

Isaziso seSigaba se-15 seKhomishana
Yezisebenzi Zikahulumeni ngokoMthetho
Wokuvikelwa Kokutholakala Kolwazi,
wezi-2000 (uMthetho No. 2 wezi-2000) (PAIA)
kanye Nomthetho Wokuvikela Ulwazi Lomuntu
Siqu No. 4 ka-2013 (POPIA)

UNYAKA WEZIMALI ISIKHATHI: 2022/203



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1. ISINGENISO

Isigaba 15 soMthetho Wokukhuthazwa Kokutholakala Kolwazi, wezi-2000 sibeka ukuthi "Isikhulu Esibhekele Ulwazi senhlangano yomphakathi, okukhulunywe ngaso endimeni (a) noma (b)(i) yencazelo yenhlangano yomphakathi esigabeni. 1, kumele, ngezikhathi ezithile, hhayi izikhathi ezingaphansi kanye ngonyaka, athumele kuNgqongqoshe incazelo ya-

(a) Izigaba zamarekhodi ebandla lomphakathi ezitholakala ngokuzenzekelayo ngaphandle kokuthi umuntu acele ukufinyelela ngokwemibandela. walo Mthetho, okuhlanganisa izigaba ezinjalo ezitholakalayo-

- i. ukuze ihlolwe ngokomthetho ngaphandle kwalo Mthetho
- ii. ukuthenga noma ukukopisha emzimbeni; futhi
- iii. kusuka kumgwamanda mahhala.

(b) Ungawathola kanjani amarekhodi amarekhodi

Ikhomishana Yezemisebenzi Kahulumeni (PSC) / Ihhovisi leKhomishana Yezemisebenzi Kahulumeni (OPSC) isigaba esibuyekeziwe sesigaba 15 Isaziso siyahambisana nokuhlinzekwa kwe isigaba 15 (2) soMthetho Wokukhuthazwa Kokutholakala Kolwazi 2000. ISaziso Sesigaba 15 se-PSC/OPSC sinikeza ukufinyelela kumarekhodi atholakala ngokuzenzakalelayo.

Leli rekhodi likhishwe ngokoMthetho Wokuvikela Ulwazi Lomuntu Siqu, 2013 (Umthetho we-POPI).

2. UKUGUNYAZWA KOMTHETHOSISEKELO WEKHOMISHINI YEMISEBENZI YOMPHAKATHI

Ikhomishana Yezemisebenzi Kahulumeni (PSC) iyisikhungo esizimele esisungulwe ngokweSahluko se-10 soMthethosisekelo. Ithola igunya layo ezigabeni 195 kanye nese-196

zoMthethosisekelo, 1996, ezibeka amagugu nezimiso ezilawula ukuphathwa komphakathi, okufanele zigqugquzelwe yi-PSC, kanye namandla nemisebenzi ye-PSC. I-PSC idingwa nguMthethosisekelo ukuthi isebenzise amandla ayo futhi yenze imisebenzi yayo ngaphandle kokwesaba, ukuchema noma ukubandlulula. Umthethosisekelo uhlobanisa ukuzimela kwe-PSC ngokuqinile nokungakhethi kwayo futhi akukho gatsha lombuso elingagxambukela ekusebenzeni kwe-PSC.

I-PSC inikezwe umsebenzi wokuqapha wokuqondisa iziSebenzi zikaHulumeni futhi iqaphe, ihlole futhi iphenye izinqubo zokuphathwa komphakathi. Inamandla futhi okunikeza izincomo noma iziqondiso okuhloswe ngazo ukuqinisekisa ukuthi izinqubo zabasebenzi eziphathelene nokuqasha, ukushintshwa, ukukhushulwa kanye nokuxoshwa ziyahambisana nezimiso nezimiso eziseSigabeni se-195 soMthethosisekelo.

I-PSC iyaziphendulela esiGungwini Sikazwelonke futhi kufanele njalo ngonyaka ibike esiGungwini Sikazwelonke ngemisebenzi yaso kanye nokusebenza kwayo, nasezishayamthetho zezifundazwe ngemisebenzi yaso esifundazweni.

2.1 Imisebenzi kanye namandla e-PSC

NgokweSigaba 196 (4) soMthethosisekelo, 1996, imisebenzi namandla e-PSC yilawa:

- a. ukukhuthaza amagugu nezimiso ezibekwe eSigabeni se-195, kuyo yonke iMisebenzi Kahulumeni;
- b. ukuphenya, ukuqapha kanye nokuhlola inhlangotho nokuphatha, kanye nezinqubo zabasebenzi Bemisebenzi Kahulumeni;
- c. ukuphakamisa izinyathelo zokuqinisekisa ukusebenza ngempumelelo nangempumelelo ngaphakathi kweMisebenzi kaHulumeni;
- d. ukunikeza iziqondiso okuhloswe ngazo ukuqinisekisa ukuthi izinqubo zabasebenzi eziphathelene nokuqasha, ukushintshwa, ukukhushulwa kanye nokuxoshwa ziyahambisana nezimiso nezimiso ezibekwe esigabeni 195;

e. ukubika mayelana nemisebenzi yayo kanye nokwenziwa kwemisebenzi yayo, okuhlanganisa noma yikuphi okutholakele engakuthola kanye neziqondiso neziluleko engayinikeza, kanye nokuhlinzeka ngokuhlolwa kwezinga amanani nezimiso ezibekwe esigabeni 195 ezithotshelwa ngayo. ;

f. noma ngokuthanda kwayo, noma ngokuthola noma yisiphi isikhalo-

i. ukuphenya kanye nokuhlola ukusetshenziswa kwabasebenzi kanye nezinqubo zokuphathwa komphakathi kanye nokubika esigungwini esiphezulu nesishayamthetho esifanele;

ii. ukuphenya izikhalo zabasebenzi eMsebenzini Kahulumeni mayelana nezenzo ezisemthethweni noma ukweqjwa kanye nokuncoma amakhambi afanele;

iii. ukuqapha kanye nokuphenya ukulandelwa kwezinqubo ezisebenzayo kuHulumeni; kanye

iv. ukweluleka izinhlaka zombuso zikazwelonke kanye nezifundazwe mayelana nezinqubo zabasebenzi eMnyangweni Wezemisebenzi Kahulumeni, okuhlanganisa lezo eziphathelene nokuqasha, ukuqashwa, ukudluliselwa, ukukhishwa kanye nezinye izici zemisebenzi yabasebenzi eMnyangweni Wezemisebenzi Kahulumeni; kanye

g. ukusebenzisa noma ukwenza amandla engeziwe noma imisebenzi ebekwe nguMthetho wePhalamende.

2.2 IziNdawo Zokusebenza Ezisemqoka

Umsebenzi we-PSC wakhiwe ngalezi zindawo zokusebenza ezibalulekile eziyisithupha ezilandelayo:

2.2.1. Ukuthuthukiswa kobudlelwane nabasebenzi.

2.2.2. Ukubuyekezwa kobuholi nezabasebenzi.

2.2.3. Ukuqapha ukubusa.

2.2.4. Ukulethwa kwezidingo kanye nokuhlolwa kokuhambisana kwayo.

2.2.5. Uphenyo lokuphathwa komphakathi.

2.2.6. Izimiso zokuziphatha zobungcweti.

3. ISAKHIWO SE-PSC

3.1 Amalungu e-PSC

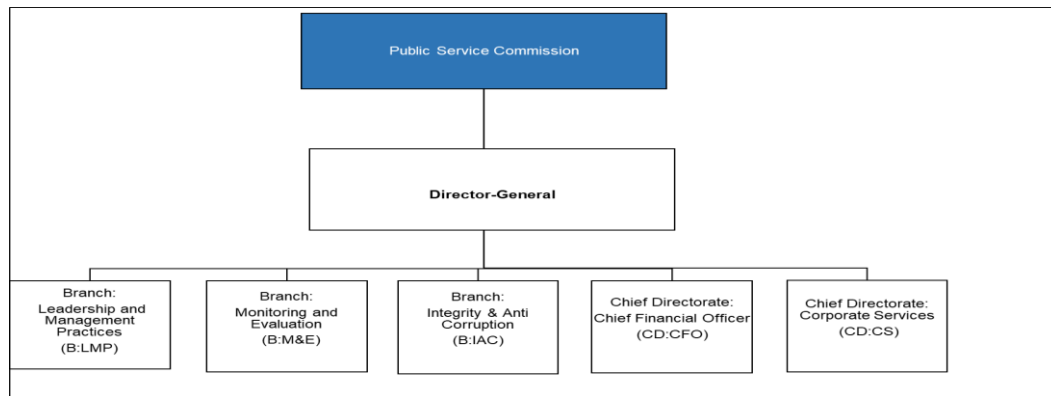
UMongameli uqoka uKhomishana oyedwa njengoSihlalo nomunye njengePhini likaSihlalo we-PSC. Laba abalandelayo ngamalungu e-PSC:

- USolwazi Somadoda Fikeni (uSihlalo)
- UNksz Zukiswa Mqolomba (Isekela-Sihlalo)
- USolwazi Mandla S Makhanya (uKhomishana, Ihhovisi Likazwelonke)
- UNksz Nancy Ngwenya (uKhomishana, Ihhovisi Likazwelonke)
- Okungenamuntu (uKhomishana, iHhovisi likaZwelonke)
- UNksz Lulu V. Sizani (uKhomishana, eMpumalanga Kapa)
- UDkt Henk Boshoff (uKhomishana, eFreyistata)
- Okungenamuntu (uKhomishana, eNtshonalanga Kapa).
- Mnu Vusumuzi Mavuso (uKhomishana, eGauteng kusukela ngoJanuwari 2023)
- Mnu Anele Gxoyiya (uKhomishana, eNyakatho Kapa)
- Okungenamuntu (uKhomishana, eNyakatho Ntshonalanga kuze uqale kuMasingana 2023)
- Mnu Magerule Sekonya (uKhomishana, eLimpopo)
- Nksz. Yasmin E Bacus (Commissioner, KwaZulu-Natal)
- Okungenamuntu (Commissioner, Mpumalanga)

3. UKWAKHEKA KWENHLANGANO

Isakhiwo senhlangano ye-PSC/OPSC yakhelwe ngokwezindawo zayo ezibalulekile zokusebenza futhi imisebenzi yayo ihlelwa ezinhlelweni ezilandelayo:

Umdwebo 1: Isakhiwo senhlangano ye-OPSC



UMthethosisekelo ubeka ukuthi kunoMphakathi owodwa. IKhomishana Yezinkonzo (i-PSC) yeRiphabhulikhi, ehlanganisa oKhomishana abayi-14. Ezinhlano zazo ziqokwa nguMongameli ngokwezincimo zesiGungu Sikazwelonke seHhovisi Likazwelonke. Ilungu elilodwa liqokwa esiFundazweni ngasinye kweziyisishiyagalolunye, ngokuqokwa nguNduankulu wesifundazwe ngesincimo sekomidi lesiShayamthetho sesiFundazwe.

UKhomishana uqokwa isikhathi esiyiminyaka emihlanu, evuselelwa ihlandla elilodwa elengeziwe. I-PSC iholwa nguSihlalo, ophinde asebenze njengesigungu seziPhathimandla seHhovisi leKhomishana Yezemisebenzi Kahulumeni. USihlalo uqokwa nguMongameli koKhomishana abaqokiwe. UMongameli uqoka futhi aqoke iPhini LikaSihlalo WeKhomishana Yezemisebenzi Kahulumeni.

I-PSC ibika esiGungwini Sikazwelonke futhi kufanele njalo ngonyaka ibike esiGungwini Sikazwelonke ngemisebenzi yaso nokusebenza kwayo, nasezishayamthetho zezifundazwe ngemisebenzi yayo esifundazweni.

I-PSC isekelwa yiHhovisi Lekhomishana Yezemisebenzi Kahulumeni (i-OPSC), neHhovisi layo eliyiNhloko elisePitoli kanye namahhovisi ezifundazwe esifundazweni ngasinye. UMqondisi-Jikelele, ophinde asebenze njengeSikhulu Esiphendula Ngokwenzekayo futhi abikele uSihlalo we-PSC, uhola i-OPSC.

Abasebenzi be-OPSC baqokwa ngokoMthetho Wezemisebenzi Kahulumeni ka-1994.

Isakhiwo soHlelo lwe-OPSC lumi kanje:

Uhlelo 1: Ukuphatha

Uhlelo luhlinzeka ngokuphatha jikelele kwe-PSC kanye nezinsizakalo zokweseka ezigxile endaweni eyodwa.

Uhlelo luhlukaniswe lezi zinhlelo ezincane ezintathu ezilandelayo:

- Ikhomishana Yezemisebenzi Kahulumeni
- Ihhovisi likaMqondisi-Jikelele (lihlanganisa: Izikhulu Eziyinhloko Zokusebenza , Ukwesekwa kwe-PSC, Ukuhlela Kwamasu Nezinsizakalo Zomthetho,)
- Izinsizakalo Zebhizinisi
- Ezezimali

Uhlelo 2: Izinqubo Zobuholi Nokuphatha

Lolu hlelo lukhuthaza ubuholi obuphusile beNkonzo yoMphakathi, ukuphathwa kwabasebenzi, ubudlelwano babasebenzi kanye nezinqubo zabasebenzi.

Lolu hlelo luhlukaniswe ngezinhlelo ezimbili ezilandelayo:

- Ukuthuthukiswa Kwezobudlelwano Babasebenzi
- Ukubuyekezwa Kobuholi Nokusebenza Kwabasebenzi.

Uhlelo 3: Ukuqapha kanye Nokuhlola

Lolu hlelo lubhekele ukusungula izinga eliphezulu lokulethwa kwezidingo, ukuqapha kanye nokuphatha ngendlela efanele eMnyangweni Wezemisebenzi Kahulumeni.

Lolu hlelo luhlukaniswe ngezinhlelo ezimbili ezilandelayo:

- Ukuqapha Ukubusa
- Ukuhlolwa Kokulethwa Kwezidingo kanye Nokuthotshelwa Kwemigomo.

UHlelo 4: Ubuqotho kanye Nokulwa Nenkolakalo

Lolu hlelo lunomthwalo wemfanelo wokwenza uphenyo lokuphatha kukahulumeni, ukukhuthaza izinga eliphezulu lokuziphatha okuhle phakathi kwabasebenzi bakahulumeni kanye nokubamba iqhaza ekuvimbeleni nasekugwemeni. ukulwa nenkolakalo.

Lolu hlelo luhlukaniswe lwaba yizinhlelo ezincane ezimbili ezilandelayo:

- Uphenyo Lwezokuphathwa Komphakathi
- Izimiso Zokuziphatha.

4. IMININGWANE YOXHUMANA NOMPHATHISWA WEZOLWAZI KANYE NAMASEKELA

NgokoMthetho Wokukhuthazwa Kokutholakala Kolwazi, uMqondisi-Jikelele we-OPSC, u-Adv Dinkie P Dube uyiSikhulu Sezolwazi.

Iminingwane yokuxhumana naye imi kanje:

ucingo: (012) 352 1025

i-imeyili: DinkieD@opsc.gov.za

Nks Dianne Michael

UMqondisi Omkhulu: People Management Practices

ucingo: (012) 352 1241

I-imeyili: DianneM@opsc.gov.za

Adv. Shukrat Makinde

Umqondisi: Ezamacala Nezinkonzo Zezomthetho

ucingo: (012) 352 1188

I-imeyili: ShukratM@opsc.gov.za

Mnuz Humphrey Ramafoko

Umqondisi: Ezokuxhumana Nolwazi

ucingo: (012) 352 1196

I-imeyili: humphreyr@opsc.gov.za

Nkz Irene Mathenjwa

Iphini likaMqondisi-Jikelele: Ezokuqapha Nokuhlola

ucingo: (012) 352 1109

I-imeyili: IreneM@opsc.gov.za

Mnuz Matome Malatsi

Isekela UMqondisi-Jikelele: Ubuqotho Nokulwa Nenkohlakalo

ucingo: (012) 352 1073

I-imeyili: MatomeM@opsc.gov.za

Dkt Kholofelo Sedibe

Iphini likaMqondisi Jikelele: Izinqubo Zobuholi Nokuphatha

ucingo: (012) 352 1206

I-imeyili: KholofeloS@opsc.gov.za

Ikheli Lendawo (iOfisi elikhulu(iNhloko)):

Indlu Yekhomishana Yezinkonzo Zomphakathi

I-Office Park Block B

536 Francis Baard Street,

Arcadia

PRETORIA

0001

ucingo: (012) 352 1000

Isizindalwazi: www.psc.gov.za

**5. UMHLAHLANDLELA WEKHOMISHINI YAMALUNGELO ABANTU YASENINGIZIMU
AFRIKA ENGAWUSETSHENZISWA KANJANI UMTHETHO**

Umhlahlandlela wokuthi usetshenziswa kanjani uMthetho Wokukhuthazwa Kokutholakala Kolwazi, wezi-2000 uyatholakala kuKhomishani YaseNingizimu Afrika Yamalungelo Abantu. Imibuzo ingaqondiswa:

Ikhomishana Yamalungelo Esintu YaseNingizimu Afrika

Uphiko Lokukhuthazwa Kokufinyelela Olwazini (PAIA)

Umnnyango Wocwaningo Nemibhalo

Isikhwama Esizimele x2700

Houghton

2041

ucingo: (011) 877 3600

ifeksi: (011) 403 0682

I-imeyili: PAIA@sahrc.org.za

Isizindalwazi: www.sahrc.org.za

Umlawuli Wolwazi ngokoMthetho we-POPI naye wenza ukuthi lo mlahlandlela utholakale.
Imibuzo ingaqondiswa ku:

The Information Regulator

Tel: 012 406 4818

Fax: 086 500 3351

Email: infoereg@justice.gov.za

Isizindalwazi: <http://www.justice.gov.za/infoereg/>

6. UKUFINYELELA KUMAREKHODI

6.1 Incazelo yezihloko/izigaba i-PSC enazo amarekhodi

Lokhu okulandelayo yizihloko/izigaba ezikhethiwe lapho i-PSC inamarekhodi azo:

- Imibiko Yonyaka
- Imibiko Yonyaka Eya Ezakhamuzini
- Impahla amarejista
- Ukucwaningwa kwamabhuku kanye nophenyo mayelana nezinqubo zokuphatha kukahulumeni
- Izabelomali
- Izinkontileka nabahlinzeki

- Izincwadi zezindaba zangaphandle kanye namamagazini

- Ama-Factsheets

- Ukudalulwa kwezimali kwamalungu Ophiko Lwenkonzo Yokuphatha Okuphezulu

- Izitatimende zezimali

- Imibiko yezikhalazo
- Imihlahlandlela kanye nemibhalo yephrothokholi
- Ulwazi olumayelana nokuqeqeshwa kwabasebenzi
- Izincwadi zezindaba zangaphakathi
- Uhlaka Lwezindleko Zesikhathi Esimaphakathi
- Imemorandamu Yokusebenzisana
- Amaminithi emihlangano
- Imibiko yecala leNational Anti-Corruption Hotline
- Amaphepha ethulwa
- Amafayela abasebenzi
- Izinqubomgomo
- Amaphosta
- Izethulo
- Imibiko ye-PSC eshicilele
- Amarekhodi ezinkundla zokucobelelana ngolwazi nezingqungquthela
- I-Service Charter
- I-Service Delivery Improvement Plans
- Amasu Amaqhinga
- Imibhalo yamathenda etholwe kubahlinzeki bempahla, ngemva kokunikezwa kwethenda
- Amacebo omsebenzi

6.2 Ukudalulwa ngokuzithandela kanye namarekhodi atholakala ngokuzenzakalelayo

Isaziso seSigaba 15 se-PSC sinikeza ukufinyelela kumarekhodi e-PSC njengoba kushiwo kulesi Saziso kanye nebhukwana le-PSC LoMthetho Wokufinyelela Olwazini 2021/2022.

6.3 Ulwazi olutholakala ngokuzenzakalelayo

Amarekhodi alandelayo atholakala ngokuzenzakalelayo ngokwesigaba 15 soMthetho wokuFinyelela olwazini, 2000:

6.3.1. Imanuwali yoMthetho wokuKhuthaza ukufinyelela olwazini.

6.3.2. Isekhula.

6.3.3. Imibiko Yonyaka.

6.3.4. Ulwazi olutholakala kusizindalwazi se-PSC: www.psc.gov.za : Izaziso Zomphakathi, Amanothi Esiqondiso, Iziqondiso, izeluleko kanye nolwazi lokuxhumana nomphakathi olufana ne-In the News, kanye ne-Pulse News Letter, isitatimende sazezindaba sikaMafhungo sikaMqondisi-Jikelele, abezindaba. ukukhishwa noma isitatimende se-PSC.

6.3.5. Ulwazi olujwayelekile olumayelana ne-PSC: Isakhiwo Senhlangano, Iphrofayili Yenhlangotho, Ulwazi Lokuxhumana lwe-PSC.

6.3.6. Umthetho, Izenzo, Imithethonqubo, Amaphepha ezingxoxo kanye nezaziso zesimemezelo.

6.4 Amarekhodi kanye Nolwazi okufanele lucelwe ngokusemthethweni ngokwe-PAIA

Izigaba ezilandelayo ezibanzi zolwazi kufanele zicelwe ngokusemthethweni kusetshenziswa inqubo yokucela:

Amarekhodi ohlaka lomthetho kanye nohlaka lwenqubomgomo

6.4.1 Amaphepha Ocwaningo

6.4.2 Amakhophi ohlaka lwenqubomgomo Isikhangiso

6.4.3 Imibhalo esatshalaliswa ngezinjongo zemihlangano nezigungu zamazwe ngamazwe nezikazwelonke

6.4.4 Imibono yezomthetho

6.4.5 Umthetho

6.4.6 Imihlahlandlela Nemithetho

6.4.7 Amafomu

6.4.8 Izinqubomgomo Zokubusa

6.4.9 Imithetho

6.4.10 Imibhalo yamacala

6.4.11 Isivumelwano Nezinkontileka Ezifanelekile.

6.5 Amarekhodi okuphatha Ibhizinisi

6.6.1 Izinhlelo zenhlangano nezamabhizinisi

6.6.2 Inqubo Yezempilo Nokuphepha Emsebenzini kanye nezinqubo zokuphuma

6.6.3 Irejista yokulawula ukulahlekelwa

6.6.4 Umbiko Wonyaka

6.6.5 Umbono Nomgomo

6.6.6 Igunya kanye Nemisebenzi ye-PSC

6.6.7 Izindawo zokusebenza ezibalulekile.

6.6.8 Imininingwane yokuxhumana ye-OPSC

6.6.9 Izikhala zemisebenzi ngaphakathi kwe-OPSC

6.6.10 Izingxoxo zetafula eziyisiyingi kanye nezingqungquthela ezisingathwa yi-PSC / OPSC

6.6.11 Imibhalo ephathelene nocwaningo lokuqhathanisa noma umbiko wokuhlaziya okuqhathanisayo okhiqizwe yi-PSC mayelana nesimo sokuhlinzekwa kwezinsiza kubasebenzi bakahulumeni kanye nokuphathwa komphakathi.

6.6.12 Umbiko Wokuqapha Nokuhlaziya kanye nemihlahlandlela ekhiqizwe yi-PSC ukuze isetshenziswe umphakathi

6.6.13 Amaphrofayili okuhambisana nokuthobela.

6.6.14 Ulwazi Lwemibuzo Yomphakathi.

6.7. Imemorandamu Yokusebenzisana phakathi kweKhomishana Yezemisebenzi Kahulumeni kanye nababambe iqhaza noma Ozakwethu

6.7.1. Imemorandamu Yokusebenzisana phakathi kweNyuvesi Yezobuchwepheshe yaseTshwane kanye neKhomishana Yezemisebenzi Kahulumeni.

6.7.2. Imemorandamu Yokusebenzisana phakathi kweNyuvesi yasePitoli kanye neKhomishana Yezemisebenzi Kahulumeni.

6.7.3. Imemorandamu Yokusebenzisana phakathi kwe-PSETA neKhomishana Yezemisebenzi Kahulumeni

6.7.4. Imemorandamu Yokusebenzisana phakathi kweNyuvesi yaseGoli kanye neKhomishana Yezemisebenzi Kahulumeni

6.7.5. Imemorandamu Yokusebenzisana phakathi Kwesikhungo Sobunhloli Kwezezimali kanye Nekhomishana Yezemisebenzi Kahulumeni

6.7.6. Imemorandamu Yokusebenzisana phakathi koMkhandlu Wabaphathi baseNingizimu Afrika kanye neKhomishana Yezemisebenzi Kahulumeni

6.7.7. Imemorandamu Yokusebenzisana phakathi kweSikhungo Socwaningo Lwezindaba Zomphakathi kanye neKhomishana Yezemisebenzi Kahulumeni.

6.7.8. Imemorandamu Yokusebenzisana phakathi kweNyuvesi yaseNingizimu Afrika kanye neKhomishana Yezemisebenzi Kahulumeni.

6.7.9. Imemorandamu Yokusebenzisana phakathi kweKhomishana Yezemisebenzi Kahulumeni kanye NoMkhandlu Wezingxoxo Zomkhakha Wezokuphepha Nokuvikeleka.

- 6.7.10. Imemorandamu Yokusebenzisana phakathi kweKhomishana Yezemisebenzi Kahulumeni kanye neNyuvesi ye-SOL Plaatje.
- 6.7.11. Imemorandamu Yokusebenzisana phakathi kwe-PSC ne-HSRC
- 6.7.12. Imemorandamu Yokusebenzisana phakathi kwe-PSC kanye ne-OMBUD Yezempi
- 6.7.13. Imemorandamu Yokusebenzisana phakathi kwe-PSC ne-UNISA
- 6.7.14. Imemorandamu Yokusebenzisana phakathi kwe-PSC ne-APAC
- 6.7.15. Imemorandamu Yokusebenzisana phakathi kwe-PSC kanye Nekhomishini Yezezimali Nezezimali.
- 6.7.16. Imemorandamu Yokusebenzisana phakathi kwe-OPSC ne-SAMEA
- 6.7.17. Imemorandamu Yokusebenzisana phakathi kwe-OPSC kanye noMcwangingi Mabhuku Jikelele
- 6.7.18. Imemorandamu Yokusebenzisana phakathi koMvikeli Womphakathi kanye ne-PSC.
- 6.7.19. Enye Imemorandamu Yokusebenzisana i-PSC engangena kuyo ngezikhathi ezithile.
- 6.7.20. Noma iyiphi iMemorandamu Yokusebenzisana okungenzeka ukuthi isiphelelwe yisikhathi, ingase ingatholakali.

6.8. Izinqubomgomo Zokuxhumana

- 6.8.1. Inqubomgomo Yezipho
- 6.8.2. Inqubomgomo ngokubika kweKhomishana Yezemisebenzi Kahulumeni
- 6.8.3. Inqubomgomo yezinto zokukhangisa
- 6.8.4. Amarekhodi okuxhumana asemthethweni angaphandle afana nokukhishwa kwemidiya
- 6.8.5. Okuqukethwe kwewebhusayithi
- 6.8.6. Ubunikazi bebhizinisi
- 6.8.7. Uhlelo lokuthuthukisa ukulethwa kwezinsiza
- 6.8.8. Cindezela / ukukhishwa kwemidiya
- 6.8.9. Izinkulumo zomphakathi

6.8.10. Newsletters

6.9 Izingqubomgomo Zezezimali namarekhodi

6.9.1 Umyalelo Wokubalwa Kwezimali 5 ka-2014: Izilinganiso Zokuqukatha Izindleko Izichibiyelo Eziphathelene Nezokudla Nemicimbi

6.9.2 Uhlelo Lwesu Lokuphathwa Kwempahla

6.9.3 Inqubomgomo Yokuphathwa Kwempahla

6.9.4 I-BAS I-Akhawunti Yomsebenzisi Imanuwali

6.9.5 Inqubomgomo Yokuzijabulisa

6.9.6 Imanuwali Yokubalwa Kwezimali

6.9.7 Ukubika Ngezimali

6.9.8 Ukuphathwa Kwempahla

6.9.9 Ukuphathwa Kwenqubomgomo Yezikweletu

6.9.10 Inqubomgomo Yemali Encane

6.9.11 Inqubomgomo Yokuphathwa Kwezimali Ukulahlekelwa kanye Nezimangalo

6.9.12 Inqubomgomo Yeposi

6.9.13 Izingqubo Zokubika Ngolwazi Lokusebenza

6.9.14 Ukudluliselwa Kwezezimali kwe-PFMA okukhishwe ngokweSigaba 44 se-PFMA

6.9.15 Izivumelwano Zokuqasha

6.9.16 Izintela zesevisi ezikhungweni esetshenziswa yi-OPSC/PSC

6.9.17 Amarekhodi okukhokhelwa komfundaze kanye namarekhodi omphumela

6.9.18 Isitatimende Sezimali Sonyaka

6.9.19 Yonke imibhalo yokuthobela uMthetho - njengamarekhodi enkokhelo enziwe kwa-SARS egameni labasebenzi kanye nedokhumenti ye-IRP5 ekhishelwa abasebenzi. ngokwezinjongo zentela engenayo.

6.10 Ukuvimbela Ukukhwabanisa Nokulawulwa Kwengozi

6.10.1 Uhlelo Lokulwa Nenkolakalo Nokukhwabanisa Lwehhovisi LeKhomishana Yezemisebenzi Kahulumeni

6.10.2 Umhlahlandlela Wokudalulwa Kwezimali we-OPSC

6.10.3 Uhlaka Lokulawulwa Kobungozi

6.10.4 Inqubomgomo Yokulawulwa Kobungozi

6.10.5 Indlela Yokuziphatha Yezisebenzi Zikahulumeni

6.10.6 Imibiko Yokucwaninga Kwangaphakathi

6.10.7 Imibiko yokuthobela umthetho

6.10.8 Imibiko yokulawulwa kobungozi bokusebenza

6.11 Izinqubomgomo namarekhodi Ezabasebenzi

6.11.1 Izivumelwano Zokuqashwa

6.11.2 Amarekhodi E-Medical Aids

6.11.3 Amarekhodi eSikhwama Sempesheni

6.11.4 Amarekhodi okuqulwa kwecala

6.11.5 Amarekhodi omholo

6.11.6 Amarekhodi okuqeqesha

6.11.7 Amarekhodi okushiya

6.11.8 Amabhukwana Okuqeqesha

6.11.9 Amarekhodi okuqasha nokukhethwa

6.11.10 Imigomo Yesevisi Ireferensi Yesigungu Sokubonisana Ngokulingana Kwezokuqashwa

- 6.11.11 Imanuwali Yokujwayela Ivunyiwe
- 6.11.12 Umbiko Wonyaka Wokuqeqesha (ATR 2010/11) kanye Nohlelo Lwamakhono Endaweni Yomsebenzi (WSP 2011/12)
- 6.11.13 Umsebenzi Wemifundaze Ingxenye Yesifundo
- 6.11. 14 Isivumelwano Esihlanganisiwe Sekhefu Elikhethekile
- 6.11.15 Uhlelo Lwezimo Eziphuthumayo
- 6.11.16 Isiqondiso Ngomunye Umsebenzi Okhokhelwayo Ngaphandle Kokuqashwa Kwesisebenzi Emnyangweni Ofanele
- 6.11.17 Ukuqokwa Njengosayinile Ukuze Kuthunyelwe Izincwadi Ngokuphathelene Nezimo Zesevisi kanye Nezimo Zomsebenzi Omele Isisebenzi Esifanele -Ujikelele lwe-OPSC
- 6.11.18 Ukudluliselwa Kwamandla Nemisebenzi Isiphathimandla Esiphezulu se-PSC Kubasebenzi Be-OPSC
- 6.11.19 Inqubomgomo Yokukhubazeka
- 6.11.20 Inqubomgomo Yelayisensi Yokushayela
- 6.11.21 Uhlelo Lokusiza Abasebenzi
- 6.11.222 Employment Equity Implementation Strategy
- 6.11.23 Employment Equity Policy
- 6.11.24 Employment Equity Plan 2019/2020
- 6.11.25 Employment Equity Report 2019/2020
- 6.11.26 Inqubomgomo ye-PMDS (Izinkonzo Zokuphatha Eziphakeme) – 2019
- 6.11.27 Inqubomgomo ye-EPMIS - 2019 [PDF]
- 6.11.28 Inqubomgomo Yokuxazulula Izikhalo
- 6.11.29 Inqubomgomo ye-HIV ne-AIDS kanye Nokuqaliswa Kohlelo
- 6.11.30 Inqubomgomo Yokuthuthukiswa Kwabasebenzi
- 6.11.31 Uhlelo Lwezinsiza Zabantu
- 6.11.32 Inqubomgomo Yokuqeqeshelwa Umsebenzi
- 6.11.33 Inqubomgomo Yokuhlola Umsebenzi - 2019

- 6.11.34 Inqubomgomo Yokuqeqeshelwa Umsebenzi Ka-2019
- 6.11.35 Inqubomgomo Yekhefu
- 6.11.36 Inqubomgomo Yokuqeqeshelwa Umsebenzi - 2019
- 6.11.3 Amalungiselelo Okungena Nokusebenza
- 6.11.38 Imanuwali Ye-Akhawunti Yomsebenzisi Ye-PERSAL - 2019
- 6.11.39 Inqubomgomo Ngokushonelwa
- 6.11.40 Inqubomgomo Yezempilo Nokuphathwa Kokukhiqiza
- 6.11.41 Inqubomgomo Ye-HIV Nengculazi Emsebenzini
- 6.11.42 Inqubomgomo Yangaphakathi Yangaphakathi kanye Nokudluliswa Kwangaphandle
- 6.11.43 Inqubomgomo Yokulawulwa Kokuxhashazwa Kwezidakamizwa (Utshwala Nezidakamizwa) Endaweni Yomsebenzi
- 6.11.44 Inqubomgomo Yobulili
- 6.11.45 Inqubomgomo Yokuqasha Nokukhethwa
- 6.11.46 Inqubomgomo Yemiklomo Ekhethekile Nokuhlonishwa Kwezisebenzi Ze the OPSC
- 6.11.47 Remunerated Overtime Policy
- 6.11.48 Resettlement Expenditure Policy
- 6.11.49 Retention Policy
- 6.11.50 Inqubomgomo Yokuphatha Ukuvikeleka
- 6.11.51 Isevisi Yokuletha Isevisi
- 6.11.52 Inqubomgomo Yokuhlukunyezwa Ngokocansi
- 6.11.53 Ipholisi emayelana nokubhema
- 6.11.54 I-SOP Ekuphathweni Kwamarekhodi akwa-HRMD
- 6.11.55 SOP Ekulimaleni Emsebenzini
- 6.11.56 SOP Eholidini
- 6.11.57 SOP Ngekhefu Lesikhashana Lokungakwazi Ukusebenza

6.11.58 Ukuqedwa Kwenqubomgomo Yesevisi

6.11.59 Inqubomgomo Yokuphathwa Kwempilo Yempilo

6.11 Inqubomgomo Yokuphathwa Kwempilo Yempilo .60 Uhlelo Lwamakhono Endawo Yokusebenzela kanye Nesifanekiso Sombiko Wonyaka

6.11.61 Izintela Zokuthuthukiswa Kwamakhono.

6.12 Izinqubomgomo Zobuchwepheshe Bolwazi (IT)

6.12.1 Uhlelo Lokubuyisela Inhlekelele

6.12.2 Amamanuwali enqubo yenqubo yobuchwepheshe bolwazi

6.12.3 I-Information Technology Governance Charter

6.12.4 Inqubomgomo Yokuphepha Kolwazi

6.12.5 Irekhodi lomcimbi nohlelo lokusebenza

6.12.6 Umbiko we-IT wokusebenza wanyanga zonke

6.12.7 Izinqubomgomo ze-ICT kanye nemanuwali yenqubo

6.12.8 Ukugcinwa Kwenethiwekhi

6.12.9 Amadokhumenti okuthuthukiswa kwesistimu nomjikelezo wokuphila

6.12. 10 Uhlelo lokulawulwa kwezinhlekelele

6.12.11 Uhlelo Lokulawulwa Kokuqhubeka Kwebhizinisi

6.13 Izinqubomgomo Zokulawulwa Nokuvikeleka Kokuhlinzekwa Kwempahla

6.13.1 Inqubomgomo Yomakhalekhukhwini kanye Nekhadi Ledatha Ye-3G

6.13.2 Ukuphathwa Kwenkontileka Nokuphathwa Kwethenda

6.13.3 Ikhodi Yokuziphatha Yokulawulwa Kokuhlinzeka Ngempahla Abasebenzi kanye nabanye Ababambe iqhaza - 2008

6.13.4 LOGIS Imanuwali

6.13.5 Inqubomgomo Yokupaka

- 6.13.6 Inqubomgomo Yeposi
- 6.13.7 Inqubo Yokuthola Amakhotheshini
- 6.13.8 Inqubomgomo Yokuphatha Amarekhodi
- 6.13.9 Isekhula Yeziqondiso Zokuphepha No.1. ka-2017
- 6.13.10 Inqubomgomo Yezokuphepha - 2015
- 6.13.11 Inqubomgomo Yokuphatha Kwempahla
- 6.13.12 Umyalelo Wokulawulwa Kochungechunge Lokuhlinzeka Nombolo 1 wezi-2017
- 6.13.13 Inqubomgomo Yocingo
- 6.13.14 Incwadi Yenqubomgomo Yokuphatha Kwempahla
- 6.13.15 Ipholisi yezokuthutha
- 6.13.16 Inqubomgomo Yokuhamba
- 6.13.17 Idokhumenti yethenda ye-SCM eyisisekelo ekhangisiwe kanye nezinye izindaba eziphathelene ne-PSC
- 6.13.18 Inqubomgomo Efanayo – 2019
- 6.13.19 Amarekhodi esimemo sethenda
- 6.13.20 Ukulethwa kwamathenda
- 6.13.21 Imibhalo yenqubo yamathenda
- 6.13.22 Irejista Yempahla
- 6.13.23 Inqubomgomo Yokuthengwa Kwempahla
- 6.13.24 Amarekhodi okuthengwa kwezinhlelo nesofthiwe
- 6.13.25 Amarekhodi okuphatha ukuthengwa kwempahla kanye nemibhalo yesistimu.

NB. I-PSC iphinde idwebe imithetho noma iziqondiso okuhloswe ngazo ukuthuthukisa ukubusa kanye/noma ukuhlinzekwa kwezinsizakalo ngaphakathi koMsebenzi Kahulumeni. Ngezinye izikhathi imithetho ekhona kanye nemihlahlandlela/izinqubomgomo ziyabuyezwa ukuze zihambisane nezinguquko zokusebenza/zesakhiwo ngaphakathi koMsebenzi Kahulumeni kanye nokuphatha komphakathi.

7. UKUVIKELA KOLWAZI LOMUNTU, 2013 (POPIA) IZIDINGO EZIPHATHELENE NOKUSEBENZA KOLWAZI LOBUNTU LWEDATHA

7.1. IZIGABA ZEDATHA

Izigaba zesihloko sedatha nakuba zingaphelele, zifaka lokhu okulandelayo:

7.1.1. I-PSC/OPSC iphethe ulwazi namarekhodi ezigabeni ezilandelayo zezihloko zedatha

- Abasebenzi be-PSC/OPSC
- Amakhasimende e-PSC/OPSC
- Abantu besithathu abanenkontileka ne-OPSC futhi ngaphakathi kobubanzi benkontileka/isivumelwano.
- Abahlinzeki besevisi be-OPSC

7.2. INHLOSO YOKUSEBENZA

7.2.1. Ngokwe-POPIA, idatha kufanele icutshungulwe ngenjongo ethile. Inhloso lapho idatha icutshungulwa yi-PSC/OPSC izoncika kuhlobo lwedatha kanye nesihloko esithile. Le njongo idingeka ukuthi idalulwe ngokusobala noma ngokungagunci ngesikhathi idatha icelwa.

7.2.2. Ulwazi lomuntu siqu luvame ukucutshungulwa ngezinjongo zamakhasimende agibelayo nabaphakeli, isevisi yokulethwa komkhiqizo ku-OPSC, ngaphandle kokwephula ukuphepha, Impilo Nokuphepha, amalungelo okuqashwa kanye nezindaba ezihlobene.

7.3. UKUFINYELELA OLWAZINI LOMUNTU

U-POPIA uthi:

7.3.1. Isihloko sedatha ngemva kobufakazi bokuthi ungubani, sicele lowo othintekayo ukuba aqinisekise, mahhala, lonke ulwazi oluphethe mayelana nesihloko sedatha futhi angase acele ukufinyelela kuleyo mininingwane, okuhlanganisa ulwazi mayelana nobunikazi bezinkampani zangaphandle eziye zathola noma zaba nazo. ukufinyelela kulwazi olunjalo.

7.3.2. Lapho odingidwa ngedatha kudingeka ukuthi akhokhe imali yemisebenzi anikezwe yona, Lowo obhekene necala kufanele ahlinzeke isihloko sedatha ngesilinganiso esibhaliwe senani elikhokhwayo ngaphambi kokuhlinzeka ngemisebenzi futhi angadinga ukuthi ofake isicelo akhokhe idiphozi yakho konke noma ingxenye yemali.

7.3.3. Isihloko sedatha singaphikisa, nganoma yisiphi isikhathi, ukucutshungulwa kolwazi lomuntu siqu yi-PSC/OPSC, ngezizathu ezizwakalayo ezihlobene nesimo saso esithile, ngaphandle uma umthetho uhlinzekela ukucutshungulwa okunjalo. Isihloko sedatha kufanele sigcwalise ifomu elinqunyiwe lokuphikisa njengoba kushiwo ku-PSC / OPSC Manual mayelana nokufinyelela olwazini 2020/21 futhi uluthumele kumphathi wezolwazi noma isekela lesiphathimandla solwazi ekhelini le-PSC/OPSC elinikezwe encwadini noma amakheli e-imeyili abekwe ngenhla.

7.3.4. Isihloko sedatha singase futhi sicele i-PSC/OPSC ukuthi ilungise noma isuse ulwazi lomuntu siqu mayelana nesihloko sedatha ekusona noma esingaphansi kolawulo lwayo olunganembile, olungabalulekile, oludlulele, oluphelelwe isikhathi, olungaphelele, oludukisayo noma olutholwe ngokungekho emthethweni; noma ucekele phansi noma ususe irekhodi lolwazi lomuntu siqu mayelana nesihloko sedatha i-PSC engasagunyazwanga ukugcina amarekhodi ngokwemibandela yokugcinwa kwe-POPIA kanye nokuvinjelwa kwamarekhodi.

7.4. I-PSC/OPSC ingase inikeze ulwazi noma amarekhodi ezigabeni ezilandelayo zabamukeli:

7.4.1. Izindikimba ezisemthethweni zokwengamela, abalawuli noma amakhomishana amajaji ophenyo enza isicelo sedatha.

7.4.2. Noma iyiphi inkantolo, inkundla yokuphatha noma yokwahlulela, ukulamula, ikhomishini esemthethweni noma umxazululi owenza isicelo sedatha noma ukutholwa ngokwemithetho esebenzayo.

7.4.3. I-South African Revenue Services, noma esinye isiphathimandla esifanayo.

7.4.4. Noma ubani owenza isicelo ngempumelelo ngokwe-PAIA noma i-POPIA.

7.4.5. Noma yimuphi umuntu oqhuba ibhizinisi ne-PSC/OPSC, esikhathini esijwayelekile sebhizinisi.

8. UKUGUQUKA KOLWAZI NGAPHEZU KOMNXA

8.1 Lapho ulwazi lomsebenzisi oluqokethwe ezinhlelweni ze-IT ezisingathwa ngaphandle kweNingizimu Afrika lungathunyelwa ngaphesheya kwemingcele. Idatha yesistimu ye-IT iphindaphindeka efwini ngakho-ke iwulwazi oluphethwe yi-OPSC/PSC, oludinga ukuvikelwa lapho lubandakanya ulwazi lwesihloko sedatha.

8.2 Uma kufanele i-PSC/OPSC inikeze ulwazi lwesihloko sedatha , lokho kufanele kwenziwe ngokuhambisana noMthetho we-POPI. Njengokungathi abahlinzeki bezinsizakalo ze-PSC bazinze ngaphandle kwezwe futhi isihloko sedatha sisetshenziswa amasevisi noma umkhiqizo we-PSC ngenkathi bevakashele ngaphandle kweNingizimu Afrika, ukukhululwa kwalolo lwazi lwesihloko sedatha kuyokwenziwa ngokuhambisana nomthetho wokuvikela idatha oshiwo i-POPIA.

9. UKUTHOLAKALA KWESAZISO SE-PSC ESIKHISHWE NGEMIBANDELA YESIGABA 15 SE-PAIA.

Lesi saziso sitholakala ngale ndlela elandelayo:

9.1. Ihanjiswe kuKhomishana Yamalungelo Esintu YaseNingizimu Afrika

9.2. Kuthunyelwe kuMlawuli wolwazi – POPIA

9.3. Itholakala kuwo wonke amahhovisi e-PSC

9.4. Kufakwe kusizindalwazi se-PSC, www.psc.gov.za

9.5. Ngeposi eya:

KuMqondisi-Jikelele

Ikhomishana Yezemisebenzi Kahulumeni

Block B, 536 Francis Baard Street,

Arcadia, Pretoria

0083

Private Bag X121

PRETORIA

0001

9.6. Nge-imeyili: SophiaM@opsc.gov.za Ucingo: 012 352 1025

Sicela wazi ukuthi eminye iminyango noma imibiko yokuphathwa komphakathi eyahlanganiswa yi-PSC/OPSC iyatholakala emnyangweni noma enhlanganweni efanele. I-PSC/OPSC lapho kufanele khona kuncike ekuyekisweni nasekuvikelweni kolwazi olubucayi.

10. IZIMALI EZIKHOKHWAYO

Izimali ezikhokhwayo zihambisana ne-PSC Access to Information Manual 2021/2022.

11. UKUSUSWA KWENGXENYE YAMAREKHODI ECELIWE

Isikhulu Sezolwazi noma Isekela Lehhovisi Lolwazi le-PSC lingasusa noma iyiphi ingxenye yerekhodi elihlongozwe eSigabeni 15(1) (a) se-PAIA isicelo sokufinyelela esenziwe ngaso.

Isicelo sokufinyelela olwazini singanqatshwa ngokuhambisana nezizathu ezibekwe ku-PAIA.

12. UKUBUYEKEZWA KWESIGABA 15 ISAZISO SE-PAIA SE-PSC

I-PSC, uma kunesidingo, izobuyekeza futhi ishicilele imanuwali yayo okukhulunywe ngayo esigatshaneni (1) seSigaba 14, ngezikhathi ezingeqile unyaka.

13. PAIA GLOSSARY

HRCA	Umthetho Wekhomishana Yamalungelo Abantu uNombolo 54 we-1994
MoU	Imemorandamu Yokuqondisisa
OPSC	Ihovisi le-OPSC leKhomishana Yezemisebenzi Kahulumeni
PAIA	UMthetho Wokukhuthaza Ukutholakala Kolwazi No. 2 ka-2000
PFMA	Umthetho Wokuphathwa Kwezimali Zomphakathi, 1999
PSC	Ikhomishana Yezemisebenzi Kahulumeni ye-PSC
SAHRC	Ikhomishana Yamalungelo Abantu yaseNingizimu Afrika
POPIA	Umthetho Wokuvikelwa Kolwazi lomuntu siqu ka-2013

END