSC/OPSC, uma kunesidingo, izofaka ulwazi lwakamuva bese ishicilela ibhukwana layo elishiwo esigatshaneni (1) sesigaba 14, ngezikhawu ezingengaphezu konyaka.

## 10. UKUTHOLAKALA KWEBHUKWANA

Leli bhukwana ngoKwesimiso 187 soMthetho, lizokwenziwa ukuba litholakale okungenani ngezilimi ezintathu ezisemthethweni ngale ndlela:

- ngokunikezelwa kwiKhomishini Yamalungelo Abantu
- ngokubekwa kuwo wonke amahhovisi e- PSC/OPSC; kanye
- nanggokulifaka kwisizindalwazi se-PSC , www.psc.gov.za

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