
SATISO SAHULUMENDE

LIHHOVISI LEKHOMISHINI YETEMISEBENTI YAHULUMENDE

No. R. 1012 25 Julayi 2003

TIMISO TEKUSOMBULULA TIKHALO TEBACASHI KUTEMISEBENTI YAHULUMENDE

Kuyatiswa jikelele kutsi iKhomishini yeteMisebenti yaHulumende ngaphasi kwesigaba –11 seMtsetfo weKhomishini yeteMisebenti yaHulumende, 1997 (uMtsetfo No. 46 wanga-1997), ufundvwa ngekuhambisana nesigaba -196 (4) (f) (ii) seMtsetfosisekelo weRiphabliki yaseNingizimu Afrika, 1996 (Umtsetfo No. 108 wanga-1996), yakhe timiso letihlelwe kuShejuli -1.

Njengobe yentiwe yasayinwa ePitoli mhla tingemashumi lamabili nesihlanu kuJulayi, 2003.

S. S. SANGWENI

Sihlalo

Ikhomishini YeteMisebenti yaHulumende

ISHEJULI 1

A. TINCHAZELO

Kulenchubo, ngaphandle nangabe lokucuketfwe kuchaza ngalenywe indlela—

“**Ikhomishini**” kusho iKhomishini yeteMisebenti yaHulumende leyasungulwa ngekuya kwemibandzela yesigaba -196 (1) seMtsetfosisekelo;

“**UMtsetfosisekelo**” kusho uMtsetfosisekelo weRiphabliki yaseNingizimu Afrika, 1996 (Umtsetfo No. 108 wanga-1996);

“**emalanga**” kusho emalanga ekusebenta;

“**tiphatsimandla letigunyatiwe**” kusho tiphatsimandla letigunyatiwe kutsi basombulule tikhalo tebasebenti njengobe kuchaziwe kusigatjana 1 (1) seMtsetfo yeteMisebenti yaHulumende wanga -1994;

“**sikhalo**” kusho kungenetiseki macondzana nesento lesibi lesentiwe ngumcashi nobe kungenti loko bekufanele akwentele sisebenti lokungabanga umonakalo lomkhulu emphilweni yesisebenti emsebentini, lokungafaki ekhatsi kucoshwa emsebentini ngalokungafanele.

“umphatsi welitiko” kusho umuntfu losesikhundleni lekukhulunywe ngaye kuShejuli 1, 2 nobe 3 weMtsetfo yeteMisebenti yaHulumende, 1994, nobe loyo lolibambela kuleso sikhundla;

“UMtsetfo weteMisebenti yaHulumende” kusho uMtsetfo weteMisebenti yaHulumende, 1994 (Simemetelo No. 103 sanga-1994);

“inyonyane yebasebenti lenikwe emandla” kusho tonkhe tinyonyane tebasebenti letemukelwe kulomkhandlu lobuketa temiholo, uMkhandlu wekuCondzisa kuHlomulisana kuteMisebenti yaHulumende kanye nanobe nguyiphi inyonyane lenemalungelo ekuba yinhlango kunobe nguliphi litiko;

“kusombulula” kusho kusombulula tikhalo/tinkinga ngalokwenetisa sisebenti lesoniwe;

“ummeleli” kusho nobe ngubani losebenta naye, ummeleli nobe sikhulu senyonyane lenikwe emandla

B. INHLOSO NEKUFUKA SICELO

1. Inhloso yalenchubo yekufuka sikhalo kutfutukisa budlelwano lobuhle nekusombulula tikhalo kutemisebenti yahulumende ngekwenetisa imigomo lesisekelo salenchubo le—
 - (a) kusebentisa sigaba -196 (4) (f) (ii) seMtsetfosisekelo lonika emandla leKhomishini kutsi iphenye ngetikhalo tebasebenti kutemisebenti yahulumende macondzana nalokungakalungi lokwentiwe ngumcashini nobe loko lebekumele akwente kodvwa wangakwenti, phindze futsi yente tiphakamiso temakhambi lafanele ekusombulula letinkinga;
 - (b) kusebentisa sigaba -11 seMtsetfo weteMisebenti yaHulumende (uMtsetfo No. 46 wanga-1997, lokunika leKhomishini emandla ekushaya iMtsetfo letawubukana netikhalo;
 - (c) kutfutukisa—
 - (i) kucatululwa kwetikhalo masinyane, ngalokuphelele nangalokufanele;
 - (ii) timo letihle emisebentini;
 - (iii) tisombululo tetinkinga temuntfu ngamunye ngelizinga leliphasi lelingabakhona etikweni.

C. KUPHATFWA KWESIKHALO

1. Sikhalo sesisebenti sifanele sisonjululwe ngumcashini emnyombeni waso ngato tonkhe tindlela langatisebentisa.
2. Umcashi ufanele ente siciniseko sekutsi sikhalo sisonjululwe ngalokufanele, lokuphelele nangekungakhetsi nangekubuketa imigomosisekelo yebulungiswa bemvelo.
3. Lenchubo ifanele yentiwe ngendlela yekutsi umcashini nesisebenti bakhone kuvakalisa kungenetiseki kwabo.
4. Kute sisebenti lesifanele sihlushwe nobe sibandlululwe ngalokusobala, nobe ngetindlela letiphasi ngesizatfu sekutsi sifake sikhalo.
5. Uma ngabe sisebenti siyajeziswa, kusetjentiswa kwalenchubo sisebenti

ekusombululeni nobe nguyiphi inkinga lemacondzana nalesijeziso angeke kuyimise lenchubo yekujezisa.

6. Sikhalo sifanele sifakwe ngekubhalwa phasi futsi nato tonkhe tincumo letitawutsatfwa macondzana naso tifanele tibhalwe phasi.
7. Sisebenti singasitwa ngummeleli.

D. KUGCINA SIKHATSIMKHAWULO LESIMISIWE

1. kubona sikhatsimkhawulo, sifanele sibalwe ngekungabali lusuku lwekucala futsi kubalwe lusuku lwekugcina.
2. Labo lababandzakanyekako bafanele balandzele sikhatsimkhawulo lesihlelwe kulenchubo, ngaphandle uma ngabe bayavumelana kuselula.
3. Sikhalo sifanele siletfwe kumcashi angakapheli emalanga langu -90 kusukela ngelilanga umcashi apheetse kabi sisebenti sakhe (kungaba kumenta lokutsite nobe kumncisha lokutsite).
4. Sisebenti singacindzetela kutsi sikhalo saso sendluliselwe kuleKhomishini angakapheli emalanga langu-10 ngemuva kwekutfola sincumo setiphatsimandla letigunyatiwe.

E. KUNIKETWA KWELWATI

1. Umcashi ufanele anikete lwati lolufanele loludzingekako kutsi sisebenti singaletsa sikhalo nobe sisilandzelele uma siceliwe.
2. kuniketwa kwelwati lolunjalo kungaya ngemikhawulo lephocelwa ngumtsetfo.
3. Lesisebenti sifale sinikwe lwati ngeluhlobo lwalesikhalo nenchubekelembili leseiyentiwe macondzana nekuhlelwa kwelilanga lekusiphetsa.
4. Umcashi ufanele anike sisebenti lifomu lesikhalo ngemuva kwesigaba ngasinye sekucatululwa kwalesikhalo.

F. TIGABA TELITIKO TEKUCATULULA SIKHALO

1. Sisebenti singatfula sikhalo saso kulesinye sisebenti lesikhetselwe kubuketa kucatululwa kwetikhalo etikweni.
2. Lifomu lelimisiwe kuSeleko A, lifanele lisetjentiswe uma kufakwa sikhalo.
3. Sisebenti lesikhetsiwe sifanele sitsintsane nebaphatsimandla labafanele belitiko ngemitamo yekusombulula lesikhalo.
4. Lesikhalo singasonjululwa nanobe ngubani walabo baphatsimandla labafanele, labanemandla ekwenta njalo.
5. Leso sisebenti lesoniwe sitawatiswa ngulesi lesikhetswe macondzana nesimo nalesekweniwe kutsi kucatululwe lesikhalo.
6. Uma ngabe-ke lesikhalo sesicatululwe ngendlela leyenetisa sisebenti lesoniwe, siciniseko saloku-ke sitawubese sibhalwa phasi, sisebenti lesikhetsiwe.
7. Uma ngabe sikhalo asisombululeki, baphatsimandla lababukene nekusonjuluwa kwetikhalo bafanele basatise ngalokufanele lesisebenti

- lesoniwe.
8. Litiko (kufaka ekhatsi baphatsimandla labasombulula tikhalo) linemalanga langu-30 ekusombulula lesikhalo.
Lesikhatsi singalulwa uma kuvunyelwana.
 9. Uma ngabe ngemuva kwekutsi lesisebenti lesoniwe satiswe ngemiphumela yekusonjululwa kwesikhalo saso, solo mane asenetiseki —
 - (a) sifanele sibhale phasi satise letiphatsimandla letisombulula tikhalo angakapheli emalanga langu-10;
 - (b) letiphatsimandla letisombulula tikhalo-ke tifanele kutsi ngekuya kwesigaba - 35 (1) seMtsetfo weteMisebenti yaHulumende; 1994, bachubele lesikhalo nemibhalo lefanele embili kuKhomishini yeteMisebenti yaHulumende kute kwentiwe tiphakamiso angakapheli emalanga lasihlanu latiswe ngulesisebenti lesoniwe.
 10. Uma ngabe lesikhalo sifaka ekhatsi kungasebentiseki ngalokufanele njengobe kuchazwa kuMtsetfo weteMisebenti, 1995, lesisebenti lesoniwe singabhala phasi satise letiphatsimandla letisombulula tinkinga kutsi sifuna kusebentisa tindlela tekusombulula tikhalo letibekiwe kukumtsetfosisekelo weMkhandlu wekuCondziswa kuHlomulisana kuteMisebenti yaHulumende nobe-ke umkhandlu wencenye yawo lofanele (nobe ngukuphi kwalokulokufanele) nekutsi leKhomishini yeteMisebenti yaHulumende ifanele kutsi ingasayingeni indzaba yalesikhalo.
 11. Uma ngabe lelitiko liyehluleka kusebentana nalesikhalo ngalesikhatsi lesishiwoko kuSimiso F8, sikhulu lesoniwe singafaka sikhalo saso—
 - (a) ngco kuleKhomishini; nobe
 - (b) umangabe kumacondzana nekungasebentisani kahle, singasifaka weMkhandlu wekuCondziswa kuHlomulisana kuteMisebenti yaHulumende nobe umkhandlo wencenye lefanele (nobe ngukuphi kwaloku lokufanele) ngekuya kwemibandzela yenchubo yekusonjululwa kwetikhalo.

G. KWENDLULISELWA KUKHOMISHINI

1. Uma ngabe iKhomishini seyitfole yonkhe iminingwane kuletiphatsimandla lababukene netikhalo, ifanele kutsi inake lesikhalo angakapheli emalanga langu-30 bese yatisa letiphatsimandla ngesiphakamiso sayo kanye nesincumo sayo ngekubhala phasi.
2. Uma-ke labaphatsimandla labasombulula tikhalo sebatfole siphakamiso saleKhomishini bafanele kutsi, angakapheli emalanga lasihlanu, batise lesisebenti neKhomishini ngesincumo sabo ngekubhala phasi.

H. TIKHALO TEBAPHATSI BELITIKO

1. Uma ngabe umphatsi welitiko unesikhalo, angenta loku, etimeni lapho khona—
 - (a) umphatsi welitiko lavelonkhe, aletsa sikhalo sakhe kuMengameli; nobe
 - (b) umphatsi welitiko lesifundza, aletsa sikhalo sakhe kuNdvunankhulu.
2. Mengameli nobe Ndvunankhulu unemalanga langu-30 ekusebentana nalesikhalo.

- Lesikhatsi singelulwa ngekutsi bavumelane.
3. Timiso F9 na-10, titawufundvwa netingucuko letidzingwa nguleso simo, kubandzakanya bonkhe baphatsi bematiko.

I. KUHLOLA

1. Umphatsi welitiko ufanele ente siciniseko sekutsi imphumelelo yekusonjululwa kwesikhalo kuyahlolwa ngekutsi kugcinwe emarekhodi elinani letikhalo lesetisonjululiwe kusukela ekucaleni kwemnyaka futsi kubikwe kuleKhomishini njalo nje ngetinyanga letisitfupha.
2. LeKhomishini ifanele ibike ngekuphatfwa kwetikhalo nangekusebenta kahle kwenchubo, lokungenani kanye ngemnyaka kuBandla laVelonkhe, ibike futsi nemisebenti yalo eSifundzeni kusishayamtsetfo saleso Sifundza.

J. LETINYE TINCHUBO/TINDLELA

Uma sikhalo sifakwa ngekuya kwalenchubo, Sisebenti lesoniwe sifanele sibeke sobala kutsi ngabe tikhona yini letinye tinchubo lesitisebentisako tekusombulula lesikhalo.

K. TINYATSELO TESIKHASHANA TEKUSOMBULULA SIKHALO

1. Sikhalo lesifakwa ngaphambi kwekumenyetelwa kweTimiso tesikhashana, lekukutsi angakashayi umhlaka 1 Julayi 1999, sitawusetjentwa futsi siphETFwe kube sengatsi lemiTsetfotimiso yeteMisebenti yaHulumende ayikacitfwa.
2. Sikhalo lesifakwe ngembi kwekumenyetelwa kwaletimiso tetikhalo, sifanele sisetjentwe futsi siphETFwe ngekuya kwemibandzela yekumenyetelwa kweMigomo yeSikhashana yeTikhalo kuGazethi yaHulumende No. 20231 yanga-1999.

L. LILANGA LEKUCALA KUSEBENTA

Lilanga lekucala kusebenta kwaleMigomo, litawulawulwa yimibandzela yeSimiso K, 19 Septemba 2003.

Seleko A

LIFOMU LETIKHALO

UYACELWA KUTSI UFUNDZE LEMİYALO LELANDZELAKO NGAPHAMBI KWEKUTSI UGCWALISE LELIFOMU

1. Lelifomu lifanele lisetjentiswe uma kufakwa sikhalo (lokungafaki ekhatsi kucoshwa emsebentinti ngalokungakafaneli) uma ungenetiseki ngalokubi lokwentiwe sikhulu nobe loko besifanele sikwente, sangakwenti futsi wehlulekile kusombulula sikhalo ngekuccisana naso.
2. Ufanele ufake sikhalo sakho angakapheli emalanga langu-90 kusukela ngelilanga ubona kutsi sikhulu sikwente kabi nobe asikakwenteli loko besifanele sikwentele kona, kwakuphatsa kabi kakhulu.
3. Ungasitwa nobe umelwe ngulosebenta naye nobe losebentela inyonyane yebasebenti lenikwe emandla.
4. Kubalulekile kutsi ugcwalise kahle yonkhe imininingwane. Uma lelifomu seligcwalisiwe, lifanele linikwe sisebenti lesikhetselwe kubuketa tinchubo tekusonjululwa kwetikhalo esikhungweni sakho. Utawunikwa litfuba lekukhuluma/kuphendvula kuko konkhe lokuphawulwako.
5. Esigabeni ngasinye lapho khona lilunga lebaphatsimandla labasombulula tikhalo, letama kusombulula lesikhalo, ngamunye walabo lababandzakanyekako utawugcwalisa incenye lefanele yalelifomu. Utawunikwa litfuba lekukhuluma/phendvula kuko konkhe lokuphawulwako.
6. Ekuphetfweni kwesigaba ngasinye salenchubo yesikhalo, lelitiko litawukunika lifomu leligcwalisiwe.
7. Uma-ke lesikhalo sesisonjululiwe, awusadzingi kugcwalisa lonkhe lelifomu. Lababukene netebasebenti etikweni lakho (Human Resource Section) batawubese bayaligcina lelifomu. Litawusetjentiswa uma sekubikwa kuleKhomishini yeTemisebenti yaHulumende ngelinani letikhalo letisonjululiwe ngemnyaka,
8. Udzingeke kutsi ugcwalise incenye A na-B yalelifomu bese ulinika lesisebenti lesikhetselwe kubukana nekusonjululwa kwetikhalo esikhungweni sakho. Lesisebenti sitawusayina esikhaleni lesingaphansi kwencenye B yalelifomu kukhombisa kutsi lesikhalo sifikile. Yenta siciniseko sekutsi utfola ikhophi walelifomu njengebufakazi bekutsi sikhalo sakho semukelwe.
9. Incenye C yalelifomu itawugcwaliswa ngumcashi nawe kuto tonkhe tigaba uma kusentiwa imitamo yekusombulula lesikhalo.

INCENYE A: IMININGWANE NGEBUWENA

Kutawugwalisa sisebenti lesoniwe:

Ticalo temagama neSibongo : _____

Inombolo yePERSAL : _____

Litiko lelikucashile : _____

Libandla lebacondzisi : _____

Sigaba semsebenti : _____

Lusuku lowoniwa ngalo(wentiwa lokutsite lokubi nobe wangentelwa lokutsite lokufanele) :

Tinombolo telucingo : Lucingo _____ Ifeksi _____

Ligama lemmeleli (uma kufanele) : _____

Tinombolo telucingo lwemmeleli : Lucingo _____ Ifeksi _____

Ligama lenyonyane yebasebenti (uma kufanele): _____

Lucingo Lucingo: _____ Ifeksi _____

INCENYE B: IMININGWANE YESIKHALO

Kugcwalisa sisebenti lesoniwe:

Ukhaliswa yini? (uma ngabe lesikhala lesingephasi aseneli, ungangeta lelinye li/(ema)khasi:

Ucabanga kutsi sikhalo sakho singasonjululwa kanjani?

Kusayine: _____

SISEBENTI

LUSUKU

Kucinisekisa kutfolwa/kwemukelwa kwesikhalo nekutsi sisebenti siniketiwe umfanekiso welifomu

SISEBENTI LESIKHETSELWE KUBUKETA KUSONJULULWA KWETIKHALO: LUSUKU

Ligama:

Sigaba semsebenti:

INCENYE C: KUSONJULULWA KWESIKHALO: TIGABA

Caphela:

Lencenye yentelwe tigaba letehlukene tetiphatsimandla kutsi tetame kusombulula lesikhalo. Nobe kunjalo, kute tigaba letibekiwe tekusombulula lesikhalo. Ngekuya kwesimo nje,likhasi linye nobe ngetulu lingadzinga kugcwaliswa ngaphasi.

Uma ngabe sikhalo asikhoni kusonjululwa kufikela kumphatsi welitiko, sifanele siletfwe kutiphatsimandla lelisombulula tikhalo (loku-ke kusho kutsi lelikhasi lelingaphasi lelikhuluma ngco ngebaphatsimandla labasombulula tikhalo bafaneleba ligcwaliswe).

Lesikhalo sifanele sisetjentwe nguto tonkhe tigaba letifanele (lokufaka ekhatsi baphatsimandla) angakapheli emalanga langu-30, ngaphandle uma ngabe lesi sikhatsi sitawelulwa ngekuvumelana nesisebenti lesoniwe

(Incenye C iyachubeka)
SIGABA: SISEBENTI LESIKHETSELWE KUBUKETA KUSONJULULWA KWETIKHALO-----
<i>Kugcwalisa sisebenti lesikhetselwe kubuketa tikhalo tebasebenti</i>
Ligama : _____
Sikhundla semsebenti: _____
Inombolo yelucingo : _____
Ifeksi : _____
Ngabe sikhalo sasonjululwa yini? Yebo Cha
Uma ngabe imphendvulo nguyebo, niketa imininingwane yesivumelwano (uma ngabe lesikhala lesingentasi asaneli, ufaka lelinye li/(ema)khasi

KUSAYINE: _____
SISEBENTI LESIKHETSIWE LUSUKU
<i>Kugcwalisa sisebenti</i>
Ngabe sikhalo sasonjululwa yini? Yebo Cha
Ngabe kukhona longakuphawula?

KUSAYINE: _____
SISEBENTI **LUSUKU**

(Incenye C iyachubeka)

LIZINGA: BAPHATSIMANDLA LABASOMBULULA TIKHALO

Kugcwalisa baphatsimandla labasombulula tinkinga

Tincumo letitsetfwe macondzana nalesikhalo netizatfu tato (uma ngabe lesikhala lesingaphasi sincane, ungangeta lelinye li/(ema)khasi)

KUSAYINE: _____
BAPHATSIMANDLA **Lusuku**

Kusayina sisebenti lesoniwe

Ngabe lesikhalo sasonjululwa? Yebo Cha

Uma ngabe imphendvulo kungu cha, uyacelwa kutsi uchaze kutsi kungani ungenetiseki:

KUSAYINE: _____
SISEBENTI **LUSUKU**

Ngabe uyafuna yini kutsi lesikhalo sakho sendluliselwe kuKhomishini yeteMisebenti yaHulumende? Yebo Cha

