Ibhukwana lencazelo ngokuziphatha kwezisebenzi zikaHulumeni

Umhlahlandlela ophathekayo wokuxazulula okudidayo emsebenzini

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2002 IKhomishani yezisebenzi zikahulumeni
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OKUNGAMAGUGU NEMIGOMO

OKUYISHUMI OKUPHAMBILI KWEZISEBENZI ZIKAHULUMENI ENINGIZIMU AFRIKA

Umthetho-sisekelo waseNingizimu Afrika (Isigaba 10) udinga ukuthi, izisebenzi zikahulumeni...

- Zinganyelwe ngokungamagugu kwentando yeningi nemigomo yomthetho-sisekelo;
- ukugcina nokugqugquzela izinga eliphezulu lokuziphatha ngokuyikho;
- ukugqugquzela ngendlela esebenzayo, eyonga imali nesebenza ngempela yokusetshenziswakwezinto zokusebenza;
- umqondo ugxile entuthukweni
- ukuhlinzeka ngeznsizakalo ngaphandle kokukhetha amacala, kahle nangokulingana futhi nangaphandle kokwenzelela;
- Ukubhekana nezidingo zomphakathi futhi zigqugquzele ukubamba iqhaza komphakathi kuleyo mibandela ethinta inqubo;

- zibhekane nalokho ezikwenzile
- izinto zenzelwe obala ngokuthi zihlinzeke umphakathi ngolwazi olutholakala ngesikhathi, okufinyelekayo kulona futhi oluyilo;
- Ukugqugquzela ukuphathwa kahle kwezisebenzi nokuthuthukiswa emsebenzini ukuze kusetshenziswe ngokugcwele izisebenzi
- kufanele bammele zonke izinhlanga zalapha eNingizimu Afrika bese kuthi imikhuba yokuqasha nokuphathwa kwezisebenzi kususelwe emakhonweni okukwzi ukwenza, enhlosweni, kungabi bikho ukwenzelela kanye nesidingo sokuqeda ukungalingani okwenzeka emandulo.

OKUQUKETHWE

1. Isethulo ……. 4

2. Ababongwayo…… 6

3. Incazelo ngokuziphatha kwezisebenzi zikahulumeni……. 7
3.1 Isingeniso ……. 7
3.2 Ukuqeqeshwa ……. 7
3.3 Okufanele kwenziwe ngumqashi nesisebenzi……. 8

4. Umhlahlandlela ngemibandela yokuziphatha…… 9
4.1 Ubudlelwane nephalamende noNgqongqoshe…… 9
4.2 Ubudlelwane nomphakathi……..... 14
4.3 Ubudlelwane nezisebenzi uqobo lwazo…… 23
4.4 Ukwenziwa kwemisebenzi…… 33
4.5 Ukuziphatha komuntu nokungamagugu kuye…….. 45

5. INDLELA YOKUZIPHATHA KWEZISEBENZI ZIKAHULUMENI(ISIJOBELELO A)…… 50

1. ISETHULO

IKhomishani yezisebenzi zikahulumeni igunyazwe ngokwezimiselo zoMthetho-sisekelo ka 1996, ukuthi igqugquzele futhi igcine izinga eliphezulu lokuziphatha kuzo zonke izizinda zikahulumeni. Ngo 1997, iNdlela yokuziphatha yezisebenzi zikahulumeni yamenyezelwa futhi yagqugquzelwa emihlanganweni yokubonisana nezikhulu ezingeni likazwelonke nelezifunda. Kwabonakala kudingekile futhi ukuthi kusungulwe umhlahlandlela ophathekayo wendlela yokuziphatha ukuze kugqugquzelwe indlela engcono yokuqonda lokho okuhlosiwe nokulandelwa kwayo.

Egameni lekhomishani yezisebenzi zikahulumeni, ngizizwa ngihloniphekile ukwethula kuzo zonke izisebenzi eziqashwe ezizindeni zikahulumeni eNingizimu Afrika, iBhukwana lencazelo ngokuziphatha kwezisebenzi zikahulumeni. Indlela yokuziphatha yinsika ebaluleke kabi ekusunguleni ukuphatha okuyikho kanye nokuziphatha okuyikho kwezisebenzi zikahulumeni. Lelibhukwana lithinta futhi nezinto nokuhlonipha amalungelo esintu, ukusebenza komthetho, ukuba semahlombe komsebenzi othile, ukwenza izinto obala kuhulumeni, ukuziphatha komuntu kanye nalokho okungamagugu omuntu.

IKhomishani yezisebenzi zikahulumeni inxusa zonke izisebenzi zikahulumeni, kusukela kweziphansi kuye kweziphezulu kakhulu, ukuthi zikhombise ukuqonda okubonakalayo kwezinqubo nemiyaleloequkethwe kulelibhukwana lendlela yokuziphatha. Akusikona nje ukuthi lokhu kungenzeka kodwa kufanele kwenziwe uma ngabe izinsizakalo eziyizo zizofinyelela izakhamuzi zethu. Kubaluleke kakhulu kabi futhi ukuthi, izikhulu njengenjwayezi, zingaheheki futhi zinqabe izipho nezethulo ngoba lokhu kungathatheka njengokugwaza.

Sifisa ukutusa zonke izimenja nezikhulu ezibambe iqhaza ekugqugquzeleni Indlela yokuziphatha ezisebenzini zikahulumeni. Ngiyaninxusa ukuthi niqhubeke nomsebenzi omuhle, ningakhathali yilenselele yokugqugquzela imikhuba emihle yokusebenza ngokuyikho ezikhungweni zikahulumeni.

IKhomishani yezisebenzi zikahulumeni inethemba lokuthi lelibhukwana lencazelo lizoba wumhlahlandlela owusizo ekugqugquzeleni ukwethembeka nesithunzi emsebenzini futhi ligqugquzele nemizamo ethe xaxa kithina

sonke ekutheni sizuze usiko lokungayibekezeleli inkohlakalo eNingizimu Afrika.

Okokugcina, ngizonxusa zonke izisebenzi zikahulumeni ekutheni ziqikelele ukuziphatha kwazo kuhambisana nalokho okungamagugu nemigomo okungamele ukuphathwa komphakathi kanye futhi nokuthi zonke izisebenzi ziyazijwayeza indlela yokuziphatha nalelibhukwana lencazelo.

uProf. SS Sangweni

uSihlalo: weKhomishani yezisebenzi zikahulumeni

2. ABABONGWAYO

Inqubo yokusungula lelibhukwana eliyincazelo nendlela yokuziphatha ezisebenzini zikahulumeni ibingeke iqale ngaphandle kokuzinikela nokuxhaswa ngabantu abaningana nezinhlangano ezidinga ukunconywa nokuhlonishwa

- Iminyango kahulumeni wezwelonke neyesifunda ikuxhasile ukusungulwa kwebhukwana lencazelo yabuye futhi yenza iziphakamiso ezibalulekile ekulithuthukiseni;

- Ihhovisi lomvikeli womphakathi liphose itshe esivivaneni ekusungulweni kwalombhalo ngeqhaza elibaluleke kabi.

- Izinhlangano zezisebenzi nezinyunyana zezisebenzi zabamba iqhaza emihlanganweni eminingi nemihlangano yokubonisana, zenza iziphakamiso ezibaluleke kakhulu;

- Izisebenzi zehhovisi leKhomishani yezisebenzi zikahulumeni zasiza ekucwaningeni nasekubhaleni umbhalo wokugcina walelibhukwana;

- Okokugcina, sibonga kakhulu uMnyango waseBhrithani obhekene nentuthuko emhlabeni ngokuxhasa ukushicilelwa kwebhukwana lencazelo nendlela yokuziphatha kwezisebenzi zikahulumeni, ngezimali.

/

3. IBHUKWANA ELIYINCAZELO NGOKUZIPHATHA KWEZISEBENZI ZIKAHULUMENI

3.1 ISINGENISO

3.1.1 Inhloso yalelibhukwana wukuchaza okuqukethwe ebhukwaneni lokuziphatha ngokugcwele. Ukusetshenziswa kwamagama ebhukwaneni lokuziphatha kudingeke ukuthi kube ngokuqotho, okushaya khona futhi kusetshenziswe nolimi olusemthethweni. Ngalelibhukwana kuhloswe ukuthi indlela yokuziphatha iqondakale kalula ezisebenzini zikahulumeni.

3.1.2 Lelibhukwana alethuli imigomo emisha kanti lilandela uhlaka nezinombolo ezifanayo zemigomo njengoba zinjalo endleleni yokuziphatha, ukuze iqhathaniseke kalula. Uma kusetshenziswa lelibhukwana, iminyango kufanele izame ukwengeza izibonelo zayo, ezihambisana nesimo leso.

3.1.3 Kufanele kugcizelelwe ukuthi, ukudsungulwa kwalelibhukwana yinqubo eguquguqukayo kanye nokuthi futhi kungadingeka ukuthi ibuyekezwe ngokuhamba kwesikhathi, njengendlela yokuziphatha uqobo lwayo.

3.2 UKUQEQESHWA

3.2.1 Ukuze kuthuthukiswe izinga eliphezulu lokusebenza ngokuyikho emsebenzini, izisebenzi zikahulumeni kufanele zigqugquzelwe ukuthi zicabange futhi ziziphathe ngendlela efanelekile neyiyo. Lelibhukwana kufanele lithathwe njengento esizayo ekusunguleni nasekuthuleni izifundo ezimfishane zokuqeqesha kuzo zonke izisebenzi. Lelibhukwana futhi liqukethe izibonelo eziningi ezichaza ukuziphatha okwahlukehlukene okuyindida emsebenzini, ezingathathwa njengesisekelo sokuqeqesha nokubonela kokwake kenzeka.

3.2.2 Njengomngani wokuziphatha, lelibhukwana lingasiza ekugcineni ukwethemba komphakathi ebuqothweni nasekungakhethi macala kwezisebenzi zikahulumeni ngokuhlinzeka ngalokho okungalindeleka

mayelana nokuziphatha okwamukelekile nemigomo yokusebenza ngokuyikho.

3.3 OKUFANELE KWENZIWE NGUMQASHI NEZISEBENZI

3.3.1 Yiqiniso elingephikwe ukuthi abantu bafunda ngokubukela nangokwenza. Umqashi ngakho-ke unikezwa umsebenzi okhethekile, esingabala lapha (oNgqongqoshe bakazwelonke nabezifunda) ezingeni lezombusazwe, kanye nezimenenja zezizinda zikahulumeni kuwo wonke amazinga, ukuthi asungule isimo esifanelekile lapho kugxiliswa khona lokho okungamagugu, bese kwenziwa futhi nezibonelo zazo zonke izisebenzi.

3.3.2 Isigaba 195(1) (a) soMthetho-sisekelo sidinga ukuthi "kufanele kugqugquzelwe izinga eliphezulu lokusebenza ngokuyikho futhi ligcinwe linjalo" ekuphathweni komphakathi jikelele. Ngokwesivumelane esimbandakanya bonke abathintekayo (iPublic Service Co-ordinating Bargaining Council Resolution 2 of 1999) zonke izisebenzi emkhakheni kahulumeni zinomsebenzi osemahlombe azo wokuhambisana nendlela enqunyiwe yokuziphatha. Njengoba lokhu kuyisisekelo sokuthatha izinyathelo kuqala, ukululeka nokuqondisa izigwegwe, jumqashi kufanele enze konke okungenzeka ukuqinisekisa ukuthi okuqukethwe yibhukwana lokuziphatha kwaziwa yizo zonke izisebenzi.

3.3.3 Kubalulekile ukugcizelela ukuthi, inhloso enkulu yalenlela ngeyezithelo ezinhle, okungukuthi, ukugqugquzela ukuziphatha okuyisibonelo. Yize kunjalo, isisebenzi siyotholakala sinecala lokungaziphath i kahle ngokwezimiselo zomthetho osushiwo ngenhla, kanti futhi udaba lungaqulwa ngokulandela izimiselo zesigaba 18 kuya ku 27, njengoba zichitshiyelwe, emthethweni yezisebenzi zikahulumeni ka 1997, uma yena umsebenzi, ephule noma yisiphi nje isimiselo sendlela yokuziphatha.

4. UMHLAHLANDLELA NGEZIMISELO ZOKUZIPHATHA

4.1 UBUDLELWANO NEPHALAMENDE NONGQONGQOSHE

4.1.1 Isisebenzi sithembekile kuRepublic futhi sihlonipha uMthetho-sisekelo siwulandele ekwenzeni imisebenzi yaso yansuku zonke.

Ukusetshenziswa skwegama "Republic" kufanele ukuthi kuhunyuswe ngamagama ajwayelekile njengokusho "izwe" - okuyiNingizimu Afrika. Yisidingo lesi esingqangi sokuthi zonke izisebenzi zikahulumeni kufanele zibeqotho futhi zithembeke ezweni lazo.

UMthetho-sisekelo ubhekana nezici ezithile ezikhethekile ezihambisana namalungelo nalokho okungamagugu kuzo zonke izakhamuzi. Lesisimiselo ekuziphatheni okokuqala nje, sidinga ukuthi izisebenzi zikahulumeni zithembeke ohlelweni olukhona lwentando yeningi. Okwesibili. ukuba ngaphezu kwakho konke komthetho-sisekelo kufanele kwamukelwe futhi kuhlonishwe yibo bonke abantu. Okwesithathu, leso naleso sisebenzi sikahulumeni kufanele siqonde, ngendlela emukelekile, okuqukethwe nenhloso yoMthetho-sisekelo njengento esetshenziswayo ukugcina nokungamela uhlelo olukhona.

Isibonelo sokuqala: Izisebenzi zikahulumeni emazingeni ehlukene zibamba iqhaza, kakhulu noma kancane, ekwenzeni iziphakamiso mayelana nenqubo. Noma ngabe yisiphi isiphakamiso saloluhlobo, kufanele sicutshungulwe ngokucophelela ukuqinisekisa ukuthi ngeke sishayisane nenhloso noma izimiselo ezithile zomthetho-sisekelo. Imigomo yoMthetho-sisekelo njengokubamba iqhaza komphakathi kanye nokwenza izinto obala ekuhlinzekeni ngezinsizakalo, kufanele ilandelwe ngokunokwenzeka ngakho, enqutsheni yokusungula inqubo.

Isibonelo sesibili: Isigaba 33(2) soMthetho-sisekelo sihlinzeka ngokuthi, wonke umuntu okuhlukunyezwe amalungelo akhe ngenxa yezenzo zokuphatha, unelungelo lokunikezwa izizathu ezibhalwe phansi. Lokhu kusho ukuthi, ukuze isisebenzi sikahulumeni sihambisane noMthetho-sisekelo, leso naleso sisebenzi kufanele siqinisekise ukuthi, izinqumo zokuphatha nezinyathelo ezithathwayo zithathelwa ezizathwini eziyizo, ukuze lezizizathu zikwazi ukunikezwa noma ngubani othintekile. Ngokujwayelekile nje, lokhu kusho ukuthi, zonke izinyathelo ezithathwa

ngenxa yokuphatha, kufanele zikwazi ukumelana nenqubo yokubeka izinto obala.

4.1.2 Isisebenzi sibeka phambili lokho okungamagugu emphakathini ekwenzeni umsebenzi waso.

Lesisimiselo sisho ukuthi, uma kufanele kuthathwe isinqumo, noma kufanele kwenziwe isiyekelelo esithile, okufanele kuhambe phambili kuqala lapha, yilokho okungamagugu emphakathi.
Lokho okungamaguguesisebenzini sikahulumeni noma ngabe yisiphi esinye isigaba, kufanele kulandele lokho okungamagugu emphakathini.

Isibonelo sokuqala: Isisebenzi esiqeqeshelwe umsebenzi othile wezobuchwepheshe, esisebenza esibhedlela, ngokwezimiselo zesivumelwano sokuqashwa, kufanele siqale ukusebenza kusukela ngehora lesishiyagalombili, lize ligamanxe ihora lesine. Azikho izivumelwano ezikhona mayelana nokukhokhelwa ukusebenza isikhathi sesidlulile. Izulu lishaye ugesi, kwacima sonke isibhedlela, kanti namagumbi okuhlinza asesebenzisa imishini ephehla mandla kagesi. Nomshini wokuphehla amandla kagesi usunezinkinga, bese kuthi lesisebenzi sinikezwa umyalelo wokuthi silungise lomshini wokuphehla amandla kagesi ngehora lesine, lokhu okungumsebenzi wezimo eziphuthumayo. Kuzolindeleka ukuthi lesisisebenzi siwuphothule lomsebenzi wokulungisa noma ngabe kusho ukuthi asisebenze size sidlule isikhathi sesivumelwano samahora okusebenza.

Isibonelo sesibili: Iningi lezisebenzi ezisebenza ehhovisi lesifunda lingasho ukuthi lifuna ukuthatha izinsuku zokuphumula zonyaka ngoDisemba. Uma ngabe lokhu kuvunywa, lokhu kungasho ukuthi ihhovisi ngeke likwazi ukuhlinzeka ngezinsizakalo emphakathini. Kufanele lapha kufinyelelwe esivumelwaneni phakathi kwabaphathi nalezo zisebenzi ezithintekile, isivumelwano esiyobalula ukuthi, ezinye zezisebenzi kufanel zisale emsebenzini, ukuqinisekisa ukuthi ukuhlinzekwa kwezinsizakalo kuyaqhubeka.

4.1.3 Isisebenzi sizilandela ngokwethembeka izinqubo zoHulumeni obusayo ekwenzeni kwaso imisebenzi esemthethweni njengoba kuqukethwe kuyo yonke imithetho nezinye izimiselo zikahulumeni.

Umthetho ophathelene namalungelo esintu kuMthetho-sisekelo, kokunye okuningi, uvikela amalungelo ezombusazwe aleso naleso sakhamuzi, lokhu okumbandakanya ilungelo lokuzihlangana futhi sibe yilungu leqembu lezombusazwe esizikhethele lona. Inqubo yokhetho izoholela ekutheni iqembu lezombusazwe libe nabalivotele abaningi, ehhovisi elamukela amavoti. Lokhu kungasho ukuthi, lokho okukhethwa yiqembu elithile lezisebenzi zikahulumeni ngeke kwabonakala emphumeleni wokhetho. Kungasho futhi ukuthi, lokho okufanele kwenziwe kuqala, izinhlelo zokwenza izinto zikahulumeni kanye nezinqubo, izinqumo zakhona ezithathwe nguhulumeni obusayo, zingahluka kulezo zinto okufanele zenziwe kuqala zezisebenzi ngasinye. Yize kunjalo, izisebenzi zikahulumeni kulindeleke ukuthi zisebenzele uhulumeni okhethiwe obusayo, ngokuzimisela nangendlela enobuhlakani neqotho, ekuphumeleliseni lezizinqubo.

Isibonelo sokuqala: Isisebenzi sikahulumeni sona uqobo lwaso, singakholelwa ekutheni, ukunakekelwa kwezempilo okuyisisekelo yinto okufanele ihambe phambili enqutsheni, futhi sixhase iqembu lezombusazwe elihambisana nalombono. UHulumeni obusayo, yena abone ukuthi, ukuhlinzekwa kwezindlu nokulwa nobugebengu, yinto okufanele ihambe phambili. Isisebenzi kuyolindeleka ukuthi simukele lokho uHulumeni obusayo afuna kwenziwe kuqala. Lokhu akusho ukuthi kucindezelwa imiqondo noma ukufuna ukwenza izinto.

Isibonelo sesibili: Uma ngabe uHulumeni obusayo ehlela ukusebenzisa uhlelo oluthile, bese kuba semahlombe esisebenzi ekutheni siluleke uhulumeni ukuthi lokhu kungenziwa kanjani ngendlela engcono, isisebenzi, yize kungenzeka ukuthi singavumelani nohlelo, kudingeka ukuthi silibale yilokho esikucabangayo, bese sithatha isinqumo, ngomqondo omsulwa, ngokuthi sibheke kuphela, izindlela ezikhona ezngalandelwa, okungasiza nokungesize kuleso naleso sinyathelo, esinyathelweni esiphambili, kuleyo kuleyomiphakathi ethintekile.

4.1.4 Isisebenzi siyazama ukuthi siyazi futhi sihambisane nayo yonke imithetho kahulumeni neminye imiyalelo esebenzayo ehambisana nokuziphatha kwaso nemisebenzi okufanele siyenze.

Ukuze zikwazi ukusebenzela uhulumeni ngendlela esebenzayo nangokwethembeka uHulumeni obusayo kanye nomphakathi, izisebenzi kudingekile ukuthi zazi okuqukethwe ngumsebenzi wazo, izinqubo okufanele zenze ngayo imisebenzi yazo kanye nezinqubo okufanele zilandelwe.

Umsebenzi obhekene namaSupervisor ukuqinisekisa uktuhi izisebenzi ziyakwqzi okuqukethwe ngumsebenzi wazo. Kungumsebenzi wezisebenzi futhi ukwenza imizamo yokuqinisekisa ukuthi ziba yizisebenzi ezinolwazi, ziyakwazi ukwenza umsebenzi wazo ngendlela eyiyo ngokuhambisana nezinqubo ezimisiwe, ezisebenza emsebenzini yazo, ukuze kusizakale umphakathi nemiphakathi eziyisebenzelayo.

Isibonelo sokuqala: Ukungazazi izinqubo ezilandelwayo zokuphatha izimali zikahulumeni, isikhulu singancoma ukuthi kuthengwe into ethile, ngaphandle kokuthola imvume edingekayo kuTreasury. Isinyathelo esinje singasho ukusetshenziswa kwemali okungagunyaziwe kanti futhi kungaholela empikiswaneni ebizayo nechitha imali yomthetho, kubuye futhi kube nezibizo zokulahlekelwa.

Isibonelo sesibili: Ngenxa yokuthi lesisisebenzi asinalo ulwazi, lesisisebenzi singaluleka kabi ofaka isicelo sokuthola imali yomhlalaphansi ngenxa yobudala, mayelana nezidingo zokufaneleka ukwenza lesisicelo, inqubo okudinga ilandelwe uma kwenziwa lesisicelo, noma imali okufanele itholwe ngowenza isicelo. Lokhu kungaba nemiphumela emibi kabi elungwini lomphakathi.

4.1.5 Isisebenzi siyabambisana nezizinda zomphakathi, ezisungulwe ngaphansi kwemithetho yezwe noMthetho-sisekelo, ekugqugquzeleni lokho okungamagugu omphakathi.

Sekusungulwe izizinda eziningi ngaphansi koMtheth-sisekelo. (uMvikelo woMphakathi, uMbali jikelele wezimali zikahulumeni, iKhomishani yezisebenzi zikahulumeni, iKhomishani yokulingana ngokobulili, njill) kanti ezinye izizinda zasungulwa yimithetho kaHulumeni (amabhodi athengela uhulumeni impahla, amakhomisani ophenyo, njaill). Lezizizinda zisebenza ngendlela yokuthi kube khona ukuqinisekisa ukuze kube nokuphatha okusimeme. Izisebenzi zikahulumeni akufanele zithathe lezizizinda njengento embi, kodwa kufanele zisize lezizizinda ukuthi zenze umsebenzi wazo ngokuthi, ukwenza nje isibonelo;ngokuzihlinzeka nganoma yiluphi ulwazi nezincazelo ezingadingwa yilezizizinda.

Isibonelo sokuqala: Uma ngabe ihhovisi lomvikeli womphakathi liceliwe ukuthi liphenye isikhalo selungu lomphakathi, emnyangweni othile kaHulumeni, lesisizinda sizolindela ukuthi izisebenzi ezikulowomnyango sibambisane naso, ekuhlinzekeni noma ngabe yiluphi ulwazi oludingekayo.

Isibonelo sesibili: Uma ngabe umbali jikelele wezimali zikHulumeni ethola kukhona okungahambi kahle ekuphathweni kwezimali zomnyango, izikhulu zomnyango othintekayo akufanele zithathe kabi umphumela waloluphenyo. Kufanele ziliqonde futhi zilamukele iqhaza loMbali jikelele wezimali zikaHulumeni, futhi zibambisane naye ngokugcwele nehhovisi loMbali wezimali jikelele kaHulumeni, ukuze kuxazululeke izinkinga.

4.2 UBUDLELWANO NOMPHAKATHI

4.2.1 Isisebenzi sigqugquzela ubumbano nenhlala-kahle yesizwe saseNingizimu Afrika, ekwenzeni imisebenzi yaso esemthethweni.

Isingeniso esikuMthetho-sisekelo sikubeka ngokusobala ukuthi ukwamukelwa koMthetho-sisekelo kuhloswe ngakho ukuthi-

- kuqedwe ukwahlukana kwakudala futhi kusungulwe umphakathi isisekelo sawo okungamagugu entando yeningi, ubulungiswa kwezenhlalo kanye namalungelo-ngqangi esintu;
- ukubeka isisekelo somphakathi wentando yeningi novulekile, lapho uHulumeni akhiwe esisekelweni sentandweni yabantu kanye futhi nokuthi leso naleso sakhamuzi sivikelwe ngokulinganayo ngumthetho;
- ukuthuthukisa ikhwalithi yempilo yazo zonke izakhamuzi futhi loyo naloyo muntu akhululwe ekutheni enze lokho angakwenza; futhi
- kwakhiwe iNingizimu Afrikaebumbene nesisekelo sayo okuyintando yeningi, ekwaziyo ukuba sendaweni yayo njengezwe elikhululekile, ezizweni zonke

Ukuze kufinyeleleke futhi kufezeke izimhloso ezibekwe nguMthetho-sisekelo, kudingeka imizamo enehlosonenokuzimsela kuzo zonke izakamuzi. Izisebenzi zikaHulumeni zithatheka njengengxenye ka"hulumeni", ngakho-ke lokhu kubaluleke kakhulu kabi kuzona.

Isibonelo sokuqala: Umoya omuhle wokubambisana eqenjini, ubudlelwano obuhle phakathi kwezisebenzi kanye nesimo esikahle nesisizayo nesokusebenza ngokuyikho phakathi kweqembu lezisebenzi zamaqembu ehlukene ezinhlanga, ezisebenza ngqo nomphakathi, sizoba yisibonelo emphakathini wonkana. Isibonelo esihle kungaba sehhovisi lapho kukhishwa khona omazisi noma izincwadi zokuvakasha.

Isibonelo sesibili: Isisebenzi kufanel sizame ukubhalisela izifundo ukuze sifunde ezinye izilimi ezisemthethweni ezisetshenziswa endaweni. Isisebenzi kufanele futhi sigqugquzele ukutolikelwa ezilimini ezisemthethweni emhlanganweni lapho lokhu kudingeka khona.

4.2.2 Isisebenzi siyosebenzela umphakathi ngendlela ngendlela engenzeleli nengakhethi bala ukuze umphakathi uzethembe izisebenzi zikaHulumeni.

Izisebenzi zikahulumeni zisebenzela umphakathi wonkana, futhi umphakathi ulindelwe ukuphathwa ngendlela efanayo, ngendlela esebenzayo, ngokusebenza okuyikho futhi nangobungani. Izisebenzi kulindeleke ukuthi zihambisane nalokhu okulindelekile, ngokuphatha labo ezisebenza ngabo nezibasizayo, ngokulinganayo, ngendlela engeke nje kuphela ezokwenza ukuthi izisebenzi zikahulumeni zithembeke kodwa ezokwenza ukuthi labo abasizwayo babonge ikhwalithi nendlela esebenzayo yokuhlinzeka ngezinsizakalo.

Isibonelo sokuqala: Isisebenzi sisesikhundleni emnyangweni lapho kucutshungulwa khona izicelo zezinsizakalo ezithile ezivela emphakathini. Umakhelwane wesisebenzi uyazi ukuthi lesisisebenzi singashaya ngezinqamulelayo, bese eya kusona eyocela ukuthi asiphuthumise isicelo. Isisebenzi kufanele sisicabangisise kahle lesisimo, ngoba noma ngabe yisiphi isinyathelo sokusiza umakhelwane singathathwa njengokubonelwa okwevile komakhelwane kunabanye abafake izicelo.

Isibonelo sesibili: Isisebenzi kufanele sicele bonke labo esibasizayo ukuthi bame emgqeni, ukuze phela loyo naloyo muntu ezosizwa uma isikhathi sakhe sokusizwa sesifikile, ngaphandle kokubonelela noma ngabe yimuphi omunye umuntu noma kuthatheke ngokuthi isisebenzi senza lokho.

4.2.3 Isisebenzi sizithobile, sinosizo futhi siyatholakala ekusebenzeni kwaso nomphakathi, ngazo zonke izikhathi siphathe kahle amalungu omphakathi njengamakhasimende akufanele ukusizwa ngendlela ephambili.

Kubalulekile ezisebenzini zikahulumeni ekutheni ziqonde ukuthi, ngokuba yisisebenzi sikaHulumeni, sezizibophezele ekusizeni umphakathi wonkana.

Umphakathi ulindele ukusizwa, futhi udinga ukuthi izisebenzi zikaHulumeni zitholakale futhi ziwusize ngendlela enobungani neyiso.

Isibonelo sokuqala: Isisebenzi sikahulumeni sithola ucingo oluvela elungwini lomphakathi, kodwa bese kucaca ukuthi lokho okubuzwa ngumuntu kufanele kusetshenzwe ngesinye isigaba somnyango noma umnyango. Isisebenzi sikaHulumeni bese sivele sitshele umuntu loyo ukuthi akazame kwenye indawo. Lokhu kungaholela ekutheni lelilungu lomphakathi lingagcina selishoniswe kubantu abaningi abehlukene, ngaphandle kokuthi lithole usizo. Lokhu akusizi kanti kwakha umfanekiso ongemuhle ngezisebenzi zikahulumeni. Isisebenzi sikahulumeni kufanele sizame ukuthola ukuthi ngubani umuntu ongasiza ilungu lomphakathi noma umnyango, bese sibuye sishayela loyo muntu obecele usizo.

Isibonelo sesibili: Uma kuhlinzekwa ngosizo ekhawunteni bese kuthi isisebenzi esithile singabi namuntu esizomsiza ekhawunteni laso, ngaso leso sikhathi umlingani waso ebe exinekile ngabantu okufanele abasize. Leso sisebenzi kufanele sisize umlingani waso nomphakathi ngokubizela abantu ekhawunteni laso, kodwa kufanele ukuthi leso sisebenzi sinolwazi olugcwele losizo okufanele luhlinzekwe.

Isibonelo sesithathu: Uma ilungu lomphakathi liza esisebenzini sikaHulumeni licela usizo, ukwenza nje isibonelo, uma lifuna ulwazi ngokudingekayo ukze umuntu afaneleke ekutholeni indlu ngokuxhaswa nguhulumeni, isisebenzi sikahulumeni kufanele sizame ukusiza lelo lungu kwesikwenzayo, ngokushesha okunokwenzeka. Lokhu ngeke nje kukhombisa ukuthi izisebenzi zikahulumeni kuyakhulumeka nazo kodwa kuzokhombisa ukuzimisela ekusizeni umphakathi.

4.2.4 Isisebenzi siyazihlonipha izimo kanye nokuphatha kabi umphakathi ekwenzeni umsebenzi waso osemthethweni kanye nokuthatha izinqumo ezithinta umphakathi.

Yize kona izidingo noma okukanye okukhathaza amalungu omphakathi kungenzeka, emehlweni ezisebenzi zikaHulumeni, kungabonakali kudinga ukuthathelwa izinyathelo masinyane njengoba umphakathi ucabanga, izisebenzi zikaHulumeni kufanele ukuthi, zithi ngesizotha nangokusebenza ngendlela eyiyo, zihlinzeke ngosizo, ulwazi noma izeluleko ukuze kuthombululeke izinkinga zawo.

Ukukhathazeka okuphakanyiswe ngabantu, ngabanye ngabanye noma amaqembu, kufanele kucutshungulwe. Ukulandela indlela yokubonisana nenqubo yokwenza izinto obala kulezizinto kungabamba elikhulu iqhaza ekubhekeleleni izimo kanye nalokho okukhathaza umkphakathi.

Isibonelo sokuqala: Kuhlelwa umtholampilo wokunakekelwa ngqangi kwezempilo emphakathini wasemakhaya kodwa kukhona nenye indlela engalandelwa yokuhlinzeka ngomtholampilo ongumahambanendlwana. Kufanele kuboniswanwe nomphakathi ukuze kubonakale ukuthi wona ufunani. Lokhu kuzoqinisekisa ukuthi kuthathwa isinqumo esiphusile futhi kumbandakanyeke nomphakathi esinyathelweni sokuqala.

Isibonelo sesibili: Isisebenzi sikahulumeni sibhekene nomsebenzi wokucubungula izicelo zokuxhaswa ekuthengeni izindlu, emphakathini ohlala emikhukhwini, ongenamathuba atheni.

Uma ngabe lezizicelo zingacutshungulwa ngokushesha nangendlela eyiyo, lokhu kungasho ukuthi, wonke umsebenzi wokuhlinzeka ngezindlu uyabambezeleleka, lokhu futhi kuholele ekutheni abantu baqhubeke bahlale ngaphansi kwezimo ezinzima, isikhathi eside kunesidingekile ukuba nje lomsebenzi ubuwenziwe ngokushesha nangendlela eyiyo

4.2.5 Isisebenz sikaHulumeni sizobophezele ngokusiza ngaso lesosikhathi, ukuthuthukiswa nokukhushulwa kwamazinga empilo abo bonke abantu baseNingizimu Afrika.

UHulumeni obusayo uzibeke zacaca izinhloso zakhe zokuthi, uzogxila uzothuthukisa imiphakathi ebingenamathuba phambilini, njengoba kuchaziwe ohlelweni lwakhe lokwakha kabusha nokuthuthukisa. Lokhu kufanele kwenziwe yiyo yonke iminyango ngemisebenzi yayo.

INingizimu Afrika iyizwe elithuthukayo kanti iningi labantu bayo, ngenxa yezizathu ezithile ezihlukene, alazi lutho ngamalungelo nalokho okufanele likwenze, izinsizakalo okufanele zitholakale, ziinqubo okufanele zilandelwe kanye nokuthi ngubani okufanele kuyiwe kuye ngalemibandela. Njengoba uHulumeni emele ukusiza bonke abantu bakhe, izisebenzi zikaHulumeni kufanele zisize amalungu omphakathi angenalwazi, zihlinzeke amalungu omphakathi ngalo lonke ulwazi, izeluleko nosizo olungadingwa yilamalungu. Lokhu kufanele kwenziwe ngomusa nangendlela esebenzayo, ngisho noma ngabe lokhu kusho ukuthi, lamalungu awadluliselwe kwesinye isizinda noma esinye isakhiwo.

Isibonelo sokuqala: Izisebenzi zxikaHulumeni kufanele zibambe iqhaza ezinhlelweni zokuthuthukisa noma zokwenyusa umphakathi ezikhona eminyangweni yazo. Kufanele zizimisele emisebenzi yazo futhi ziqinisekise ukuthi, izinhlelo ezinje zilandelwa ngendlela esebenzayo neyiyo futhi esikhathini esibekiwe.

Isibonelo sesibili: Uma ngabe usiza amalungu omphakathi esimweni sokunakekelwa kwezempilo, izisebenzi zikahulumeni kufanele zisebenzise lelithuba ukuhlinzeka ngezeluleko eziphelele uma zisola ukuthi ulwazi lokunqanda izifo emphakathini alwanele. Lapho izisebenzi zikaHulumeni zingakwazi ukuhlinzeka ngalo lonke usizo oludingekayo, kufanele zidlulisele amalungu omphakathi kumlingani wazo ofanelekile ukuze lamalungu alulekwe futhi ayalelwe kahle.

4.2.6 Isisebenzi sikahulumeni asibandlululi noma ngabe yiliphi ilungu lomphakathi ngokwenzelela ngenxa yobuzwe, ubulili, ubuhlanga noma imvelaphi ngokomphakathi, ibala, ubulili, ubudala, ukukhubazeka, inkolo, izinkolelo zezombusazwe, okucatshangwa ngumuntu loyo, inkolelo, amasiko noma ulimi.

Njengoba sekushiwo, izisebenzi zikaHulumeni zisiza bonke abantu nemiphakathi, kungakhathaleki ukuthi bangobani eNingizimu Afrika. Lelo nalelo lungu lomphakathi linelungelo lomthetho-sisekelo lokuthi liphathwe ngesithunzi. Izisebenzi zikaHulumeni kuyadingeka ukuthi ziphathe wonke amalungu omphakathi, ngokulinganayo, ngobungani nangendlela esebenzayo, bawenze azizwe ukuthi athola uhlobo losizo olufanele aluthole.

Isibonelo sokuqala: Isisebenzi sikaHulumeni singasola ukuthi, ilungu lomphakathi elidimga usizo, ukwenza nje isibonelo, lithanda amanye amadoda. Yize lokhu kungenzeka ukuthi akwemukeleki nhlobo, kuleso sisebenzi sikaHulumeni, ngokucabanga kwaso, kusalindelekile ukuthi lesosisebenzi sikaHulumeni sisize lelo lungu ngendlela efanayo nendlela okungasizwa ngayo noma ngabe yiliphi elinye ilungu lomphakathi.

Isibonelo sesibili: Abantu abaningi balindile emgqeni bese kuqhamuka umuntu onegama emphakathini, alindele ukusizwa ngokushesha. Uma ngabe isisebenzi sikaHulumeni esihlinzeka ngosizo sivumela loyo muntu ukuthi angene phambili. lokhu kusho ukuthi lesisebenzi sibandlulula abanye abantu abalindele ukusizwa.

4.2.7 Isisebenzi sikaHulumeni asisisebenzisi budedengu isikhundla saso esizindeni sikaHulumeni ukuze sithuthukise noma sifenyise lokho okungamagugu anoma yiliphi iqembu lezombusazwe noma iqembu elithintekayo.

Njengoba izizinda zikaHulumeni zisiza umphakathi wonkana, umphakathi ombandakanya amaqembu amaningi athintekayo, amaqembu ezombuszawe kanye nabantu abanezinkolelo ezihlukene, njill, kusobala-ke ukuthi, izisebenzi zikahulumeni akufanele zizigaxe kunoma yiziphi izinto ezingathathwa ngokuthi zithanda elinye iqembu kunelinye.

Ngokwezizinda zikaHulumeni, bonke abantu okudingwa basizwe kufanele basizwe ngokulinganayo ngokuhambisana nezinqubo zoHulumeni obusayo. Isisebenzi sikaHulumeni kufanele siqonde kahle umehluko okhona phakathi kokufanele sikwenzele uHulumeni obusayo kanye nokuzigaxa ezintweni zombusazwe zeqembu.

Isibonelo sokuqala: Isisebenzi sikaHulumeni siyilungu leqembu elithile lamasiko okufanele lincisane namanye ekutholeni ukuxhaswa nguHulumeni minyaka yonke. Isisebenzi sikaHulumeni sinesikhundla esiphezulu emnyangweni okufanele ucubungule, usebenze bese uphakamisa izincomo kuNgqongqoshe ofanelekile. Isisebenzi ezinjena akufanele sisebenzise isikhundla saso ukuthambisela isicelo somphakathi esiyilungu lawo, nganoma yiyiphi indlela, kanti futhi ngeke senzelele izicelo ezivela kweminye imiphakathi. Isisebenzi sikaHulumeni esinjena kufanele sisho ukuthi simi kuphi kuSupervisor waso ukuzu kugwemeke ukushayisana kwezinhloso okungasolwa noma okungenzeka.

Isibonelo sesibili: Izisebenzi zikaHulumeni kulindeleke ukuthi zixhase ngendlela ebonakalayo oNgqongqoshe abathintekile ekuhleleni imibhalo, njill. ezosetshenziselwa izinhloso ezisemthethweni njengezinkulumo mpikiswano zokwethula imithetho ephalamende. Izisebenzi zikaHulumeni ngeke zambandakanyeka ekuhleleni noma ekubhaleni imibhalo ezosetshensiwa nguNgongqoshe noma wesifunda ngenhloso yezombusazwe ethinta iqembu.

4.2.8 Isisebenzi sikahulumeni sihlonipha futhi sivikele isithunzi saloyo naloyo muntu namalungelo akhe njengoba equkethwe nguMthetho-sisekelo.

Izisebenzi zikaHulumeni kufanele ziziphathe ngenhlonipho kubo bonke abalingani bazo nomphakathi, kungakhathaleki ukuthi bangobani, babukeka kanjani, izinga labo likuphi, njill. Ukuzphatha kwezisebenzi zikaHulumeni kwabanye abantu kufanele njalo kube ngokunobungani, okusizayo nokusebenza ngempela.

Isibonelo sokuqala: Uma ngabe ngabe isisebenzi sikaHulumeni esihlinzeka ngosizo ekhawunteni, sicelwa usizo yilungu lomphakathi, okubonakala ngokusobala ukuthi lelilungu libudlile futhi libanga umsindo, kufanele sithathe lomuntu ngendlela efanayo ebesizothatha ngayo abanye abantu, ngokuthi kuthi ngokuzithoba nangendlela eyiyo, kusizwe lelilungu. Kubalulekile ukukhumbula ukuthi, umphakathi uzobe usibhekile lesisimo ngokucophelela kanye futhi nokuthi, izisebenzi zikaHulumeni zingathuthukisa isithunzi sezizinda zikaHulumeni ngokuphatha lesisimo ngendlela esemthethweni wokusebenza. Uma ngabe isimo kwenzeka siphunyuka bese isisebenzi sikaHulumeni sihluleka, akufanele sihluthukelwe yinhliziyo, kodwa kufanele sithathe loyo muntu simuse kusupervisor, ozobhekana nalomuntu ngasese.

Isibonelo sesibili: Abantu baphoqwa wukuswela imali ukuze benze izicelo zokubonelelwa ngezinsizakalo zezenhlalakahle. Izisebenzi zikaHulumeni ezibhekene nokusiza lababantu ngamafomu adingekile okwenza lezizicelo kufanele zibe nozwelo ezimweni zalababantu, zibasize ngendlela enozwelo olufanele.

4.2.9 Isiebenzi sikaHulumeni siyalihlonipha ilungelo lomphakathi lokufinyelela olwazini, ngaphandle nje kolwazi oluvikelwe ngumthetho.

UMthetho-sisekelo uhlinzeka ngemikhakha emibili mayelana nokufinyelela olwazini. Owokuqala wukugqugquzelwa kokwenza izinto obala; lokho okuvumela leso naleso sakhamuzi ukufinyelela okunokwenzeka kulo lonke ulwazi olufanele umphakathi. Lokhu kuzokwenza ukuthi umphakathi ukwazi ukubamba iqhaza ngokubonakalayo ekusungulweni kezinqubo zohlobo oluthize umphakathi ongafisa ukuthi zilandelwe. Okwesibili

lesisimiselo sihlose ukunikeza amandla izakhamuzi ukuthi zikwazi ukuvikela amalungelo ngqangi azo njengoba kuhlinzekiwe emthethweni wamalungelo esintu. Izakhamuzi zingacela izizathu ezibhalwe phansi kunoma yisiphi isinyathelo sokuphatha esingahlukumeza amalungelo azo. Okunye futhi, zingacela noma yiluphi ulwazi ukuze zithathe izinyathelo zokuvikela amalungelo azo.

Njengoba leso naleso sisebenzi sikaHulumeni sazi, ukuqhagula ukuthi yiluphi ulwazi lungasiza umphakathi, yinto eyindida kabi. Ulwazi oluthile luthathwa njengoluvikelwe, okufanele lunganyelwe yiminyango mayelana nezimiselo zeGuidelines on Minimum Information Security Standard , njengoba yakhishwa nguMnyango wezobunhloli. UMthetho-sivivinywa weNtando yeningi evulelekile uhlose ukusungula uhlaka olufanele lapho kungaphathwa khona loludaba yiminyango. Lokhu kenziwa kube nzima futhi yisimo lapho uuMthetho wobudlelwano wezisebenzi ka 1995, nawo uhlinzeka ngezindlela ezithile zokwenza izisebenzi zikaHulumeni zikwazi ukufinyelela olwazini olunganyelwe nguMbuso njengomqashi, ukuze kuvikeleke amalungelo athile ezisebenzi.

Indaba yonke ingasongwa kanje:

- Izisebenzi zikaHulumeni mufanele njalo zihloniphe ilungelo lomphakathi lokuthola ulwazi.

- Loyo naloyo mnyango kufanele usungule inqubo efanele , ehambisana nomthetho wezwe lonke ukungamela loludaba nezinhlangano zawo ezithintekayo.

- Izisebenzi zikaHulumeni kufanele ziyazi imthetho nenqubo engamele loludaba eminyangweni yazo.

- Izizathu nenqubo elandelwe eholele ekuthathweni kwesinyathelo sokuphatha kufanele ibhalwe phansi ngokuyikho ukuze ulwazi lutholakale uma lucelwa.

- Uma ngab e ulwzi olucelwa yilungu lomphakathi lungeke lwakwazi ukuthi lutholakale, izizathu ezimukelekayo zokuthatha lesisinqumo kufanele zihlinzekwe ilungu lomphakathi.

Isibonelo sokuqala: Ukuhlinzeka umphakathi ngolwazi lwangaleso sikhathi kubaluleke kabi, Uma kwenzeka ilungu lomphakathi elicele ulwazi ngokutholakala kwemifundaze lunganikezwa lolulwazi sekudlule isikhathi sokuvala ukubhalisela unyaka othile wokufunda, inhloso yokuhlinzeka ngalolulwazi akusahlangatshezwananga nayo.

Isibonelo sesibili: Ukufinyelela olwazini kusho futhi ukuthi ulwazi kufanele lugcinwe futhi lulokhu kufakwa olunye ulwazi olusha njalo. Uma ngabe kwenzeka ukuthi ilungu lephalamende licele ulwazi oluthile, ukuze lulungiselele inkulumo mpikiswano eseza ephalamende, ukungakwazi komnyango ukuhlinzeka ngolwazi oluyilo nolwangalesosikhathi, futhi ngesikhathi, lokho kungafenyisa inqubo yentando yeningi.

Isibonelo sedsithathu: Ukuhlinzeka ngolwazi olungesiloan iqiniso nakho lokho kungaba yinkinga. Amalungu omphakathi, ukwenza nje isibonelo, angabuza ngokuqala kokusetshenziswa kohlelo olusha, imininingwane yalo ingakavunywa yizikhulu ezithintekayo. Isisebenzi sikaHulumeni esingakwazi lokhu, kodwa sibe sinolwazana olungatheni ngohlelo, singahlinzeka umphakathi ngolwazi olungekho emthethweni. Izizinda zikaHulumeni zingabekeka esimweni esibucayi uma sekwenziwa izinguquko ohlelweni bese luqala ukusebenza ekugcineni, seluhlukile kulokho obekulindelwe ngumphakathi.

4.3 UBUDLELWANO PHAKATHI KWEZISEBENZI

4.3.1 Isisebenzi sikaHulumeni sibambisana ngokugcwele nezinye izisebenzi zikaHulumeni ukuze kusizakale umphakathi.

Kubalulekile ukuthi izisebenzi zikaHulumeni ziqonde ukuthi zisebenzela ukufeza inhloso eyodwa, okungukuthi, ukusebenzela uHulumeni obusayo nemiphakathi, ngokusebenza ngokuyikho nangokwethembeka ngokunokwenzeka ngakho. Ngakho-ke izisebenzi zikaHulumeni kufanele zizasme ngokuthe xaxa ukubambisana zodwa. Ngokusizana nokuxhasana futhi nangokwabelana ngolwazi, imiqondo kanye nezinto zokusebenza(lapho kufaneleke khona), izisebenzi zikaHulumeni zizokwazi ukusebenza ngendlela eyiyo ngokuthe xaxa, kusizakale uHulumeni nomphakathi.

Isibonelo sokuqala: Kubalulekile ukwazi inhloso enkulu yezizinda zikaHulumeni kanye nokuqonda ukuthi, lelo qhaza elincane, elibanjwe

ngokuyikho, liba nomthelela ekufinyeleleni enhlosweni enhle. Isisebenzi sikaHulumeni ngakho-ke kufanele siyamukele imiqondo emisha neziphakamiso ezivela kwezinye izisebenzi zikaHulumeni, ezikweminye izingosi. Ayikho indawo yomona noma umqondo wokuthi "suka endaweni yami" ezizindeni zikaHulumeni.

Isibonelo sesibili: Uma isisebenzi sikaHulumeni siqonda ukuthi, isidingo esithile somphakathi singafezeka kuphela uma ihhovisi laso lingabambisana nelinye ihhovisi, leso sisebenzi kufanele senze konke okusemandleni aso, siyobuza ngokubambisana kwaloluhlobo, ngisho noma ngabe izikhulu ezisebenza kwelinye ihhovisi azikusukumeli phezulu lokukubambisana ekuqaleni.

Isibonelo sesithathu: Isikhulu siyacelwa ngomunye umnyango ukuthi sibe yingxenye yeqembu elizokhetha. Isisebenzi sikaHulumeni kufanele sisize njengoba siceliwe, uma nje lokho kunokwenzeka. Kufanele kodwa sicabangisise izidingo zomsebenzi waso emnyangweni waso, sithole imvume kuSuperVisor waso.

4.3.2 Isisebenzi sikahulumeni silandela yonke imiyalelo ekahle ekhishwa ngabantu abafanele ukuyikhipha ngokusemthethweni, ngaphandle nje uma ngabe lemiyalelo ingashayisani nezimiselo zoMtheth-sisekelo kanye noma omunye nje umthetho.

Kubalulekile ukuthi izisebenzi zikaHulumeni zilandele yonke imiyalelo ekahle, ukuze kuqinisekiseke ukuthi zonke izinsizakalo zihlinzekwa umphakathi, ngendlela ehleleke kahle nengenazihibe. Izinhlangano ezinkulu njengeminyango kaHulumeni ingasebenza ngokuyikho kuphela uma nje ku nemigudu eyaziwayo yamandla, amandla ahlonishwa yizisebenzi zikaHulumeni, ezincane ngokwesikhundla. Uma ngabe imiyalelo yangokomthetho ilandelwa ngesikhathi, nangendlela eyiyo, inhlangano yonke izosebenza kahle.

Isibonelo sokuqala: Isisebenzi sikaHulumeni sithola umyalelo ovela kuMphathi noma isikhulu sezombusazwe, ukuthi senze into engavumelekile, ngaphansi kwemithetho engamele izizinda zikaHulumeni. Isisebenzi sikaHulumeni kufanele sazi ukuthi imithetho ithini futhi kufanele sisho ukuthi lowomyalelo ohlongozwayo awukho emthethweni bese sitshela uSupervisor waso. Uma ephikelela, isisebenzi sikaHulumeni kufanele sicele

ukuthi lowomyalelo ubhalwe phansi, sizwakalise ilaka laso lokwenqaba, bese sibikela izikhulu ezifanelekile ngaloludaba.

Isibonelo sesibili: Uma isisebenzi sikaHulumeni siyalelwa ukuthi si-ode umshini kodwa inqubo yokuthenga lomshini ingalandelwanga, isisebenzi sikaHulumeni singacela ukuthi loludaba ludluliselwe ku-Accounting Officer, ukuze yenze isinqumo.

4.3.3 Isisebenzi sikaHulumeni siyakugwema ukuvuna izihlobo nabangani ezintweni eziphathelene nomsebenzi futhi asilisebenzisi kabi igunya laso noma sifake umoya esinye isisebenzi sikaHulumeni noma sifakwe umoya wokuthi sisebenzise budedengu igunya laso.

Izizinda zikaHulumeni ludingeka ziqashe, zikhuphulele ezikhundleni eziphezulu futhizibuye ziklomelise izisebenzi zikaHulumeni, kungakhathaleki ukuthi zikuluphi uhlangothi kwezombusazwe, ubuhlobo noma isikhundla emphakathini, uma nje zikwazi ukwenza umsebenzi. Lokhu okulandelayo akumukelekile:
(a) Ukuvuna - lokhu kusho ukuthi izisebenzi ezithile eziqokiwe, ziyaqashwa, zikhushulelwe ezikhundleni eziphezulu, zishintshelwe kwezinye izindawo noma ziphathwe ngezandla ezifudumele ngenxa yobungani, ukubonga umuntu ngakwenzela kona, njill.

(b) Ukuvuna ngokobuhlobo - lokhu kusho ukuthi, isisebenzi sikaHulumeni siyaqashwa, sikhushulelwe esikhundleni esiphezulu, sishintshelwe kwenye indawo, noma sivunwe ngenxa nje yokuthi siyilungu lomndeni noma sihlobene nomuntu osesikhundleni ongagunyaza izinyathelo ezinje noma ongenza ukuthi isimo sivune loyo amfunayo.

Isibonelo sokuqala: Izisebenzi zikaHulumeni ezimbili (A no B) ziba yizisebenzi zikaHulumeni. Zinikezwa izikhundla ezifanayo, zingabangani futhi zisebenza ehhovisi elilodwa. Isisebenzi sikahulumeni esingu B sikhushulelwa esikhundleni esiphezulu ukuze sibe nguSupervosor ka A. Ngokunjalo siba namandla okunikeza isisebenzi sikaHulumeni esingu A imisebenzi ekhethekile, ukuze sikwazi ukukhombisa izehlakalo ezingaholela ekuhlonyulisweni kunabanye abalingani baso. Uma isikhathi sesifika sokuthi isisebenzi esingu A sicatshangelwe, konke lokhu okwenziwa yisisebenzi

esingu B, ngomfutho nangendlela evunayo, sibe sesihlonyuliswa, yize lokhu kungasifanele.

Isibonelo sesibili: Isisebenzi sikaHulumeni sibamba iqhaza enqutsheni yokukhatha umuntu ozoqashelwa esikhundleni kuHulumeni. Isisebenzi lesi sibe sesivuna umuntu mumbe ngenxa nje yokuthi ungumngani, uyilungu leqembu lezombusazwe, okuyiqembu lesisebenzi sikaHulumeni noma mhlawumbe lomuntu uyilungu lohlanga oluthile. Lokhu wukuvuna, okungahambisani nenhloso yoMthetho-sisekelo kanye nalokho okufunwa nguMbuso.

Isibonelo sesithathu: Ziningi kabi izindlela ezingasetshensiwa yisisebenzi sikaHulumeni esisesikhundleni esiphezulu, ekusebenziseni budedengu isikhundla saso. Ukenza nje isibonelo, izisebenzi ezingamele ukungena lapho kupakwa khona izimoto zinikezwa imiyalelo ecacile wokuthi, indawo yokupaka ngeyezikhulu nezivakashi ezisemthethweni. Yize kunjalo, isikhulu esiphethe ihhovisi siyayinyathela lemiyalelo bese sivumela aganene naye ukuthi apake kulendawo ngezikhathi ezithile. Isinyathelo esinje senza ukuthi ezinye izisebenzi zikaHulumeni zingabe zisayihlonipha imiyalelo nezikhulu kanti lokhu kuthikameza ukusebenza ngokuyikho kwenhlangano.

4.3.4 Isisebenzi sikaHulumeni sisebenzisa imigudu efanele ukuthula isikhalo saso noma ukuzwakalisa umbono waso.

Yize kona kwamukelekile ukuthi, izikhalo nokungaboni ngaso linye, ngezikhathi ezithile, kuyenzeka ezizindeni zokusebenza zikaHulumeni, kuyosiza onesikhalo nomqashi (nomphakathi) ukuthi izikhalo ezinje nokungaboni ngaso linye kuthonjululwe masinyane, ngendlela okungenzeka ngayo masinyane, phakathi kwabathintekayo. Kungenxa yalesisizathu lapho kwasungulwa khona izinqubo zokuthombulula izikhalo nokungaboni ngaso linye, okufanele zisetshenziswe yizo zonke izisebenzi. Uma kwenzeka kuba nesikhalo noma ukungaboni ngaso linye, nakhu okufanele kugxile emqondweni;

(a) Isikhalo noma ukungaboni ngaso linye kungathombululeka ngokuyikho uma labo abathintekayo esikhalweni noma ekunagabonini ngaso linye bona uqobo lwabo bebamba iqhaza ezingxoxweni zokubuyisana.

(b) Esikhalweni noma ekungabonini ngaso linye kwanoma yiluphi nje uhlobo(yiya esigabeni 35 soMthetho wezisebenzi zikaHulumeni ka 1994, usifunde usihlanganise neMitheshwana ephathelene nezikhalo zezikhulu emsebenzini kaHulumeni, uMthetshwana ongunombolo 6575, kamhla ka 1 Julayi 1999), imibandela yakhon a ebalula ukuthi, noma ngabe yisiphi isisebenzi sikaHulumeni singabikela uSupervisor waso ngesikhalo noma ukungaboni ngaso linye, yena okufanele akudlulisene phambili ezikhulwini ezingaphezu kwakhe, uma nje yena engakwazi ukuxazulula lesisikhalo noma ukungaboni ngaso linye.

Isibonelo sokuqala: USuperviser ubika okungeyikho ngesisebenzi sikaHulumeni ngesikhathi kucwaningwa imisebenzi yezisebenzi zikahulumeni, ngaphandle kokunikeza ithuba elikahle lokuthi lesisisebenzi sikaHulumeni olwaso udaba. Lokhu akuhambisani nezinqubo ezisebenzayo zobudlelwano emsebenzini. USupervisor wezisebenzi zikaHulumeni kufanele aqonde kahle ukuthi, izizinda zikahulumeni kufanele zibe yisibonelo mayelana nokuhambisana nehloso nokuhloswe yimithetho yezwe futhi aqinisekise njalo uthatha izinyathelo ngendlela engenzeleli nenobulungiswa.

(i) Inqubo yebhodi yokubuyisana (ngokuhambisana ne-Item 15 (1) ka Schedule 7 yoMthetho wezisebenzi ka 1995) imibandela yakhona ebalula ukuthi, noma ngabe yisiphi isisebenzi singethula ukungaboni ngaso linye(ukwenzelelwa emsebenzini) kongamele umnyango, yena okufanele asungule ibhodi lokubuyisana, bese ethatha lesisikhalo sokungaboni ngaso linye asise kulebhodi uma ngabe ongamele umnyango engaphumeleli ukuxazulula lokukungaboni ngaso linye.

Isibonelo sesibili: Isithunywa esingaphathekile kahle mayelana nokuthi sixoshwa emsebenzi ngendlela yokwenzelela, singaluthatha loludaba siluse kongamele umnyango, okufanele alucubungule loludaba, aqinisekise ukuthi luyathonjululwa. Uma ngabe ongamele umnyango engaphumeleli ukuthombulula lokukungaboni ngaso linye, ezinsukwini ezingamashumi amabili, isithunywa esihlukumezekile singacela ongamele umnyango ukuthi asungule ibhodi yokubuyisana, ezinsukwini eziyishumi, ibhodi leyo okufanele izame ukuthombulula ukungaboni ngaso linye. Uma ngabe ibhodi ihluleka ukuthombulula ukungaboni ngaso linye, isithunywa esihlukumezekile singaya enkantolo yezisebenzi ngenhloso yokuthola usizo.

(iii) Uma isikhalo/ukungaboni ngaso linye kuhambisana nokungaphathi kahle kanye nezinyathelo ezenzelelayo nguMbuso, njengomqashi, isikhalo/ ukungaboni ngaso linye kungathathwa kusiwe kumvikeli womphakathi.

Isibonelo sesithathu: Isithunywa esazi ngezinto ezingacacile kahle ezenzeka lapho sisebenza khona, singakudlulisa lokhu sikuse kuSupervisor noma ongamele umnyango. Uma singayitholi impendulo egculisayo kuSupervisor noma ongamele umnyango, singaluthatha loludaba siluse kuMvikeli womphakathi. Ngaphansi kwezimo ezithile, isithunywa lesi singakhetha ukuya kuMvikeli womphakathi ngqo.

4.3.5 Isisebenzi sikaHulumeni sizibophezele ekuthuthukiseni, ekugqugquzeleni nasekusebenziseni izisebenzi zikaHulumeni ezingaphansi kwaso kanye nokugqugquzela ubudlelwano obusimeme kanye nokuxhumana ezingeni lomuntu.

Ukuze kufezeke inhloso yonke yezizinda zikaHulumeni, okuwukuhlinzeka ngezinsizakalo eziphambili emphakathini, bonke oSupervisor/izimenenja ezisezizindeni zikaHulumeni, zinomsebenzi osemahlombe azo wokuqinisekisa ukuthi, zonke izisebenzi ezingaphansi kwazo, zinolwazi namakhono okwenza imisebenzi yazo kulelozinga, futhi zigqugquzelekile ukuthi zihlinzeke ngalezizinsizakalo futhi zizimisele kunjalo nje ziyakwazi ukugqugquzela ubudlelwano obusimeme. Emzamweni wokufinyelela kulokhu, uSupervisor kufanele kugxile kuyena emqondweni lokhu okulandelayo:

(a) Ukuthuthukiswa kwezisebenzi sikaHulumeni kusho ukuthi, isisebenzi sikaHulumeni esisezingeni lokuba yiSupervisor/yiMenenja kufanele –
   (i) siqonde ukuthi ukuthuthukiswa kwesisebenzi sikaHulumeni kumbandakanyani;
   (ii) sihlale njalo sibona ukuthi izisebenzi zikaHulumeni zidinga ukuthuthukiswa kumuphi umkhakha;
   (iii) sethule uhlelo lokuthuthukisa
   (iv) siqinisekise ukuthi uhlelo luyalandelwa; futhi
   (v) sihlale njalo siqaphele intuthuko yaloluhlelo.

Isibonelo sokuqala: uSupervisor kufanele, ngokuxhumana nesisebenzi sikaHulumeni esisanda kuqashwa, aqhagule izidingo zokuqeqeshwa. Izidingo zokuqeqesha eseziqhaguliwe kufanele bese zifakwa ohlelweni lokuqeqesha, lokhu okuhambisana nemisebenzi yesisebenzi sikaHulumeni nezinqubo zokusebenza. Kufanele futhi kuhanjiswanwe nohlelo lokuqeqesha khona kuzohleleka intuthuko yesisebenzi sikaHulumeni esisanda kuqashwa.

(b) Ukuqgugquzelwa kwezisebenzi zikaHulumeni kusho futhi ukuthi, isisebenzi sikaHulumeni esisezingeni lokuba nguSuperviser/iMenenja kufanele -

(i) siqonde ukuthi ukugqugquzela izisebenzi zikaHulumeni kumbandakanyani;
(ii) siqhagule izinga lokugqugquzeleka lezisebenzi zikaHulumeni;
(iii) sethule izindlela zokuthuthukisa izinga lokugqugquzeleka kwezisebenzi zikaHulumeni uma kunesidingo futhi;
(iv) sihlale njalo siqaphele izinga lokugqugquzeleka lezisebenzi zikaHulumeni

(c) Ukusetshenziswa kwezisebenzi zikaHulumeni kusho ukuthi, isisebenzi esisezingeni leSupervisor/lemenenja kufanele-

(i) siqonde kahle ukuthi ukusetshenziswa kwezisebenzi zikaHulumeni kumbandakanyani;
(ii) sicwaninge kahle ukuthi izisebenzi zikaHulumeni zisetshenziswa kangakanani;
(iii) sethule izindlela zokuhlinzeka ngokusetshenziswa okuphelele kwezisebenzi zikaHulumeni; futhi
(iv) sihlale njalo siqaphele ukusetshenziswa kwezisebenzi zikaHulumeni.

Isibonelo sesibili:OSupervisor/izimenenja kufanele njalo zihlale ziqaphele ubuningi bomsebenzi kanye nezinga loksebenzi lezisebenzi zabo zikaHulumeni ukuze kuqinisekiseke ukuthi zonke izisebenzi zikaHulumeni zisetshenziswa ngokufanele. Lokhu kuzogwema isimo lapho e zinye izisebenzi zinomsebenzi omningi kuthi ezinye zibe nomsebenzi omncane okufanele ziwenze. Izisebenzi zikaHulumeni kufanele futhi ziqgugquzelwe ukuthi zizijwayeze nemisebenzi okuthi ngoujwayelekile, okungesiyona imisebenzi yazo kanye neminye ethe ukuthi thuthu, ukuze zikwazi ukuthuthuka njengezisebenzi zikaHulumeni, zibe sesimweni esikahle sokusetshenziswa emazingeni aphezulu, uma isikhathi sifika.

(d) Ukugqugquzelwa kobudlelwano obusimeme emsebenzini kanye nobudlelwano phakathi kwezisebenzi zikaHulumeni kumbandakanya-

(i) ukuqonda ukuthi ubudlelwano obusimeme emsebenzini naphakathi kwezisebenzi zikaHulumeni kumbandakanyani;

(ii) ukuqaphela ukusimama kobudlelwano emsebenzini nobudlelwano phakathi kwezisebenzi zikaHulumeni;

(iii) ukwethula izindlela, uma kunesidingo, zokuthuthukisa ubudlelwano emsebenzi naphakathi kwezisebenzi; kanye

(iv) nokuhlala uqaphela ukusimama kobudlelwano emsebenzini naphakathi kwezisebenzi zikaHulumeni.

Isibonelo sesithath: oSupervisor/izimenenja kufanele ziqaphele umoya wokubambisana njengeqembu ezigabeni zabo, bese zingenela ngokushesha uma kubonakala sengathi izisebenzi zazo azibambisene kahle noma zihlala zixabana njalo.

4.3.6 Isisebenzi sikaHulumeni sisebenza ngokungenzeleli, ngezinga eliphezulu futhi nangokulingana nezinye izisebenzi zikaHulumeni, kungakhathaleki ukuthi umuntu ungowasiphi isizwe, ubulili, uhlanga noma indabuko ngokwenhlalo, umbala, akukhethayo ngokobulili, ubudala, ukukhubazeka, inkolo, azikhethele kona ngokwezombusazwe, akucabangayo, inkolelo, amasiko noma ulimi.

UMtheth-sisekelo, umthetho wokuqahwa nowezisebenzi, kanye noMthetho nje jikelele, uhlinzeka izisebenzi zikaHulumeni ngelungelo ngqangi lokuthi ziphathwe kahle nangokulinganayo. Uma ngabe lelelungelo lithikamezeka yinganoma yiyiphi indlela, izisebenzi zikaHulumeni zingalandela umgudu wokuxazulula izingxabano, ohlinzekwe kuPublic Service Act ka 1994, Public Service Regulations and Labour Relations Act, ka 1995, kumbe ziye enkantolo yomtheth-sisekelo, inkantolo enkulu noma uMvikeli womphakathi, ukuze zithole usizo, kube lokhu kuncike ezicini zodaba. Ngakho-ke kubalulekile ukuthi oSupervisor/izimanenja ezisezizindeni zikaHulumeni zazi ukuthi ukuphatha kahle nangokulindanayo kusho ukuthithini.

(a) Ukusebenza kahle nezinye izisebenzi zikaHulumeni kusho ukuthi isisebenzi sikaHulumeni kufanele -

(i) sihlale njalo sihlonipha amalungelo akhona(mayelana nomthetho jikelele, uMthetho-sisekelo, UMthetho wezisebenzi kanye noma yimuphi nje umthetho ongasebenza) ezinye izisebenzi zikaHulumeni;
(ii) njalo sinikeze ezinye izisebenzi ithuba lokusho ilaka lazo kuloludaba;
(iii) njalo sivumele omele izisebenzi uma siceliwe; futhi
(iv) sihlale njalo sizimiseleukubonisana, ukucobelela ulwazi nokubonisana ngendlela esobala.

Isibonelo sokuqala: Uma ngabe isisebenzi sikaHulumeni sibekwe icala lokungaziphathi kahle, leso sisebenzi kufanele siphathwe njengoba inqubo isho futhi nangendlela engenzeleli.

Ukungenzeleli ngokwenqubo kusho ukuthi, inqubo ethile yokuqondisa izigwegwe kufanele ilandelwe, lapho isisebenzi sikaHulumeni kufanele -

- sitshelwe kusenesikhathi ngecala esibekwa lona;
- sibe nelungelo lokumelwa;
- sikwazi ukufinyelela kulo lonke ulwazi oluthintekayo;
- sibe nelungelo lokuhlaba ngemibuzo ofakazi; futhi
- sibe nelungelo lokudlulisa icala

Ungenzeleli ngamaphuzu abekiwe kushos ukuthi, wonke amaqiniso abekiwe kufanele acutshungulisiswe, ngaphandle kokuvuna, ngendlela okungenzeka ngayo, ngaphambi kokuthi kuthathwe isinqumo.

(b) Ukusebenza ngendlela eyiyo nezinye izisebenzi zikaHulumeni kusho ukuthi, isisebenzi sikaHulumeni kufanele -

(i) sibe nolwazi olwanele ngodaba lolo;
(ii) sishishe sisukumele phezulu uma kunemiyalelo/izicelo
(iii) sizicabangisise kahle izindaba ezithintekayo
(iv) sibambe iqhaza ngokugcwele ezimweni zokubambisana neqembu ukuze kuhlinzekwe izinsizakalo/kuthonjululwe izinkinga;
(v) sihloniphe amalungelo ezinye izisebenzi;
(vi) sicabangele nalokho okufunwa ngezinye izisebenzi zikaHulumeni ezithintekayo

(c) Ukusebenza ngendlela elinganayo nezinye izisebenzi zikaHulumeni kusho-

(i) ukungabandlululi ngokwenzelela obala noma ngezindlela eziwumshoshaphansi ezinye izisebenzi zikaHulumeni, nganoma yiziphi izizathu;
(ii) ukuphatha ezinye izisebenzi zikaHulumeni njengabantu esilingana nabo ngazo zonke izikhathi;
(iii) ukuhlala sinomqondo ohluzekile futhi sisebenzise yona leyondlela ekuthatheni izinqumo ezithinta abanye abantu.

Isibonelo sesibili: USupervisor ushayisisa amalungu eqembu lenkolo yakhe kodwa anqabe ukushayisisa amalungu amanye amaqembu ezenkolo. Lokhu wukubandlulula. Wonke amaqembu ezenkolo kufanele aphathwe ngendlela efanayo.

4.3.7 Isisebenzi sikaHulumeni siyakugwema ukwenza izinto zeqembu lezombusazwe emsebenzini.

Ngokwezimiselo zoMtheth-sisekelo, izizinda zikaHulumeni kufanele zingazigaxi kwezombusazwe ekusizeni umphakathi. Lokhu kusho ukuthi izisebenzi zikaHulumeni kudingeka ukuhi zihlinzeke izinsizakalo kuzo zonke izakhamuzi zezwe, futhi ngeke zikhethe. Izizinda zikaHulumeni nezisebenzi zazo zimele ukusebenzela izwe lonkana futhi ngeke, kuthi ekwenzeni imisebenzi yazo ziqhakambise okufunwa yinoma yiliphi iqembu lezombusazwe.

Isibonelo sokuqala: Umuntu ogqoka iT-Shirt eneziqubulo zeqembu lezombusazwe ngesikhathi esebenzela umphakathi, ekhipha omazisi, angagxekwa ngokubandlulula ngokwezombusazwe, uma kungenzeka ukuhi angakwazi ukukhipha umazisi, esikhathini esithile esibekiwe, ngisho noma ngabe isizathu sokubambezeleka singaphezu kwamandla akhe. Ngaphezu kwakhoa konke lokho, ilungu lomphakathi lingaphatheka kabi ngukusiza ngumuntu ogqugquzela iqembu elithile lezombusazwe, esizindeni somphakathi.

Isibonelo sesibili: Isisebenzi sikaHulumeni esivumela amalungu amaqembu athile ukuthi athole ulwazi, umphakathi onegunya lwalo, bese sinqaba

kwamanye amalungu elinye iqembu lezombusazwe ukuthi athole ulwazi olufanayo, sihlulekile ukusiza ukusiza bonke abantu baseNingizimu Afrika, kungakhathaleki ukuthi bangabaliphi iqembu lezombusazwe.

4.4 **UKWENZIWA KOMSEBENZI**

4.4.1 Isisebenzi sikaHulumeni siphokophela ukufeza izinhloso zesizinda sikaHulumeni ngendlela engabizi futhi ezosiza umphakathi.

Emisenbenzini yazo yansuku zonke, izisebenzi zikaHulumeni kufanele zizibuze njalo ukuthi ngabe lokhu ezikwenzayo kuyasiza yini ekuhlinzekeni ngezinsizakalo noma ukuthola imiphumela, inhloso yengosi yazo ebhekene nayo. Lokhu, empeleni, kudinga ukuthi zonke izisebenzi zikahulumeni zibe nolwazi olunzulu ngezinhloso zezingosi zazo nesizinda sikaHulumeni, futhi, okunye okubalulekile kakhulu, nemisebenzi yazo ekhethekile engosini.

OSupervisor/izimenenja kuwo wonke amazinga kufanele zihlala zizibuza ukuthi, ngabe imisebenzi eyenziwa yizingosi zazo ibambaiqhaza elibonakalayo yini ekuhlinzekeni ngezinsizakalo ebhekene nesizinda sikaHulumeni..

Izisebenzi zikaHulumeni noSupervisor/izimenenja kufanele ziqaphele ukuphindaphindwa komsebenzi okufanele empeleni wenziwe ngesinye isizinda sikaHulumeni.

Isibonelo sokuqala: Isisebenzi sikaHulumeni sidlala imidlalo ekhompyutheni yasehhovisi, ngesikhathi sokusebenza. Lokhu kuthunaza inhloso yokuzimisela, kwebe futhi nesikhathi(ngakho-ke nemali) kumqashi. Uma ngabe umuntu enganawo umsebenzi owanele okufanele awenze, kufanele abikele uSupervisor wakhe ukuze zkwazi ukusetshenziswa ngendlela esebenzayo ekufezeni izinhloso zesizinda zikaHulumeni.

Isibonelo sesibili: Imemenja yohlelo lokwabiwa kwezimali noma imenenja eqotho kufanele iqaphele uma isebenzisa izimali zomphakathi ebhekene nazo, ukuthi kufezeke izinhloso zohlelo. Lokhu kudinga ukuhlela okunzulu kanye nokugwema ukuthatha izinqumo ezingahleliwe.

4.4.2 Isisebenzi sikaHulumeni siza nemiqondo emisha futhi ekwenzeni imisebenzi yaso, sifuna izindlela ezintsha zokuthombulula

izinkinga futhi sithuthukise ukusebenza ngokuyikho nangendlela ngokulandela umthetho.

Izisebenzi zikaHulumeni kufanele zimbandakanyeke ngokugcwele ekwenzeni imisebenzi yazo. Kufanele njalo zihlale zicabanga futhi zifune ukwenza imisebenzi yazo masinyane nakangcono ukuze kutholakale imiphumela emihle noma izinsizakalo. Ngosuku olujwayelekile lokusebenza, izinkinga eziningi zingaba khona emsebenzini. Izisebenzi zikaHulumeni kufanele zihlale njalo ukuzithombulula lezizinkinga ngendlela esheshayo nengcono engenzeka futhi kufanele zifune izindlela ezintsha zokunqanda lezizinkinga ekutheni zibe khona futhi.

Isibonelo sokuqala: Uma ngabe isisebenzi sikaHulumeni esisebenza engosini ebhekene nokukhipha izitifiketi sithola ulwazi lokuthi, umphakathi awenelisekile nezinqubo ezilandelwayo kanye nesikhathi esidlekayo sokukhipha lezizitifiketi, kufanele siqhamuke nesu elizokwenza ukuthi lomsebenzi wenzeke ngendlela esheshayo nesebenzayo, bese eluleka uSupervisor njengoba kufanelekile.

Isibonelo sesibili: Uma ngabe isisebenzi sikaHulumeni esisebenza ehhovisi elisiza umphakathi, ebona sibona ukuthi abantu bahlangabezana nobunzima ekutholeni indawo yokupaka izimoto noma kufanele bame emigqeni isikhathi eside, kufanele sicabange izindlela zokuthombulula inkinga. Isizinda sokusiza umphakathi kungenzeka sithuthelwe endaweni ephathana kahle kakhulu futhi umphakathi okwazi kalula ukufinyelela kuyona, noma kungenziwa izizinda zokusiza umphakathi eziningana.

4.4.3 Isisebenzi sikaHulumeni siwenza mgesikhathi umsebenzi waso.

Izisebenzi zikaHulumeni kufanele ziqonde ukuthi, imisebenzi yazo esemthethweni ibaluleke kakhulu kabi kanye nokuthi, ukwenza kwazo imisebenzi kudinga umqondo ongaphazamisekile, isikhathi namandla. izisebenzi zikaHulumeni kufanele zizame ngokuthe xaxa ukuqinisekisa ukuthi imisebenzi yazo iphothulwa ngesikhathi esinqunyiwe.

Izisebenzi zikaHulumeni kufanele ziphokophele ukuthi zibe nomdlandla ovela ngaphakathi kuzona futhi zikwazi ukuzilawula, zithembeke ekwenzeni umsebenzi wazo, ngokulandela imibandela yemigomo nezinqubo

ngaphandle kokuthi kuze kube khona umuntu ozikhumbuzayo, ukuthi zenze kanjalo.

Isibonelo sokuqala: Isisebenzi sifika emsebenzini sekudlule isikhathi futhi sikhathele ngenxa yokuthi sihlale emcimbini isikhathi eside ngayizolo, ngakho-ke asisakwazi ukwenza umsebenzi waso kahle. Lesisebenzi sikahulumeni asiziphethe ngobuqotho futhi sichitha imali yomphakathi.

Isibonelo sesibili: Isisebenzi sikaHulumeni kufanele siqede umsebenzi ngesikhathi esibekiwe noma kufanele sisebenze ngalendlela yokuthi ngeke sigejwe yileso sikhathi esinqunyiwe. Lokhu kungadinga ukuthi sisebenze nangesikhathi sokuphuza itiye nesokudla emini nangemuva kwesikhathi sokushayisa noma kudingeke sicele usizo kwesisebenza nabo, uma umsebenzi umkhulu ukuthi ungenziwa ngumuntu oyedwa, esikhathini esinqunyiwe.

4.4.4 Isisebenzi sikaHulumeni senza umsebenzi waso ngendlela eyiyo nenekhono.

Izisebenzi zikahulumeni kufanele njalo zihlale zizibuza ukuthi, ngabe zinelisekile yini umsebenzi wazo noma ngabe zaziyokweneliseka yini ukuba bezingabantu abathola umsebenzi osuphothuliwe noma insizakalo. Izisebenzi zikaHulumeni kufanele njalo zihlale zizibuza ukuthi, ngabe ziphatha kahle yini abanye(ezisebenza nabo, oSupervisor nomphakathi), ngendlela ehlonipha isithunzi sabo sobuntu kanye namalungelo efanelekile noma ngabe zikhombisa ukuziphatha ngendlela enolwazi, ethokozisayo, esizayo nokubona izinto ngendlela esebenzayo. Ukukwazi kwazo ukuhlinzeka ulwazi ngendlela eyiyo nenekhono lokukwazi ukwenza izinto, konke lokhu kuzoncika ezingeni lolwazi lwemisebenzi okudingeka yenziwe, lokhu futhi okugcizelela ukubaluleka kokuthi umqashi nezisebenzi zikaHulumeni kufanele ziye ukuyoqeqeshwa.

Isibonelo sokuqala: Kwesinye isikhathi, isisebenzi sikaHulumeni esihlinzeka ngosizo kufanele sibhekane nomuntu obonakala ekuthola kunzima ukuqonda ukuthi yini ezinye izinto kufanele zenziwe ngendlela ethile. Isisebenzi sikaHulumeni akufanele siphakamise umoya kodwea kuthi ngesizotha, sichaze izizathu. Uma ngabe loyomuntu engakaneliswa, isisebenzi sikaHulumeni singaphakamisa ukuthi, loyomuntu akabhale phansi isikhalo sakhe, bese simhlinzeka ngekheli okufanele athumele kulona isikhalo.

Isibonelo sesibili: Uma ngabe isisebenzi sikaHulumeni sibhekene nokuphendula imibuzo ebhalwe phansi devela emphakathini, leso sisebenzi kufanele siqinikelele ukuthi, yonke lemibuzo iphendulwa masinyane kanye futhi nokuthi izimpendulo ziyiqiniso, zinenhlonipho futhi zibhalwe kahle. Lapho kungelula ukuyiphendula masinyane imibuzo, isisebenzi sikaHulumeni kufanele, okungenani, sisho ukuthi siwutholile umbuzo, masinyane.

Isibonelo sesithathu: Isisebenzi esisha sikaHulumeni esisanda kuqashwa, sisetshenziswa ekhawunteni yokulinzeka ngezinsizakalo ngaphandle kokuqashelwa futhi nangaphandle kokuthi siqeqeshwe kuqala. Yize kona kungashiwo ukuthi, izisebenzi zikaHulumeni ezifanelekile kufanele zifunde umsebenzi wazo khona emsebenzini, akufanele kulibaleke ukuthi, lesisinyathelo singenza omkhulu umonakalo esithunzini somqashi uma isisebenzi sikaHulumeni senza okungalungile noma amakhasimende elinda isikhathi eside esingamukeleki.

4.4.5 Isisebenzi sikaHulumeni asizigaxi kunoma yikuphi okwenziwayo noma isinyathelo esishayisana futhi esithikameza ukwenza kwaso umsebenzi osemthethweni.

Ukuze kube khona futhi kugcineken ukuthembeka ezizindeni zikaHulumeni, zonke izisebenzi zikaHulumeni kulindeleke ukuthi zisebenze ngendlela ethembekile nenokuzimisela. Lokhu kudinga ukuthi izisebenzi zikaHulumeni zingazigaxi, zisemsebenzini noma zingekho, ezindabeni noma ezintweni ezenziwayo:

(a) ezingathathwa njengokukhwabanisa nobusela;
(b) ezingathikameza ukwenza imisebenzi esemthethweni yazo;
(c) ezingaba nomthelela endleleni ezenza ngayo imisebenzi yazo;

(d) ezingaba nomthelela emqondweni ohluzekile wokuthatha izinqumo;
(e) ezingenzela uMbuso igama elibi njengomqashi,
noma
(f) ezingathathwa njengezokwenzelela noma zivune amaqembu athile.

Ukuziphatha kwezisebenzi zikahulumeni, zikhona noma zingekho emsebenzini kufanele kube ngokuzokwenza uHulumeni obusayo namalungu omphakathi ukuthi uzithembe izisebenzi zikaHulumeni, ekutheni zithembekile ukwenza umsebenzi, inhloso yalokho kub e wukusiza umphakathi.

Isibonelo sokuqala: Isisebenzi sikaHulumeni esiqhagula intela, ngeke, ngesokhathi saso noma somsebenzi futhi ukuze sikhokhelwe ngokuthe xaxa, noma njengesibonelelo, sisize amalungu omphakathi ukugwema intela.

Isibonelo sesibili: Isisebenzi sikaHulumeni ngeke sibe yilungu lebhodi yenhlangano/ibhizinisi, umnyango waso osebenzelana nalo.

4.4.6 Isisebenzi sikaHulumeni sizohoxa kunoma yisiphi isinyathelo sangokomthetho noma enqutshweni yokuthatha isinqumo esingaholela ekuzuzeni okungafanelekile kanti lokho kufanele kudalulwe ngokucacile yisisebenzi sikaHulumeni.

Noma yini uma izisebenzi zikaHulumeni zibona ukuthi, ngeke zikwazi ukwenza umsebenzi wazo ngomqondo ohluzekile, noma ukuthatha izinqumo, noma uma abanye abantu bengaba nezizathu zokukholelwa ukuthi, abasakwazi ukuhlala umqondo uhluzekile, ngenxa yokuzimbandakanya ezintweni zangaphandle, kufanele bavele bahoxe emisebenzini enje, ukuze bavikele isithunzi sabo sokuthi abenzeleli futhi bathembekile emphakathini.

Isibonelo sokuqala: Uma isisebenzi sikaHulumeni sisebenza eqenjini lokukhetha, elibhekene nokukhetha isisebenzi esizogcwalisa isikhala somsebenzi esingenamuntu, bese sithola ukuthi, elinye ilungu lomndeni waso lifake isicelo salomsebenzi, isisebenzi sikahulumeni esinje kufanele sihoxe kuyo yonke lenqubo ngoba ngeke sathatheka ngokuthi sozokwazi ukusebenzisa umqondo ohluzekile. Isisebenzi sikaHulumeni lesi kufanele sikudalule lokhu ngokubhala phansi.

Isibonelo sesibili: Uma ngabe isisebenzi sithinteka ekuthengweni komhlaba ukuze kenziwe umsebenzi kaHulumeni kuwona, bese kuthi enye ingxenye yomhlaba kube ngeyesihlobo saso, isisebenzi sikaHulumeni kufanele sikudalule lokhu kubaphathi baso, bese sihoxa ekusebenzeni kulokho kuthengiselana.

4.4.7 Isisebenzi sikaHulumeni siyakwamukela ukuthi, siyokuthamela ukuqeqeshwa okuqhubekayo kanye nokuzithuthukisa, esikhathini saso sokusebenza.

Ngumsebenzi okhethekile wezimenenja noSupervisor ukuqinisekisa ukuthi, labo abasebenza ngaphansi kwabo, bahlala bethola ukuqeqeshwa okuqhubekayo, ukuqinisekisa ukuthi bangayenza kahle imisebenzi yabo, ngokuzimela kanye futhi nokubahlomisela intuthuko emsebenzini wabo wesikhathi esizayo. Yize kunjalo, leso naleso sisebenzi sikaHulumeni sinomsebenzi osemahlombe aso wokuthatha izinyathelo ezifanelekile zokuqinisekisa ukuthi -

(a) sinolwazi oluphelele nokuqonda ukuthi, yini okulindeleke kusona njengesisebenzi sikaHulumeni;
(b) sinolwazi oluphelele nokuqonda ukuthi, umsebenzi waso wenziwa kanjani;
(c) sithuthukisa ulwazi lwaso namakhono ngenhloso yokusetshenziswa ezikhundleni eziphezulu ngesikhathi esizayo, uma kunokwenzeka.

Isibonelo sokuqala: Uma ngabe isisebenzi esisha sikaHulumeni singakwazi ukwenza eminye yemkisebenzi yaso, kufanele sifunde imitheshwana engamele imisebenzi efanelekile futhi sibuze esisebenza nabo noma uSupervisor noma bobabili, ukuthi basisize.

Isibonelo sesibili: Izisebenzi zikaHulumeni esezisebenze iminyaka ezizindeni zikaHulumeni, zingakhombisa ukuzimisela okungatheni ezindaweni ezisebenza kuzona. Kungaba wusizo kuzona ukuthi zisebenzise noma ngabe yiliphi ithuba lokuqeqeshwa okuthe xaxa, ukenza isibonelo, njengokwenza izifundo eziphathelene nomsebenzi wazo, noma ukubhalisela ukuthuthukisa izinga lazo lemfundo.

4.4.8 Isisebenzi sikaHulumeni siqotho futhi wonke umsebenzi siwuthwala emahlombe aso, uma sisebenza ngezimali zikahulumeni futhi sisebenzisa isizinda sikaHulumeni kahle, nezinye izinsizakalo zokusebenza ngendlela eyiyo, nesebenzayo futhi sikwenza lokho ngezinhloso ezivunyiwe ezisemthethweni.

Umphakathi jikelele wethemba izisebenzi zikaHulumeni ngokugcina okungamafa, impahla nezimali zombuso, zilindele ukuthi izisebenzi zikaHulumeni zizokuphatha lokhu ngendlela eqotho nethembekile.

Izisebenzi zikaHulumeni kulindeleke ukuthi zongele abakhokhi ntela imali ngendlela eziphatha ngayo impahla nezimali zomphakathi. Kubalulekile ukuthi izisebenzi zingaHulumeni ziqonde ukuthi, uma izindleko zoMbuso zigcinwa ziphansi, izwe lingahlinzekwa ngezinsizakalo ezingcono neziningana ngekhwalithi , ezimalini ezikhona ezingenele.

Isibonelo sokuqala: Uma isisebenzi sikaHulumeni sikwazi ukusebenzisa iFax Machine, akufanele sithumele futhi simukele amaFax aso, sibe sishaya sengathi ngasemthethweni. Uma ngabe isisebenzi sikaHulumeni sifuna ukuthumela amafax aso, kufanele leso sisebenzi sithole imvume yokwenza lokho futhi kufanele sikukhokhele ukusebenzisa umshini.

Isibonelo sesibili: Isisebenzi sikaHulumeni sisebenzisa impahla kaHulumeni(izimoto, imishini, ifenisha, njill) , budedengu noma ngokunganaki, bese kenzeka umonakalo. Lokhu kusho ukuthi imali yomphakathi iyamoseka kanye futhi nokuthi zincane kabi izinsizakalo ezingahlinzekwa, lokhu okungasizi umphakathi.

Isibonelo sesithathu: Isisebenzi sikaHulumeni sisebenzisa impahla kaHulumeni, (noma ngabe yini kusukela emaphepheni namapensela, kuya ezimotweni, senze izinto zaso. Lokhu akusizi umphakathi ngoba lomuntu akebeli nje uMbuso nomkhokhi wentela, kodwa wenza ukuthi umphakathi ungabe usazihlonipha izizinda zikaHulumeni.

4.4.9 Isisebenzi sikaHulumeni sigqugquzela ukuphatha okusimeme, okusebenza ngempela futhi okulandelekayo.

Ukugqugquzelwa kokuphatha okusimeme, okusebenza ngempela, nokwenzelwa obala nokulandelekayo, kusho ukuthi, leso naleso sakhamuzi

kufanele sikwazi ukufinyelela ngendlela elinganayo , osizweni olusebenza ngempela, olusizayo nolunobungani, kungakhathaleki ukuthi leso sakhamuzi sikuliphi izinga, ubulili, uhlanga njill.

Ekuhlinzekeni ngezinsizakalo zokuphatha ezisimeme, ezisebenza ngempela nezilandelekayo, lokho okungamagugu ngqangi nemigomo yoMthetho-sisekelo kufanele kuhlale kucatshangwa njalo. Izisebenzi zikaHulumeni kufanele ngazo zonke izikhathi zizame ukuqeda imisebenzi yazo ngaphandle kokubambezeleka, futhi kufanele zizame njalo ukwenza umsebenzi wekhwalithi, kungakhathaleki ukuthi umsebenzi loyo ubukeka ungabalulekile.

Isibonelo sokuqala: Uma ngabe isisebenzi sikaHulumeni sinikezwe umsebenzi wokwenza amaPhotocopies emibhalo, okufanele ihanjiswe nezincwadi eziya ezinhlanganweni ezihlukene, amaCopies aloluhlobo kufanele enziwe kahle futhi acace, ngoba lokhu kuzothuthukisa isithunzi isithunzi sesizinda sikaHulumeni.

Isibonelo sesibili: Isisebenzi sikaHulumeni esibhekene nokungamela izimoto zikaHulumeni, kufanele siqinisekise ukuthi amaLog Books azo zonke izimoto ezisetshenziswa yisigaba saso, alethwe ngesikhathi futhi nokuthi wonke amakhilomitha ahanjiwe, abhalwe kahle phansi.

Isibonelo sesithathu: Zonke izinto ezisemthethweni ezenziwe kufanele zibhalwe kahle phansi, ukuze inqubo elandeliwe, nezinqumo ezithathiwe zizocaca, uma kunokwenzeka ukuthi kube nophenyo noma ukungaboni ngaso linye. Lokhu kuzogqugquzela ukwenza izinto obala.

4.4.10 Isisebenzi esenza imisebenzi yaso esemthethweni, siyobika ezikhulwini ezifanelekile, ukukhwabanisa, inkohlakalo, ukuvunana ngokobuhlobo, ukungaphathi kahle noma yisiphi nje isinyathelo esiba yicala, noma esithikameza usizo lomphakathi.

Inkohlakalo ichaza ukwanda kokuphelelwa ngubuntu, ikakhulukazi ekugwazelweni noma inkohlakalo. Kuvame ukuhambisana nezenzo zobugebengu, ukwenza nje isibonelo, ukuvunana, ukushushumbisa izidakamizwa, izisebenzi ezingekho, ukukhwabanisa nobugebengu obuhleliwe okungathikameza umnotho osemthethweni. okokuqala, yiqiniso leli lokuhlakazeka ngokwenhlalo futhi kulimaza noma yimuphi umphakathi kakhulu. Kuvame ukuhambisana nesisho sokuceba masinyane. Okwesibili, kubukela phansi ukuba semthethweni kohlelo lwezombusazwe, ngokucekela phansi ukwethenjwa nokuzethemba, ngoba uma ukuphatha kulahlekelwa wukwethenjwa kwako , kuba khona isimo sokungasimami nokungagciwa komthetho. Okwesithathu, lokhu kuthikameza uhlelo lwezomnotho. Lokhu kenzeka ngokuthi kungahehi ukutshalwa kwezimali, kubatshali bezimali bangaphandle noma ozomabhizinisi bezwe. inkohlakalo icekela phansi ukuthemba nokuzithemba dntandweni yethu yeningi. Kufanele sikuqede zisuka nje.

Mgumsebenzi wazo zonke izisebenzi aikaHulumeni ukubika zonke izenzo ezingekho emthethweni, izenzo zokungethembeki noma izenzo zenkohlakalo koSupervisor bazo noma izikhulu ezifanelekile, ngokushesha uma sezazi ngazo. Izenzo zenkohlakalo zivame ukugqugquzelwa wukuphelelwa wusiko lokusebenza, ungabibikho kosiko lokwenza umsebenzi olandelekayo emphakathini nokuba qotho, kanye nokuvuna ngokwezihlobo.

Isibonelo sokuqala: Isisebenzi sikahulumeni esibhekene nomsebenzi wokuthutha ezinye izisebenzi zikaHulumeni ngeMinibus kaHulumeni njalo, singavunyelwa, ngezizathu ezisobala, ukuthi sihambe ngemoto siye ekhaya, sifike sipake iMinibus kwaso. Izisebenzi zikaHulumeni ezisebenza nalesisisebenzi, zingabona ukithi, lesisisebenzi sisebenzisa leMinibus njengetekisi ukuze sithole imali ethe xaxa. Ezinye izisebenzi zikaHulumeni kufanele lokhu zikubike kuSupervisor walesisisebenzi ngokushesha. ma ngabe izinyathelo ezifanelekile zingathathwa, loludaba lungabikwa kuMvikeli womphakathi.

Isibonelo sesibili: Uma ngabe isisebenzi sikaHulumeni esiseMnyangweni wezokuthutha, sibhekene nokukhipha izincwadi zenhlawulo emgwaqeni kulabo abaphula umthetho emgwaqeni, sithenjiswa imali ngumshayeli ngokusigwazela, kufanele sibike loyo muntu ofuna ukusigwazela ukuze ashushiswe. Uma ngabe isisebenzi sikaHulumeni simukela ukugwazelwa, siyobekwa icala lenkohlakalo.

Isibonelo sesithathu: Isisebenzi sikahulumeni asithintekile ezenzweni zenkohlakalo, kodwa siyabazi abanye esisebenza nabo abathintekile. Uma ngabe isisebenzi sikahulumeni sithula nje singasho lutho futhi singasibiki lesisenzo sokukhohlakala, sigwema umsebenzi waso wokubambisana ukuze isizinda sikaHulumeni sibe nesithunzi sesizinda sikaHulumeni. Esehlakalweni esinje, leso sisebenzi siba necala lokusiza enkohlakalweni.

4.4.11 Isisebenzi sikaHulumeni sinikeza iseluleko esiqotho nesingenzeleli, sisuselwa kulo lonke ulwazi olufanelekile olutholakalayo, ezikhulwini eziphezulu, uma sicelwe ukuthi sihlinzeke ngosizo lwaloluhlobo.

Njalo uma izisebenzi zicelwa ukuthi zinikeze iseluleko kunoma yisiphi isikhulu esiphezulu, ngodaba oluthile, kufanelelesiseluleko sihlinzekwe sisuselwa ebuqothweni bokusebenza ngokuyikho, mayelana nezimiselo zosiko lokusebenza. Lesiseluleko akufanele sibe nomthelela walokho okuthandwa ngumuntu, angakuthandi noma lokho akukhethayo.

Isibonelo sokuqala: Isisebenzi sikaHulumeni esibhekene nesikhalo esithinta isisebenzi esisebenza naso, esisizwelayo, akufanele sigodle amaqiniso kubaphathi ngenhloso yokuthi isikhalo sesisebenzi esisebenza naso simukeleke kahle . Ukugodla ulwazi olufanelekile esehlakalweni esinje, kungaba nengozi emnyangweni/ekuphatheni.

4.4.12 Noma ngabe yisiphi isisebenzi sikaHulumeni siyakuhlonipha ukuba yimfihlo kwezindaba , imibhalo nezingxoxo, ezithathwa ngokuthi ziyimfihlo noma ezihlawumbekiswayo ukuthi ziyimfihlo noma imfihlo.

Ukwenzela izinto obala kusho ukuthi, *kokunye*,wonke umuntu unelungelo lokufinyelela olwazini olunganyelwe nguMbuso, uma ulwazi olunje

ludingeka ukuvikela amalungelo athile omuntu. Kungenzeka kube nolwazi oluthathwa njengemfihlo. Esehlakalweni esinje, kungumsebenzi wesisebenzi sikaHulumeni ukuhlonipha ubumfihlo, ngoba ukudalula ulwazi olunje kunbaba yingozi embusweni.

Isibonelo sokuqala: Kungaba yiphutha esisebenzini sikaHuluni ukuthi sihlinzeke abamaphephandaba ngolwazi oluyimfihlo, njengamaminithi ekhabhinethi noma inqubo esavivinywa nokusungulwa kwayo kaHulumeni obusayo.

Isibonelo sesibili: Ulwazi olugcinwa kumaRekhodi ezisebenzi zikaHulumeni luthathwa njengoluyimfihlo kanti ngaso sonke isikhathi, kufanele luthathwe kanjalo. lolulwazi kungenzeka ukuth, ukwenza nje isibonelo, luhlinzekwe ezinkampanini zomshuwalense noma kunoma ngumuphi nje umuntu wangaphandle, ngaphandle nje uma kunesizathu esimukelekayo sokwenza lokhu kanti futhi lokhu sekugunyaziwe ngokufanelekileyo.

Isibonelo sesithathu: Ukuxhumana ngokwezobuchwepheshe

Ulwazi olubucayi noluyimfihlo kufanele luthunyelwe ngeFax kuphela uma zingekho ezinye izindlela eziphephile zokuluthumela. IFax yaloluhlobo kufanele igunyazwe ngoyithumelayo naloyo ozoyithola, ngaphambi kwesikhathi, ulwazi oluthathwa njengemfihlo, njengoluyimfihlo enkulu, ngeke lwathunyelwa ngemishini yokuxhumana yomphakathi, ngaphandle nje uma kuthathwe izinyathelo zokuqaphela. Kuzo zonke izimo, ulwazi kufanele lugcinwe ngokukhiyelwa noma yingayiphi indlela engaba khona.

UKUNGAMELA UKUFINYELELA OLWAZINI: Izigaba ezithile zolwazi kufanele kufinyeleleke kuzona kulabo abalulindele nabahlosiwe. Kufanele kugcinwe uhlu lokufinyelela kulona. Amalungelo okufinyelela olwazini kufanele acabangele Ukuqhubeka komsebenzi. Izinombolo eziyimfihlo ngeke zasetshensiwa ngabantu abaningi noma ngabe yingasiphi isizathu. Ukungena eminyangweni enganyelwe ngokobuchwepheshe kufanele kunganyelwe ngezindlela ezithile eziphephile nezifanelekile, njengokuthi umuntu azibike, kuqinisekiswe ukuzibika kwakhe, kubuye futhi kusetshenziswe izindlela zobuchwepheshe. Ukungena kwabanye abantu kuvunyelwe kuphela uma incane noma ingekho ingozi.

I-E-MAIL NE WWW: Kufanele isetshenziselwe izinhloso zomsebenzi hhayi izenzo zokucekela phansi noma izinhloso ezingekho emthethweni. Ukuthunyelwa kolwazi olubucayi kufanele kuhambisane ne-Encryption efanele kanye nesayini yezobuchwepheshe, ethunyelwe kuqala. Akufanele kube neVirus, kanti imibhalo esolisayo akufanele ivulwe. Zama njalo ukuqaphela ukuthikanyezwa kwamalungelo obunini, qinisekisa ulwazi bese umukela ukuthi ulwazi luvela kuphi. Ulwazi olungafanelekile kufanele luvinjwe.

UKUTHOLA ULWAZI: Ulwazi oluyimfihlo kufanele njalo luthunyelwe ngesimo se-Encryption. Izindlela zokuphoqa ukuthi kulandelwe lendlela, ukuze kube nokuphepha, kufanele zithunyelwe kuzo zonzke izisebenzi zikaHulumeni. Ukungadaluli nobumfihlo kufanele kugcinwe ngaso sonke isikhathi. Inhlonipho abanye abantu abazothatha ngayo ulwazi olutholakele, kufanele isungulwe, ngaphambi kokuthi kusatshalaliswe ulwazi. Ulwazi oluphathelene nokuphepha akufanele lube nezinombolo eziyimfihlo kuphela, kufanele kucatshangwe eziny izindlela, njengeBiometrics. Yizisebenzi zikaHulumeni kuphela ezigunyaziwe ezingakhuluma nabezindaba. Izingxoxo ezinje kufanele zihlelwe kahle futhi zihambisane nohlaka lonke. Amakheli nezinombolo zamaFax kufanele ziqinisekiswe ngaphambi kokuthi zithunyelwe.

UKUNQANDA ICYBERCRIME: Kufanele kugcinwe amazinga aphezulu kabi ezokuphepha kuzo zonke izindawo zokuxhumana. Kufanele kuhlolwe ingozi engaba khona ngezikhathi ezithile ukuze kwazeke ukuthi ukuhlasela kungathenwa kanjani amandla ukuhlasela. Izindlela zokubuyisela esimweni kufanele ziqinisekiswe. ubufgakazi akufanele buchithwe ngenxa yokuthi busesimweni sobuchwepheshe. ICybercrime iyahlawuliswa ngokusemthethweni ngokulandela i-Electronic Communications and Transactions Act, i-Interception and monitoring Act kanye neminye imithombo yomthetho wobugebengu. Uvuso nokuhlala kuqashiwe kwezisebenzi zikaHulumeni, kufanele kugcinwe njalo.

4.5 UKUZIPHATHA KOMUNTU NEZINTO EZIFUNWA NGUMUNTU

4.5.1 Isisebenzi sikaHulumeni ngesikhathi somsebenzi, sigqoka futhi siziphathe ngendlela ezothuthukisa udumo lwezizinda zikahulumeni.

Uhulumeni nomphakathi ulindele izinga eliphezulu ezisebenzini zikaHulumeni. Ukuziphatha ngezinga eliphezulu lapha kusho ukufika ngesikhathi, ukuzenzela izinto ungatshelwanga, ukuzibophezela, ikhono kanye nekhwalithi ekuhlinzekeni nghezinsizakalo. okokugqoka njalo kufanele kucwaleke kahle, kube ngokwamukelekayo futhi kuhlonipheke. Izisebenzi zikaHulumeni, ikakhulukazi lezo ezibhekana nomphakathi ngqo, kufanele ziqikelele ukuthi zingagqoki ngokukhululeka kakhulu noma zibukeke kabi.

Isibonelo sokuqala: Izisebenzi zikaHulumeni, ikakhulukazi lezo ezisiza umphakathi ngqo, akufanele, ukwenza nje isibonelo, zisebenze zigqoke ihembe elidabukile neJean enezimbobo kuyona.

Isibonelo sesibili: Asikho isisebenzi sikahulumeni okufanele size emsebenzini sibukeka kabi. Uma, ukwenza isibonelo, isisebenzi esisebenza lapho kungena khona abantu bakwamanye amazwe, siza emsebensini singashefile futhi sinuka amanzi amponjwana, leso sisebenzi sikaHulumeni siyobe sakha isithombe esibi ngeNingizimu Afrika, lokho okuyolimaza izwe.

4.5.2 Isisebenzi sikaHulumeni siziphatha ngendlela eqotho uma kufika ekusebenziseni iziphuzo ezinotshwala noma yini enye into enomphumela wokudakana.

Izisebenzi zikaHulumeni akufanele nakancane nje ziphuze utshwala noma yini enye edakanayo, ngesikhathi zisemsebenzini. Ngaphandle nje kokuphoxeka okungabangwa yilesisenzo, lokhu kungathikameza ukuhlinzekwa kwezinsizakalo kanye nokuxhumana nezinye izisebenzi zikaHulumeni nomphakathi.

Ubuntu bezisebenzi zikaHulumeni kanye nomoya omuhle wokusebenza njengeqembu, yizinto lezi ezibaluleke kabi ekusebenzeni kwezizinda

zikaHulumeni. Izisebenzi zikaHulumeni akufanele ziziphoxe emehlweni ezinye izisebenzi ezisebenza nazo ngokusebenzisa izinto ezidakanayo ngesikhathi sokusebenza.

Ngisho noma ngabe isisebenzi asikho emsebenzini, sihlala njalo siyisisebenzi sikaHulumeni futhi kufanele siziphathe ngendlela eqotho ukuze singaphoxi isizinda sikaHulumeni.
Isibonelo sokuqala: USupervisor ophuza kakhulu ngesikhathi somcimbi wehhovisi bese edakwa, uzoziphoxa ezikhulwini asebenza nazo nakulabo abasebenza ngaphansi kwakhe. Lokhu kungaba nomthelela ongemuhle ekusebenzeni kwengosi yakhe.

Isibonelo sesibili: Uma ngabe isisebenzi sikaHulumeni, ikakhulukazi leso okufanele sisize umphakathi, sifika emsebenzini sinuka utshwala(okubia kakhulu, sidakiwe), vele sesinecala lokungaziphathi kahle kanti ukuziphatha kwaso kuzolimaza sonke isithunzi nokusebenza ngokuyikho kwesizinda sikaHulumeni. Kubalulekile futhi ukuqonda ukuthi, ukuziphatha ngaloluhlobo, kuthathwa njengokuziphatha kabi kanye nokuthi isisebenzi sikaHulumeni singabekwa icala ngaphansi kwalezizimo.

4.5.3 Isisebenzi sikaHulunei ngeke, kuthi ngaphandle kwemvume yoMphathi woMnyango, sithole noma simukele noma ngabe yisiphi izipho ezivela ngaphandle, izinsizakalo noma okuthile okungabiza imali(incazelo nenani nalapho siqhamuka khona, esibiza ngaphezu noma R350) kunoma yimuphi umuntu, size kusona, ngesikhathi sokwenza imisebenzi yaso, nmgoba lokhu kungathathwa njengokudizelwa.

Uma umuntu eqashiwe njengesisebnzi sikaHulumeni,lokukuqashwa kuhambisana nencazelo ekhetheke kakhulu kabi. lokhu kuchaza ngokusobala ukuthi, lesisisebenzi sithengisa ukusebenzela kwaso uMbuso futhi sizobuye sikhokhelwe ngentela eqoqwa emphakathini wonkana kanye nokuthi isisebenzi sizobuye sihlinzeke umphakathi ngezinsizakalo ezingcono zokusebenza ngokuyikho nangendlela enokuzibophezela.

Kufanele kuqondwe kahle yizisebenzi zikaHulumeni nomphakathi wonkana ukuthi, ngaphandle nje kokuthi uma kudingekile ukuthi ilungu lomphakathi kufanele likhokhe imali ethe xaxa ngosizo oluthile, ukwenza nje isibonelo , lapho kufanele kukhokhwe imali ethile yokukhipha umazisi, ayikho enye

imali engeziwe, engaba ngukheshe noma ngokubonelela, okufanele ikhokhwe. Lesisibopho sokusebenzela umphakathi kufanele sikhonjiswe ngokucacile kuzo zonke izakhiwo zomphakathi, ukuzekusizakale umphakathi. Lapho kudingeka ukuthi kukhokhwe imali ethe xaxa ngezinsizakalo ezithile, nakho lokhu kufanele kukhonjiswe emaphepheni afanelekile(izicelo) Kanjalo futhi, labo abazohlinzeka ngezinsizakao emkhakheni wosomabhizinisi abazimele, kufanele bazi ukuthi, izizinda zikaHulumeni, e,kutholeni izinsizakalo/izimpahla, baboshwe yimigomo equkethwe nguMthetho-sisekelo, engamele ukuphathwa komphakathi, lokhu okudinga izinga eliphezulu lokusebenza ngendlela eyiyo. Ukuthembisa izipho, ukuxhasa,izinto zokukhangisa, ukumenyelwa izidlo, njill., akufanele kube yingxenye yokuzikhangisa yabo mayelana nezisebenzi zikaHulumeni, ngoba kuvele kudale umqondo wokufaka umthelela ongemuhle kulabo abathatha izinqumo kanti futhi kuthateka kalula njengokuncintisana okwenzelelayo, lapho abahlinzeki bezinsizakalo abancane, bengeke bakwazi ukwenza lezizinto.

Njengoba lokhu kuhlala kuwudaba njalo okuphikiswanwa ngalo, lokhu okulandelayo kuhloswe ngakho ukuthi kube ngumhlahlandlela ekulawuleni izinyathelo zomnyango kulomkhakha. Kunzima kabi ukuhlinzeka iminyango ngemihlahlandlela egcwele kanti iminyango kufanele iye ekhomishaneni yezisebenzi zikaHulumeni ukuze ithole iseluleko, uma kwenzeka kuba nokudideka mayelana nokubhekana nezimo ezithile, ezingaqubuka.

Ukwamukela noma ngabe yiziphi izipho nomainto engabiza imali, evela kunoma yimuphi umuntu noma iqembu, elifuna kuthathwe isinyathelo sangokomthetho, ukwenza ibhizinisi nomnyango, noma ukwenza izinto ezinganyelwe ngukwenza umsebenzi wemisebenzi yezisebenzi zikaHulumeni, kungamukelwa kuphela, ngemvume ebhalwe phansi yoNgamele umnyango. Kubalulekile ukuqaphela ukuthi, izipho nokutendwa okuvela emthonjeni othile ngaphandle kwelungu lomndeni, kufanele zithulwe. Izipho/izinsizakalo okufanele zithulwe kufanele zibe ngaphezu kuka R350. Izisebenzi zikaHulumeni zingaxhumana futhi neKhomishani yezisebenzi zikaHulumeni uma kunokungabaza mayelana nokwamukela izipho.

4.5.4 Isisebenzi sikaHulumeni asidaluli ulwazi olusemthethweni ukuze sihlomule sona uqobo lwaso noma abanye.

Izisebenzi zikaHulumeni, okuthi zenza imisebenzi yazo, zinqwamane nolwazi olubucayi, oluyimfihlo noma nje ulwazi oluyimfihlo ngokuhamba kwesikhathi, ngeke zaludalula lolulwazi ngaphandle kwemvume edingekile yokwenza lokhu. Ulwazi ngeke lwenziwe ukuhi lutholakale noma lustshenziselwe ukuzuza komuntu, noma okwabanye noma ukuxhasa ukuziphindiselela kwabanye. Kubalulekile ukuthi izisebenzi zikaHulumeni zikucabangisise kahle ukuthi, ukudalulwa kolwazi kungasiza izizinda zikaHulumeni. Izisebenzi zikaHulunei kufanele ziqonde ukuthi, ukwenza izinto obala akusho ukuhlinzeka noma ukudalula ulwazi ngaphandle kwenhloso. Ngenxa yokuthi kunzima ukuhlinzeka ngomhlahlandlela ogcwele mayelana nokuthi yiluphi ulwazi okufanele lutholakale futhi lunikwe bani, izisebenzi ziyacelwa ukuthi, zihlale njalo zifuna imvume kuqala ezikhulwini eziphezulu, uma zingazi.

Isibonelo sokuqala: Ukudalulwa kwendlela yokukhetha noma imibuzo ezobuzwa kwabanye abancintisanayo esikhundleni, ngeke nje kwavuna ngokungemthetho isimo sabanye abafake izicelo kodwa lokho kungathikameza amalungelo abanye abancintisanayo, ekutheni babe namathuba alinganayo okuncintisana ngesikhundla.

Isibonelo sesibili: Uma isisebenzi sikaHulumeni, ngenxa yesimo somsebenzi waso, sibe nolwazi ngomsebenzi kahulumeni, ozothuthukisa ukubiza kwendawo ethize, isisebenzi leso ngeke, nganoma yiyiphi indlela, sisebenzise ulwazi olunje ukuzihlomulisa noma izihlobo zakhe noma abangani.

4.5.5 Isisebenzi sikahulumeni, akuthi ngaphandle kwemzume, senze umsebenzi ozosiholela ngaphandle komsebenzi waso osemthethweni noma sisebenzise impahla kahulumeni ukenza lomsebenzi.

Izisebenzi zikaHulumeni kulindeleke ukuthi zigxile ngokungathandabuzi, isikhathi namakhono azo, esizindeni zikahulumeni, njengomqashi. Isimo nezimfuno zomsebenzi wezizinda zikaHulumeni zingalendlela yokuthi, usizo lwezizinda zikaHulumeni nomaphakathi lungabekeka ebucayini yisisebenzi sikaHulumeni, esenza umsebenzi okhokhelwayo, ngaphandle komsebenzi waso osemthethweni. Ngakho-ke kuyimpoqo ukuthola imvume yokwenza umsebenzi okhokhelwayo, ngaphendle kwesikhathi sokusebenza, kuqala.

Isibonelo sokuqala: Isisebenzi sikaHulumeni sibambisana nomunye umuntu ebhizinisini. Kukhona isivumelwano sokuthi kufanele sibe semsebenzi uma sesishayisile kuphela. Ngokungalindelekile, isimo emsebenzini sidinge ukuthi sisebenze isikhathi esingeziwe. Umphumela walokhu ngukuthi kuzoshayisana izinhloso, ukkhathazeka kanye nomqondo ongagxilile emsebenzini.

Isibonelo sesibili: Udokotela oqashwe esibhedlela sikaHulumeni, ngeke nanini, ngaphandle kwemvume yophethe umnyango, enze umsebenzi wangasese azokhokhelwa ngawo, ezindlini zokulapha zikadokotela ongumngani wakhe/noma asebenzise impahla kaHulumeni noma imithi ukwenza lokhu.

Isibonelo sesithathu: Isisebenzi sikaHulumeni senza umsebenzi wsibili uma sesishayisile, lokhu okusho ukuthi, silala isikhathi sesidlulile. Umphumela walokhu ngukuthi lesisisebenzi siyakhathala emini futhi singakwazi ukwenza umsebenzi waso ezingeni esilindeleke ukuthi siwenze kulo. Lokhu akusizi umphakathi futhi kuchitha imali yabakhokhi bentela.

ISIGABA SESIBILI

INDLELA YOKUZIPHATHA YEZISEBENZI ZIKAHULUMENI

A INHLOSO

A. 1 Ukuze kunikezwe umthelela oyiyo ohambisana nezimiselo ezifanelekile zoMthetho-sisekelo, mayelana nezizinda zikaHulumeni, zonke izisebenzi zikaHulumeni kulindeleke ukuhi zihambisane nendlela yokuziphatha, ehlinzekwe kulesisigaba.

A.2 Indlela yokuziphatha kufanele ithathwe njngomhlahlandlela mayelana nokuthi yini elindeleke ezisebenzini zikaHulumeni, ngokuziphatha okwamukelekile, ekuziphatheni kwezisebenzi zikaHulumeni ngasinye, kanye nobudlelwano nezinye izisebenzi zikaHulumeni. Ukuhambisana nendlela yokuziphatha kungalindeleka ukuthi kjuthuthukise indlela yokusebenza ngokuyikho futhi kusize ukuqinisekisa ukwethenjwa kwezizinda zikaHulumeni.

B ISINGENISO

B.1 Sikhona isidingo sokuhlinzeka ngomhlahlandlela ezisebenzini zikaHulumeni mayelana nobudlelwano bazo nephalamende, izikhulu zezombusazwe nongqongqoshe, ezinye izisebenzi zikaHulumeni nomphakathi kanye futhi nokuqhagula nehloso okufanele izisebenzi zikaHulumeni zenze ngawo umsebenzi wazo, yini futhi engenziwa ukugwema ukushayisana kwezinhloso kanye futhi nokuthi yini elindeleke kuzona mayelana nokuziphatha kwazo, uma zingekho emsebenzini.

B.2 Yize kona indlela yokuziphatha yabhalwa ukuthi imbandakanye okuningi ngokunokwenzeka, akusiyona imithetho engamela amazinga okuiphatha, embandakanya konke. Yize kinjalo, anaNgamele iminyango, ngenxa yomsebenzi abawenzayo, ngokulandela isigaba 7(3) (b) somthetho wokuphathwa ngokuyikho klweminyango yabo kanye nokugcinwa kokuziphatha kahle, kokunye, banomsebenzi wokuqinisekisa ukuthi, ukuziphatha kwezisebenzi zikaHulumeni kiuhambisana nalokho okungamagugu ngqangi, okungamele

ukuphathwa komphakathi kanye namasiko namazinga, njengoba echaziwe eMthethweni. Abangamele iminyango kufanele baqinisekise ukuthi, izisebenzi zabo zikaHulumeni ziyazazi lezizinyathelo kanye futhi nokuthi ziyazivuma futhi zihambisana nazo.

B.3 Inhloso enkulu yalendlela yokuziphatha ngeyakhayo, okungukuthi, ukugqugquzela ukuziphatha okuyisibonelo. Yize kona sekushiwo lokhu, isisebenzi sikaHulunei siyotholakala sinecala lokungaziphathi kahle kanti futhi kungabhekwana naso ngokwesivumelwano okwavunyelwana ngaso uma nje siphula esinye zalezizimiselo zendlela yokuziphatha noma uma sihluleka ukuhambisana nanoma yisiphi esinye isimiselo.

C INDLELA YOKUZIPHATHA

C.1 UBUDLELWANO NEPHALAMENDE NONGQONGQOSHE

Isisebenzi sikaHulumeni -

C.1.1 sithembekile kuRepublic futhi sihlonipha uMtheth-sisekelo, sihambisane nawo, ekwenzeni imisebenzi yaso yansuku zonke.

C.1.2 sibeka phambili usizo lomphakathi ekwenzeni umsebenzi waso.

C.1.3 kuthi ngokwethembeka, silandele izinqubo zikaHulumeni obusayo ekwenzeni imisebenzi yaso esemthethweni, njengoba iqukethwe yiyo yonke imithetho nemiyalelo.

C.1.4 sihlala njalo siphokophela ukuzijwayeza nokulandela yonke imithetho neminya imiyalelo efanelekile ekuziphatheni kwaso nemisebenzi; futhi

C.1.5 sibambisana nezizinda zomphakathi ezasungulwa ngaphansi kwemithetho yephalamende noMthetho-sisekelo, ekugqugquzeleni izinhloso zomphakathi.

C.2 UBUDLELWANO NOMPHAKATHI

Isisebenzi sikaHulumeni-

C.2.1 sigqugquzela ubumbano nenhlalakahle yesizwe saseNingizimu Afrika ekwenzeni imisebenzi yaso esemthethweni;

C.2.2 sizosiza umphakathi ngendlela engenzeleli nengavuni macala ukuze kube nokwethenjwa kezizind a zikaHulumeni;

C.2.3 siyahlonipha futhi sitholakala ngokunokwenzeka ekusebenzeni kwaso nomphakathi, ngaso sonke isikhathi sithathe amalungu omphakathi njengamakhasimende akufanele ukusizwa ngezinga eliphezulu;

C.2.4 siyazihlonipha izimo nalokho okukhathaza umphakathi ekwenzeni imisebenzi yaso esemthethweni kanye futhi nasekuthatheni izinqumo ezithinta umphakathi.

C.2.5 sizibophezele ngokusiza ngesikhathi ekuthuthukisweni kwabo bonke abantu baseNingizimu Afrika;

C.2.6 asibandluli amalungu omphakathi ngenxa yohlanga, ubulili, ubuhlanga noma imvelaphi ngokwenhlalo, ibala, okukhethwa ngokobulili, ubudala, ukukhubazeka, inkolo, okucatshangwayo ngokwezombusazwe, okugxile emqondweni, izinkolelo, isiko noma ulimi;

C.2.7 asisisebenzisi budedengu isikhundla ezizindeni zikahulumeni ukugqugquzela noma ukubeka engozini lokho okufunwa yinoma yiliphi iqembvu lezombusazwe noma iqembu elithile;

C.2.8 sihlonipha futhi sivikele isithunzi sawo wonke umuntu namalungelo akhe njengoba kuqukethwe nguMthetho-sisekelo;futhi

C.2.9 sihlonipha ilungelo lomphakathi lokufinyelela olwazini, ngaphandle nje kolwazi oluvikelwe ngqo ngumthetho.

C.3 UBUDLELWANO PHAKATHI KWEZISEBENZI ZIKAHULUMENI

Isisebenzi -

C.3.1 sibambisana ngokugcwele nezinye izisebenzi zikaHulumeni ukuze kuthuthukiswe ukusizwa komphakathi;

C.3.2 silandela yonke imiyalelo emukelekayo evela ezikhulwini ezinegunya lokuyikhipha, uma nje lemiyalelo ingashayisani nezimiselo zoMthetho-sisekelo noma omunye nje umthetho;

C.3.3 siyakugwema ukuvuna izihlobo nabangani ezintweni ezithinta umsebenzi kanti futhi asiwasebenzisi budedengu amandla esikhundla saso noma sifake umthelela esinye isisebenzi sikaHulumeni kanti futhi asifakwa umthelela ukuthi sisebenzisi b udedengu amandla esikhunda saso;

C.3.4 sisebenzisa imigudu efanelekile yokufaka izikhalo noma uma siyozithulela sona isikhalo;

C.3.5 sizibophezele entuthukweni ephelele, ukuqgugquzelwa kanye nokusetshenziswa kwezisebenzi zaso kanye nokugqugquzelwa kobudlelwano obuhle ezisebenzini zikaHulumeni naphakathi nabantu;

C.3.6 siphatha ngokungenzeleli, ngangendlela eyiyo ezinye izisebenzi zikaHulumeni kungakhathaleki ukuthi singolohlanga luphi, ubulili, ubuhlanga noma imvelapho ngokwenhlalo, ibala, okukhethiwe ngokobulili, ubudala, ukukhubazeka, inkolo, okukhethiwe kwezombusazwe, okucatshangwayo, inkolelo, amasiko nolimi; futhi

C.3.7 siyazigwema izinto ezenziwayo zeqembu lezombusazwe emsebenzini.

C.4 **UKWENAZA IMISEBENZI**

Isisebenzi -

C.4.1 sihlala njalo siphokophela ukufeza izinhloso zesizinda sikaHulumeni ngendlela engachithi imali ukuze kusizakale umphakathi;

C.4.2 sihlala siza nemicabango emisha ekwenzeni imisebenzi yaso, si funa futhi izindlela ezintsha zokuthombulula izinkinga sibuye sithuthukise ukusebenza ngokuyikho nangempela ngokulandela umthetho;

C.4.3 umsebenzi waso siwenza njalo ngesikhathi

C.4.4 senza umsebenzi waso ngendlela esezingeni eliphezulu nangekhono

C.4.5 asizifaki kunoma yiziphi izenzo noma isinyathelo esishayisana noma sithikameze ukusebenza kwaso;

C.4.6 sizohoxa esinyathelweni esisemthethweni noma enqutsheni yokuthathwa kwesinqumo okungaholela ekuzuzeni okungafanelekile kanti futhi lokhu kufanele kudalulwe yisisebenzi sikaHulumeni;

C.4.7 siyayimukela inselele yokutholakala ekungeneleni ukuqeqeshwa okuqhubekayo kanye nokuzithuthukisa ngesikhathi sonke sokusebenza kwaso;

C.4.8 sithembekile futhi siyalandeleka ekusebenzeni ngezimali zikaHulumeni kanti futhi sisebenzisa izimpahla zezizinda zikaHulumeni nezinye izinsizakalo ngendndlela eyiyo nesebenzayo futhi kuleyo misebenzi egunyaziwe yangokomthetho.

C.4.9 sigqugquzela ukuphatha okusimeme, okusebenza ngempela, okuzobala futhi okulandelekayo;

C.4.10 ngesikhathi senza umsebenzi waso osemthethweni, siyobikela izikhulu ezifanelekile ngokukhwabanisa, inkohlakalo, ukuvunana ngokobuhlobo, ukuphatha kabi kanye nesinye nje isenzo esiphula umthetho noma esibeka engozini lokho okufunwa ngumphakathi;

C.4.11 sinikeza iseluleko esiqotho nesingenzeleli, sithathelwe kulo lonke ulwazi olukhona, ezikhulwini eziphezulu uma siceliwe ukuthi sisize kulomkhakha; futhi

C.4.12 siyakuhlonipha ukuba yimfihlo kwezinto, imibhalo nezingxoxo, ulwazi oluvikelwe noma lolo oluthathwa njengoluyimfihlo.

C.5 UKUZIPHATHA KOMUNTU NEZINHLOSO ZANGASESE

Isisebenzi -

C.5.1 ngesikhathi semisebenzi esemthethweni, sigqoka futhi siziphathe ngendlela ethuthukisa udumo lwezizinda zikaHulumeni;

C.5.2 siziphatha ngendlela eqotho mayelana nokusetshenziswa kweziphuzo ezinotshwala noma enye into nje enokudakanayo;

C.5.3 isisebenzi sikaHulumeni ngeke, ngaphandle kwemvume ebhalwe phansi etholakale kuqala koNgamele umnyango, sithole
noma samukele noma ngabe yisiphi isipho, izinsizakalo noma into engabiza imali(incazelo nennani nokuthi sivela kuphi isipho esinenani elidlula ku R350) esivela kunoma yimuphi umuntu, siqonde kusona, ngesikhathi sokwenza imisebenzi esemthethweni ngoba lokhu kungathathwa njengokudiza.

C.5.4 asisebenzisi noma sidalule noma ngabe yiluphi ulwazi olusemthethweni ukuze sizuze sona noma kuzuze abanye.

C.5.5 asilokothi, ngaphandle kwemvume, senze umsebenzi okhokhelayo uma sesishayisile emsebenzini osemthethweni noma sisebenzise imishini yehhovisi, ukwenza lomsebenzi.