

IBHUKWANA ELIKHISHWE
NGOKWESIGABA 14 SOMTHETHO
OKHUTHAZA UKUTHOLAKALA KOLWAZI
(PAIA), 2000 (UMTHETHO WEZI-2
WONYAKA WEZI-2000)

Ibhukwana
Lophiko
Lukahulumeni
Lwezokuxhuma
na (GCIS)
Lokutholakala
Kolwazi

2012/13

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1. ISENDLALELO

UMthetho Okhuthaza Ukutholakala Kolwazi, 2000, ulayela ukuthi uphiko ngalunye luqoke Isikhulu Esengamele Ulwazi kanye Nephini Lesikhulu Esengamele Ulwazi (Namaphini Esikhulu Esengamele Ulwazi), okuyibona abazobhekana nomsebenzi wokucubungula izicelo zokuthola ulwazi, futhi balekelele abafakizicelo uma befaka izicelo zabo.

Leli bhukwana lenzelwe ukuba ngumhlahlandlela ozosetshenziswa amalungu omphakathi ukuthola ulwazi olugcinwe wuPhiko Lukahulumeni Lwezokuxhumana kanye Nokuhlinzeka Ngolwazi (GCIS). Linikeza incazelo yohlobo lolwazi olutholakalayo kulo mnyango kanti futhi liyakuchazela ukuthi ungaluthola kanjani lolu lwazi. Leli bhukwana liqinisekisa ukusetshenziswa kwelungelo lokuthola ulwazi, elihlinzekelwe kuMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika, 1996.

Ngaphandle kwamarekhodi, abizwa futhi ngokuthi amafayela, leli bhukwana liqukethe futhi neminingwane yesiKhulu se-GCIS Esengamele Ulwazi kanye nePhini Lesikhulu Esengamele Ulwazi.

2. UMSEBENZI WE-GCIS

Umsebenzi owumongo we-GCIS ukuhlinzeka ngobuholi mayelana nokuxhumana nohulumeni kanye nokwenza uhlelo lwezokuxhumana nohulumeni oluqinisekiso ukuthi umphakathi uyahlinzekwa ngolwazi oluphathelele nezinqubomqomo kanye nezinhlelo zikahulumeni.

Umbono: Ukuba umthombo oqinisekisa ukuxhumana nohulumeni okuseqophelweni eliphezulu.

Lokho ephokophele ukukwenza: Ukuhlinzeka ngemisebenzi eseqophelweni eliphezulu, nokubeka amazinga ohlelo lukahulumeni lokuxhumana okusebenza ngendlela efanele kanye nokuqinisekisa ukuthotshelwa kwamazinga abekiwe; kanye nokuqhutshwa komyalezo kahulumeni ohambelanayo, nokusukumela phezulu ngenhloso yokwazisa umphakathi ngezinqubomgomo, izinhlelo kanye nezinto ezifezekiswe uhulumeni.

2.1 IZINHLAKA ZE-GCIS

I-GCIS ihlelwe ngendlela eyenza ikwazi ukuze umsebenzi wayo njengoba ubhaliwe lapha ngenhla. Inezinhlaka noma izimpiko eziyinhloko eziyi-12:

- 2.1.1 Uphiko Lwemikhiqizo Nezithangamu
- 2.1.2 Uphiko Lokwazisa Nokusabalalisa Ulwazi
- 2.1.3 Uphiko Lwenqubomgomo Nocwaningo
- 2.1.4 Uphiko Lwezezimali, Ukulawulwa Kwempahla Ethengwayo kanye Nemisebenzi Ephathelene Nalokhu
- 2.1.5 Uphiko Lwezokuqasha Nokunakekelwa Kwabasebenzi
- 2.1.6 Uphiko Lokulawulwa Kolwazi Nobuchwepheshe
- 2.1.7 Uphiko Lokulawulwa Kwempahla Nezikhungo
- 2.1.8 Ihhovisi Lokuhlela Kanye Nokulawula Izinhlelo
- 2.1.9 Uphiko Lokuqeqesha Nokuthuthukisa
- 2.1.10 Iqoqo Lezokuqapha: Umkhakha Wezomnotho Nokuqasha Abasebenzi; Ukuthuthukiswa Kwengqalasizinda; Ubulungiswa, Ukuvimbela Ubugebengu kanye Nokuvikeleka; Ukubambisana Namazwe Omhlaba, Uhwebo Nokuvikeleka
- 2.1.11 Iqoqo Lezokuqapha: Ukuthuthukiswa Kwabantu; Ukuvikela Nokuthuthukisa Umphakathi; Ukulawula Uhulumeni kanye nokuPhatha
- 2.1.12 Uphiko Lokuxhumana Nezifundazwe kanye Nohulumeni Bendawo
- 2.1.13 Uphiko Lokuxhumana Nabezindaba
- 2.1.14 Uphiko Lwezokukhangisa kanye Nokuthenga Isikhala Sokukhangisa Kwabezindaba
- 2.1.15 Uphiko Locwaningo Lwagaphakathi.

2.2 INCAZELO EPHELELE YEMISEBENZI YE-GCIS

2.2.1 Uphiko Locwaningo Lwagaphakathi lwenzelwe ukwenza ngcono ukuphathwa kobungozi, kanye nokuphucula izinhlelo eziphathelele nokulawula nokuphatha.

2.2.1 IGATSHA: UKUCUTSHUNGULWA NOKUSATSHALALISWA KOLWAZI

Igatsha **Lokucutshungulwa Nokusatshalaliswa Kolwazi** lengamele umsebenzi wokusungulwa nokusetshenziswa kweSu Lwezokuxhumana LukaZwelonke.

Imisebenzi yaleli gatsha:

- ukwenza ucwaningo ngenhloso yokuhlola ukuthi yini uhulumeni okumele ayenze mayelana nokubhekelela izidingo zomphakathi zezokuxhumana
- ukuqapha ukubika kwabemithombo yezindaba mayelana nezinhlelo zikahulumeni ohlangothini lwezokuxhumana
- ukuhlinzeka ngomhlahlandlela wokuhlola nokuhlaziya imithombo yabamaphephandaba nabomsakazo ngenhloso yokufaka isandla ekuqinisekiseni ukuthi uhulumeni uhlinzeka ngolwazi ngendlela eseqophelweni eliphezulu futhi lokhu ukwenza ngesikhathi esifanele
- ukuthuthukisa izinhlelo/izithangamu zokuxhumana kanye nengqikithi yolwazi oluphathelene nalokho
- ukuthenga isikhathi sokukhangisa kanye/noma isikhala esidingekayo ukwenza imikhankaso kahulumeni yokukhangisa eyimpumelelo
- ukwenza izinhlelo zokuqeqesha abakhulumeli bakahulumeni emkhakheni wezokuxhumana nokuthuthukiswa kwamakhono.

Leli gatsha lakhiwe ilezi zimpiko eziyinhloko ezilandelayo:

- Uphiko Lwemikhiqizo Nezithangamu
- Uphiko Lwenqubomgomo Nocwaningo
- Uphiko Lokwazisa Nokusabalalisa Ulwazi

A Uphiko Lwemikhiqizo Nezithangamu luhlinzeka ngezithangamu zokuxhumana ezinhlobonhlobo ezakhiwa futhi zilawulwe yi-GCIS. Lezi zithangamu ziyingxenye yokuzibophezela kwethu ukuqinisekisa ukuthi abantu baseNingizimu Afrika kanye nabo bonke ababambiqhaza bahlinzekwa ngolwazi oluphathelene nakho konke okuqhubekayo mayelana nezinqubomgomo zikahulumeni nemisebenzi eyenziwa uhulumeni kanye namathuba avela kulezi zinhlelo ezenzelwe izakhamuzi, abamabhizinisi kanye nabanye ababambisene nohulumeni.

B Uphiko Lwenqubomgomo Nocwaningo lwenza ucwaningo lokuhlola iqhaza okumele libanjwe uhulumeni mayelana nokubhekelela izidingo zomphakathi zezokuxhumana kanye nokuqapha ukubika kwabezindaba mayelana nezinhlelo zikahulumeni ohlangothini lwezokuxhumana

- C Uphiko Lokwazisa Nokusabalalisa Ulwazi** luqinisekisa ukuthi i-GCIS inamasu asebenza kahle okwazisa kanye nokusabalalisa ulwazi oluphathelele nazo zonke izinhlelo nezithangamu zayo.

2.2.2 IGATSHA: UKUHLANGANISA IMISEBENZI YEZINHLAKA ZIKAHULUMENI NOKULAWULWA KWABABAMBIQHAZA

Igatsha **Lokuhlanganisa Imisebenzi Yezinhlelo Zikahulumeni Nokulawulwa Kwababambiqhaza** lihlinzeka izinhlelo zokuxhumana nohulumeni ezifundazweni nakohulumeni bendawo ngobuholi kanye nezeluleko. Injongo yalo ukuqinisa uhlelo lokuxhumana nohulumeni kanye nokuthuthukisa ukuxhumana ngqo ngaphandle kokugxambukela kwabathile ngokusebenzisa ubudlelwane nababambiqhaza obuphusile nokubambisana ngendlela efanele; kanye nokuqinisekisa ukuthi umphakathi uhlinzekwa ngolwazi oluphathelele nezinqubomgomo nezinhlelo zikahulumeni ezenzelwe ukwenza ngcono izimpilo zomphakathi.

Imisebenzi yaleli gatsha:

- ukuhlinzeka ngobuholi ohlelweni lokuxhumana nohulumeni
- ukuqinisa nokulawula uhlelo lwezokuxhumana emkhakheni kahulumeni wonkana ukuze lusebenze ngendlela efanele futhi luhambelane kahle
- ukwakha amaxhama okubambisana nababambiqhaza ngenhloso yokufezekisa umbono we-GCIS.

Leli gatsha linalezi zimpiko eziyinhloko ezilandelayo:

- Uphiko Lokuxhumana Nezifundazwe kanye Nohulumeni Bendawo
- Uphiko Lokuxhumana Nabezindaba
- Iqoqo Lezokuqapha: Amaqoqo Omkhakha Wezomnotho Nokuqasha Abasebenzi; Ukuthuthukiswa Kwengqalasizinda; Ubulungiswa, Ukuvimbela Ubugebengu kanye Nokuvikeleka; Ukubambisana Namazwe Omhlaba, Uhwebo Nokuvikeleka
 - Iqoqo Lezokuqapha: Amaqoqo Okuthuthukiswa Kwabantu; Ukuvikela Nokuthuthukisa Umphakathi; Ukulawula Uhulumeni kanye nokuPhatha

A Uphiko Lokuxhumana Nezifundazwe kanye Nohulumeni Bendawo

(P&LL) luhlinzeka ngobuholi bokwenza uhlelo lwezokuxhumana ezifundazweni luhambelane nohlelo lwezokuxhumana lukahulumeni kuzwelonke. Uphiko Oluyinhloko lulawula amahhovisi ezifundazwe ayisishiyagalolunye kanye nophiko olusehhovisi lukazwelonke.

- B Uphiko Lokuxhumana Nabezindaba** luhola futhi luqhuba amaxhama okuxhumana phakathi kukahulumeni nabezindaba. Umsebenzi walo osemqoka ukugqugquzela nokwenza abezindaba baqonde i-ajenda kahulumeni ngenhloso yokuletha isimo esigqugquzela ukuba khona kwezakhamuzi ezikhuthele futhi ezibambe iqhaza; ezinolwazi futhi ezaziyo ukuthi kuqhubekani

emkhakheni wezombusazwe futhi ezilisebenzisa ngokuzethemba ilungelo lazo lokufuna ukuhlinzekwa ngezidingo ngqangi ngendlela elinganayo.

C Iqoqo Lezokuqapha: Umkhakha Wezomnotho Nokuqasha Abasebenzi; Ukuthuthukiswa Kwengqalasizinda; Ubulungiswa, Ukuvimbela Ubugebengu kanye Nokuvikeleka; Ukubambisana Namazwe Omhlaba, Uhwebo Nokuvikeleka luhlinzeka futhi lweseke iminyango kahulumeni ngezululeko zezokuxhumana. Lwenza kuthuthukiswe izinhlelo kwezokuxhumana ezivela kwiKhabhinethi. Amaqoqo ahlinzeka futhi ngesithangamu sokuhlela ngokubambisana kanye nokubambisana kwabakhulumeli bakahulumeni ekuqalisweni kokusebenza kwezinhlelo zikahulumeni.

D Iqoqo Lezokuqapha: Ukuthuthukiswa Kwabantu; Ukuvikela Nokuthuthukisa Umphakathi; Ukulawula Uhulumeni kanye nokuPhatha luhlinzeka futhi lweseke iminyango kahulumeni ngezululeko zezokuxhumana. Lwenza kuthuthukiswe izinhlelo kwezokuxhumana ezivela kwiKhabhinethi. Amaqoqo ahlinzeka futhi ngesithangamu sokuhlela ngokubambisana kanye nokubambisana kwabakhulumeli bakahulumeni ekuqalisweni kokusebenza kwezinhlelo zikahulumeni.

2.2.3 IGATSHA: IMISEBENZI YOKWESEKA UKUPHATHWA KWENHLANGANO

Igatsha leMisebenzi Yokweseka Ukuphathwa Kwenhlangano lulawula imisebenzi yokweseka ehlinzekwa kubaphathi bophiko.

Leli gatsha linezimpiko eziyinhloko ezilandelayo:

- Uphiko Lwezezimali, Ukulawulwa Kwempahla Ethengwayo kanye Nemisebenzi Ephathelene Nalokhu
- Uphiko Lwezokuqasha Nokunakekelwa Kwabasebenzi
- Uphiko Lokulawulwa Kolwazi Nobuchwepheshe
- Ukulawulwa Kwempahla Nezikhungo
- Ihhovisi Lokuhlela Kanye Nokulawulwa Kwezinhlelo
- Uphiko Lokuqeqesha Nokuthuthuka

A Uphiko Lwezezimali, Ukulawulwa Kwempahla Ethengwayo kanye Nemisebenzi Ephathelene Nalokhu luhlinzeka ngobuholi mayelana nokuphathwa kwezimali kanye nokuphathwa komsebenzi wokuthenga impahla nemisebenzi.

B Uphiko Lwezokuqasha Nokunakekelwa Kwabasebenzi luhlinzeka ngobuholi mayelana nokuqaliswa kokusebenza kwesu lomnyango lokuphathwa kwabasebenzi.

- C Uphiko Lokulawulwa Kolwazi Nobuchwepheshe** luhlinzeka i-GCIS ngomhlahlandlela ophathelene nokulawulwa kolwazi nobuchwepheshe.
- D Uphiko Lokulawulwa Kwempahla Nezikhungo** lwenza umsebenzi wokuthengela i-GCIS amahhovisi.
- E Ihhovisi Lokuhlela Kanye Nokulawulwa Kwezinhlelo** lihlinzeka i-GCIS ngamasu okuphatha ngokulandela imigomo yoMthetho Wokuphathwa Kwezimali Zikahulumeni (i-PFMA) kanye neminye imithetho ephathelene nalokhu. Lenza futhi nomsebenzi wokuhlinzeka ngobuchwepheshe bokulawulwa kwemiklamo ngenhloso yokuphucula indlela okusetshenzwa ngayo ekufezekisweni komsebenzi onikezwe i-GCIS.
- F Uphiko Lokuqeqesha Nokuthuthukisa** luhlonza izidingo zokuqeqesha nokuthuthukisa abakhulumeli bakahulumeni, ngokwesu likazwelonke lezokuxhumana, nangokwezinqubomgomo zikahulumeni kanye nazo zonke izinjongo zikahulumeni zezokuxhumana. Uphiko Oluyinhloko luthuthukisa futhi nabasebenzi benhlangano ukuze bakwazi ukwenza umsebenzi wabo futhi lubhekelela nempilo yabo, luqinisekise futhi nokubhekelelwa kwabesifazane, nokulawulwa kokukhubazeka kanye nezinhlelo zentsha.

2.2.4 IGATSHA: U-EJENSI EYENGAMELE IMISEBENZI YEZOKUXHUMANA

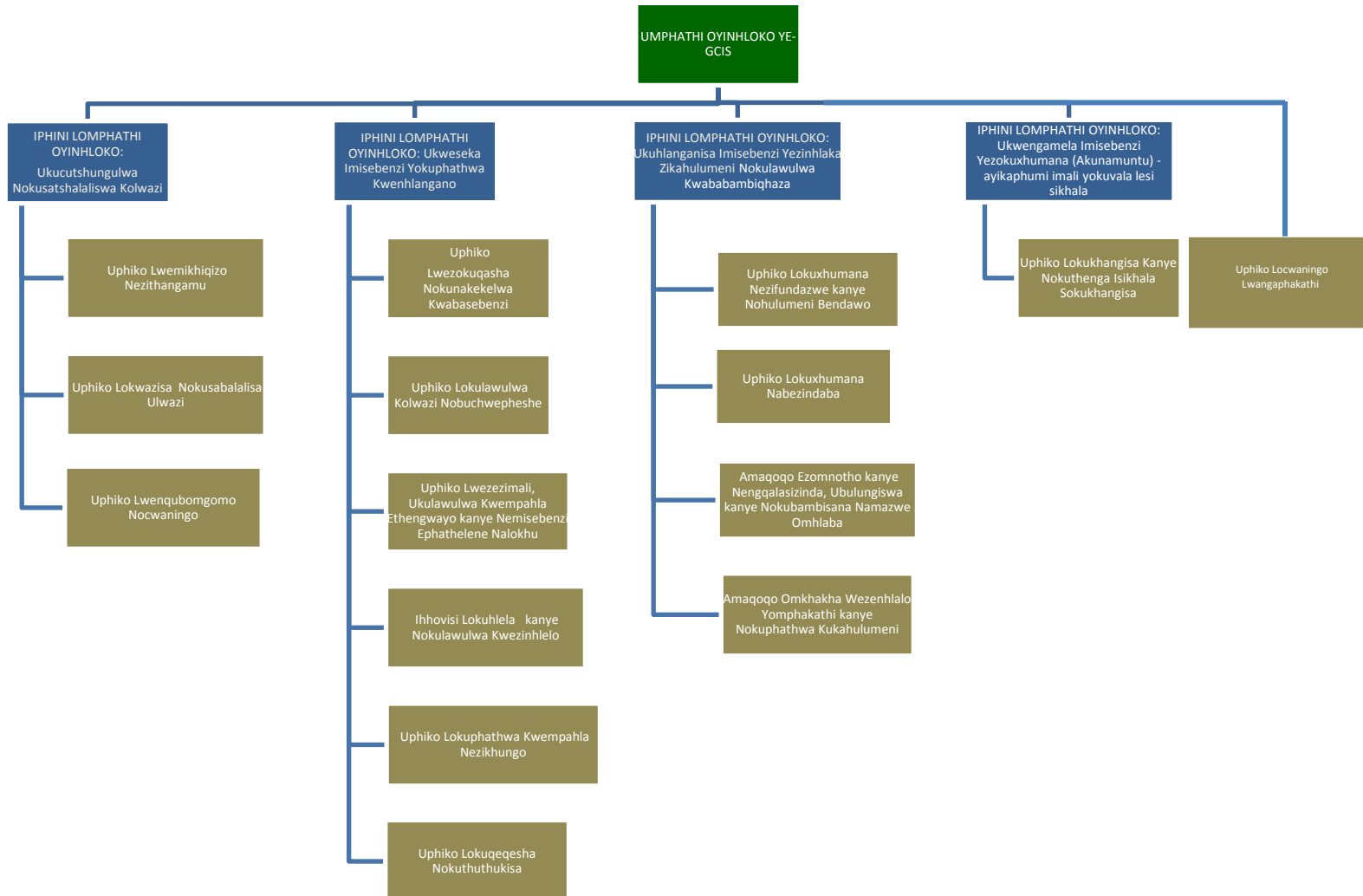
Igatsha **Elengamele Umsebenzi Wezokuxhumana** lihlinzeka ngophiko olwenza umsebenzi oseqophelweni eliphezulu wezokukhangisa kanye nokwazisa, futhi lolu phiko lwenza umsebenzi wokuthengela uhulumeni imisebenzi ekhethiwe yezokuxhumana futhi lwenza kube lula ukuthi uhulumeni afinyelele kule misebenzi.

- A Uphiko Lwezokukhangisa Nokuthenga Isikhala Sokukhangisa Kwabezindaba** luhlinzeka ngemisebenzi edidiyelwe yokuthenga isikhala sokukhangisa kwabezindaba kanye nokubhekelela izidingo zokukhangisa zazo zonke izinhlelo zikahulumeni kazwelonke, ukuze kuqinisekise ukukhishwa kolwazi oluphathelene nezinhlelo zikahulumeni ngendlela ehambelanayo, ephendulayo futhi engambi eqolo.

2.2.5 UPHIKO OLUYINHLOKO: UCWANINGO LWANGAPHAKATHI

- A Uphiko Locwaningo Lwangaphakathi** wuphiko oluzimele futhi olungachemile olwenzelwe ukuba nosizo kwi-GCIS futhi luphucule nemisebenzi yayo.

ISIMO SOHLAKA LOKUPHATHA LWE-GCIS



3. IMINININGWANE YOKUXHUMANA NESIKHULU ESENGAMELE ULWAZI

Umpathi Oyinhloko nguyena Oyisikhulu Esengamele Ulwazi ngokwemigomo ye-PAIA, 2000. I-GCIS inePhini Lesikhulu Esengamele Ulwazi elilodwa:

Isikhulu Esengamele Ulwazi: Nkk Phumla Williams

Ikheli leposi: Private Bag X745
PRETORIA
0001

Ikheli lomgwaqo: 1035 Francis Baard Street
Tshedimosetso House
Hatfield
Pretoria
0028

I-imeyili: phumla@gcis.gov.za

Inombolo yocingo: 012 473-0236
Inombolo yefeksi: 012 325-3020
Inombolo kamakhalekhukhwini: 083 501 0139

Iphini Lesikhulu Esengamele Ulwazi: Mnu Keitumetse Semakane

Inombolo yocingo: 012 473-0128
Inombolo yefeksi: 012 326-7447
Inombolo kamakhalekhukhwini: 079 696 1826
I-imeyili: keitu@gcis.gov.za

4. UMHLAHLANDLELA WEKHOMISHANA YAMALUNGELO ESINTU YASENINGIZIMU AFRIKA (I-SAHRC) WOKUSETSHENZISWA KWE-PAIA, 2000 [ISIGABA 14 (1) (C)]

I-SAHRC (lapha ezobizwa “ngeKhomishana”) ngokweSigaba se-10 se-PAIA, 2000, izokwenza umhlahlandlela wokusetshenziswa kwalo Mthetho. Lo mhlahlandlela uyatholakala kwiKhomishana. Nanoma iyiphi imibuzo ephathelene nalo mhlahlandlela kumele iqondiswe kwiKhomishana ku:

SAHRC
Private Bag X2700
Houghton
2041

Inombolo yocingo: 011 877-3600
Inombolo yefeksi: 011 403-0625
I-imeyili: PAIA@sahrc.org.za
Isizindalwazi: www.sahrc.org.za

5. INCAZELO YEZINHLOBO ZOLWAZI OLUGCINWE YI-GCIS – ISIGABA 14 (1) (D)

5.1 Ngenhloso yokwenza lula uhlelo lokucutshungulwa kwezicelo ngokwemigomo yoMthetho, izinhlobo zolwazi olugcinwe yi-GCIS kanye nemikhakha yohlobo ngalunye yolwazi olugciniwe ime kanje:

A Imikhiqizo Nezithangamu

- a) imibiko
- b) amaphephabhuku
- c) ulwazi olutholakala kwisizindalwazi se-GCIS, nakwisizindalwazi esiqukethe Ulwazi Oluphathelene noHulumeni, nakwisizindalwazi se-*Vuk'uzenzele* kanye nakwisizindalwazi Sezemisebenzi kaHulumeni
- d) izincwadi eziphathelene nenqubomgomo nemihlahlandlela
- e) *I-South Africa Yearbook* kanye ne-*Pocket Guide to South Africa*.

B Ukwazisa Nokusabalalisa Ulwazi

- a) imibiko
- b) ibhukwana lokwazisa.

C Inqubomgomo Nocwaningo

- a) imibiko nezitatimende
 - b) imininingwane echachisayo kanye neziphakamiso zocwaningo
 - c) amasethi eminingwane, imibiko kanye nezethulo
 - d) Umthetho Wophiko Lokuthuthukiswa Kwemithombo Yabezindaba kanye Nokwahlukahlukana (i-MDDA), 2002 (uMthetho we-14 wonyaka wezi-2002)
 - e) imiqulu equkethe imithombo yolwazi (*South African Government Directory, Directory of Contacts, Media Directory and Profiles*)
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- f) imibiko yabezindaba emazweni angaphandle kanye nakuleli
- g) imibhalo ephelele yabezindaba emazweni angaphandle kanye nakuleli
- h) ingqikithi yolwazi lwezokuxhumana kanye nemilayezo ebalulekile.

D Ezezimali, Ukuthengwa Kwempahla kanye Nemisebenzi Ephathelene Nalokhu

- a) isizindasolwazi esiqukethe imininingwane yezinkampani ezihlinzeka ngempahla nemisebenzi
- b) imininingwane egciniwe ephathelene nezimali kanye nezitatimende
- c) izinqubomgomo kanye nezinqubo ezilandelwayo
- d) imibiko.

E Ezokuqasha Nokunakekelwa Kwabasebenzi

- a) izinqubomgomo, izinqubo ezilandelwayo kanye nezincwadi ezichasisayo
- b) izincwajana eziqukethe izindaba zangaphakathi
- c) isu lokulawulwa kwezindaba zokuqashwa nokunakekelwa kwabasebenzi
- d) uhla oluqukethe amagama ezikhulu zikahulumeni ezengamele ulwazi.

F Ukulawulwa Kolwazi Nobuchwepheshe

- a) izincwadi eziphathelene nenqubomgomo nemihlahlandlela
- b) izincwadi ezichasisayo indlela yokwenza izinto
- c) imibiko.

G Ukulawulwa Kwempahla Nezikhungo

- a) imibiko.

H Ukuhlela Kanye Nokulawulwa Kwezinhlelo

- a) izincwadi eziphathelene nemiklamo
- b) imibiko
- c) *i-Project Management Manual*
- d) *i-Government Communication Programme*
- e) izincwadi zamasu.

I Ukuqeqesha Nokuthuthukisa

- a) imibiko
- b) isu lokuthuthukiswa kwabasebenzi.

J Iqoqo Lezokuqapha

- a) amasu ezokuxhumana
- b) imilayezo ebalulekile.

K Ukuxhumana Nezifundazwe kanye Nohulumeni Bendawo

- a) imibiko
 - b) amasu esikhungo se-*Thusong Service Centre*
 - c) amasu ezokuthuthukiswa kwezokuxhumana kanye nempahla esetshenziswayo
 - d) impahla esetshenziselwa ukukhangisa
-

- e) *i-Government Communicators' Handbook*
- f) izizindazolwazi zabakhulumeli bakahulumeni
- g) amasu ezokuxhumana.

L Ukuxhumana Nabezindaba

- a) izincwajana zezindaba
- b) amasu ezokuxhumana
- c) amasu aphantselene nabezindaba
- d) isizindasolwazi sabezindaba.

M Ukukhangisa Nokuthenga Isikhala Sokukhangisa Kwabezindaba

- a) izincwadi ezishicileliwe (ezibhalwe ephepheni)
- b) izikhangiso kanye nezinhlelo ezikhishwa emsakazweni
- c) imisebenzi yokwazisa nokusabalalisa ulwazi
- d) imibiko ephantselene nokuthengwa kwesikhala sokukhangisa kwabezindaba
- e) imibiko
- f) izithombe kanye nemifanekiso eyenziwe ngevidiyo.

N Ucwaningo Lwngaphakathi

- a) imibiko.

5.2 ULWAZI OLUGCINIWE OLUTHOLAKALA KALULA – ISIGABA SE-14 (1) (E)

Ulwazi olutholakala kwisizindalwazi se-GCIS, www.gcis.gov.za, lutholakala kalula ngaphandle kokufaka isicelo sokuluthola. Eminye imikhiqizo yolwazi olutholakala kalula ngaphandle kokufakwa kwesicelo ibandakanya:

- imibiko
- amabhukwana aqukethe ulwazi
- izincwajana zezindaba
- imikhiqizo yokwazisa
- amaphosta
- izincwajana eziqukethe ulwazi
- amakhasi aqukethe ulwazi
- imibhalo yezindaba itholakala ku:www.info.gov.za
- imibhalo yezindaba itholakala ku:www.thusong.gov.za
- imibhalo yezindaba itholakala ku:www.sanews.gov.za

5.3 INQUBO ELANDELWAYO YOKUCELA ULWAZI

a. *Ukwamukelwa noma ukuchithwa kwesicelo*

Umfakisicelo kumele anikezwe ulwazi lwesikhungo sikahulumeni olugciniwe uma ekwenzile lokhu okulandelayo:

- Uma umfakisicelo ekwenzile konke okuyizidingo okumele zilandelwe ngokwemigomo yoMthetho mayelana nesicelo sokuthola lolu lwazi olugciniwe
-

- Uma isicelo sokuthola ulwazi singachithwanga ngenxa yanoma isiphi isizathu sokwenqaba isicelo esishiwo nguMthetho.

b. *Lutholakala kanjani ulwazi olugciniwe*

- Umfakisicelo kumele asebenzise ifomu (Ifomu A) elitholakala ku*Somqulu Kahulumeni* (Isaziso Sikahulumeni R187 samhlaziyi-15 kuNhlolanja 2002).
- Umfakisicelo kumele asho uma efuna ikhophi yolwazi olugciniwe, noma uma efisa ukuzifikela mathupha emahhovisi e-GCIS azolucubungulela khona ulwazi olugciniwe. Uma ulwazi olugciniwe lungeyona incwadi ebhaliwe, lungabukelwa ngalolo hlobo olutholakala ngalo, uma kwenzeka.
- Uma umfakisicelo ecela ukuthola ulwazi ngohlobo oluthile (isib. ikhophi etholakala ngephepha, ikhophi yohlobo lwe-elektroniki, njll.), kumele anikezwe lolo lwazi ngohlobo alufuna ngalo. Ngaphandle uma lokho kungaphazamisa ukusebenza kwesikhungo sikahulumeni leso, noma kulimaze ulwazi olugciniwe, noma kuphazamise amalungelo obunini bolwazi angekho ngaphansi kwesandla soMbuso. Uma, ngenxa yezizathu eziphathekayo, ulwazi olugciniwe lungeke lunikezwe ngohlobo oludingeka ngalo kodwa lutholakala ngolunye uhlobo, lokho kusho ukuthi imali ekhokhwayo kumele ibalwe ngokubheka indlela umfakisicelo acele ngalo ulwazi ekuqaleni.
- Uma, ngaphezu kwempendulo yesicelo sakhe sokuthola ulwazi ebhalwe phansi, umfakisicelo efisa ukwaziswa ngesinqumo nganoma iyiphi enye indlela, isib. ngocingo, lokho kumele akuveze.
- Uma umfakisicelo ecela ulwazi egameni lomunye umuntu, kumele aveze ukuthi yiliphi igunya analo alinikeziwe lokucela ulwazi.
- Uma umfakisicelo engakwazi ukufunda noma ukubhala, noma enokukhubazeka, isicelo singanikezwa ngomlomo. Uma kunjalo, isikhulu esengamele ulwazi kumele simgwalisele ifomu lowo mfakisicelo bese simnikeza ikhophi yefomu eligcwalisiwe.

c. *Imali ekhokhelwa isicelo kanye nokwaziswa ngomphumela wesicelo sokuthola ulwazi*

- Umfakisicelo ofuna ukuthola ulwazi olugciniwe olungolwakhe akudingekile ukuthi akhokhe imali yokufaka isicelo. Abanye abafakizicelo kumele bakhokhe imali yokufaka isicelo engu-R35.
 - Isikhulu esengamele ulwazi kumele sazise umfakisicelo (uma kungeyena umfakisicelo ofuna ukuthola ulwazi olungolwakhe) ngokumthumelela isaziso sokuthi kumele akhokhe imali enqunyiwe yokufaka isicelo (uma ikhona imali okumele ikhokhwe) kanye nemali eyisibambiso (uma ikhona imali eyisibambiso okumele ikhokhwe) ngaphambi kokuthi kuqhutshekwe nokucutshungulwa kwesicelo.
 - Umfakisicelo unelungelo lokufaka isicelo sokudlulisa ukulalelwa kwesicelo kwangaphakathi, uma kudingekile, noma afake isicelo enkantolo esiphikisa ukukhokhwa kwemali ekhokhelwa ukuthola ulwazi.
 - Emva kokuthi isikhulu esengamele ulwazi sisithathile isinqumo mayelana nesicelo, umfakisicelo kumele aziswe ngesinqumo leso ngendlela acele ukuthi aziswe ngayo.
 - Uma isicelo sibe yimpumelelo, kumele kukhokhwe enye imali yokuthola ulwazi, okuyimali yokukhiqiza ulwazi, kanye nokulucinga nokulungisa, futhi kukhokhelwe nanoma yisiphi isikhathi esidingekayo esingaphezu kwamahora abekiwe okucinga kanye nokulungisa ulwazi ukuze ludalulwe.
 - Ulwazi olugciniwe ngeke lukhishwe kuze kukhokhwe yonke imali okumele ikhokhwe.
-

6. AMAKHAMBI ASETSHENZISELWA UKULUNGISA ISIMO UMA KUKHONA OKUNGALUNGILE NOMA KUNESIMO SOKWAHLULEKA UKUTHATHA IZINYATHELO EZIFANELE

Le nqubo elandelayo kumele isetshenziswe ngabantu abafuna ukubika noma ukulungisa isimo esiphathelene nezinsolo zezenzo ezingalungile, ezingafanele noma ezingekho emthethweni noma ukwahluleka ukuthatha izinyathelo ezifanele okwenziwe yi-GCIS noma abasebenzi bayo:

a. Inqubo yokubika noma yokuthola ikhambi lokulungisa isimo

- Amakhambi okulungisa isimo esiphathelene nezenzo ezithile ezingalungile noma ukwahluleka ukuthatha izinyathelo ezifanele ngokwemigomo ye-PAIA, ka-2000: Isiphathimandla esinegunya lokulalela ukudluliswa kwezicelo kwangaphakathi ngokwezinhloso zalo Mthetho nguNgqongqoshe. Emva kokuphothulwa kohlelo lwangaphakathi lokulalela ukudluliswa kwesicelo, isicelo singafakwa enkantolo (izigaba 78 – 82).
- Isisebenzi sikahulumeni sinelungelo lokufaka isikhalazo ukuze siphenywe Yikhomishana Yemisebenzi Kahulumeni mayelana nezenzo esingalungile noma ukwahluleka ukuthatha izinyathelo ezifanele (Isigaba sama-35 soMthetho Wezemisebenzi Kahulumeni, 1994 [uMthetho we-103 wonyaka we-1994]).
- Umuntu uvumelekile ukusebenzisa amakhambi ezabasebenzi okulungisa isimo esiphathelene nezenzo ezingalungile noma isenzo sokwahluleka ukuthatha izinyathelo ezifanele mayelama nezindaba eziphathelene nezabasebenzi, ezinjengemibango ephathelene namalungelo (uMthetho Wezemisebenzi Kahulumeni, 1994, kanye noMthetho Wezobudlelwane Babasebenzi, 1995 [uMthetho wama-66 wonyaka we-1995]).
- Umuntu uvumelekile ukuthi afake isikhalazo kumhloli owengamele izindaba zabasebenzi mayelana nezinsolo zokuphulwa kwe-*Basic Conditions of Employment Act*, 1997 (uMthetho wama-75 wonyaka we-1997) – isigaba 78(1)(a), noma uMthetho Wokulingana Emsebenzini, 1998 (uMthetho wama-55 wonyaka we-1998) – isigaba 34(e).
- Umuntu uvumelekile ukuthi afake isikhalazo kuMvikeli Womphakathi mayelana nezinsolo zesenzo esingekho emthethweni noma esingafanele noma isenzo sokwahluleka ukuthatha izinyathelo ezifanele (uMthethosisekelo kanye noMthetho Womvikeli Womphakathi, 1994 [uMthetho wama-23 wonyaka we-1994]).
- Umuntu uvumelekile ukuthi afake isikhalazo ku-SAHRC mayelana nezinsolo zesenzo sokubukelwa phansi noma sokubekwa engozini kwanoma yiliphi ilungelo eliyisisekelo (uMthetho Wekhomishana Yamalungelo Esintu, 1994 [uMthetho wama-54 wonyaka we-1994]).
- Ukuze kube nokuvikeleka ezenzweni zokuziphindisela ngenxa yokudalulwa kolwazi oluphathelene nokuziphatha okungekho emthethweni noma okungafanele okwenziwe ngumqashi noma ngumuntu osebenza naye, umuntu okukhulunywa ngaye lapha angalandela izinqubo zokudalulwa kolwazi ezikuMthetho Wokudalulwa Kolwazi Ngendlela Evikelekile, 2000 (uMthetho wama-26 wonyaka wezi-2000).
- Umuntu uvumelekile ukusebenzisa amanye amakhambi ezomthetho okulungisa isimo afana nokuthatha izinyathelo zasenkantolo zokubuyekwa kwesenzo esiphathelene nokuziphatha okungafanele ngokoMthetho Wokukhuthazwa Kwezobulungiswa Bezokuphatha, 2000 (uMthetho wesi-3 wonyaka wezi-2000).

b. Amanye amakhambi okulungisa isimo angasetshenziswa

- Umuntu uvumelekile ukucela izizathu mayelana nesinyathelo esithathwe abaphathi ngokoMthetho Wokukhuthazwa Kwezobulungiswa Bezokuphatha, 2000 (Isigaba 5).
- Umuntu uvumelekile ukucela ukuthola ulwazi olugciniwe lomnyango kahulumeni noma esinye isikhungo sikhulumeni ngokwemigomo ye-PAIA, 2000 (Isigaba 11).

c. Isibopho sokubika

- Isisebenzi sikhulumeni, ngenkathi senza umsebenzi waso, siphokelekile ngokweMigomo Yokuziphatha ukuthi sibikele iziphathimandla ezifanele uma kunezenzo zokukhwabanisa, inkohlakalo, ukuqashana ngobuhlobo, ukungaphathi ngendlela efanele kanye nanoma yisiphi isenzo sokuphulwa komthetho, noma isenzo esingalimaza lokho okuyizidingo zomphakathi. Isisebenzi esingakwenzi lokhu sinecala lokungaziphathi kahle. (uMtheshwana B.3 kanye no-C.4.10 wesaHluko sesi-2 seMitheshwana Yezemisebenzi Kahulumeni, 2001)
- Isibopho sabo bonke abaqashi kanye nabasebenzi sokudalula ukuziphatha okuhambelana nenkohlakalo kanye nanoma yikuphi ukuziphatha ngendlela engafanele emsebenzini siyisisekelo soMthetho Wokudalulwa Kolwazi Ngendlela Evikelekile, 2000 (lokhu kutholakala kwiSendlalelo).

	IMALI ENQUNYIWE YEZIKHUNGO ZIKAHULUMENI INGXENYE II YESAZISO SE-187 KUSOMQULU KAHULUMENI ESIKHISHWE MHLA ZIYI-15 KUNHLOLANJA 2002	
1.	Imali ekhokhelwa ikhophi yencwadi echachisayo njengoba kubhaliwe	

	kuMtheshwana 5(c) ngu R0,60 ngefothokhophi ngayinye yekhasi elingu-A4 noma ingxenywe yalo.	
2.	<p>Imali yokukhiqiza ulwazi okukhulunywa ngayo kumtheshwana 7(1) ime ngalolu hlobo:</p> <p>a) ifothokhophi ngayinye yekhasi elingu-A4 noma ingxenywe yalo</p> <p>b) ikhophi ngayinye egayiwe eyi-A4 noma ingxenywe yayo, yolwazi olugcinwe kwikhompyutha noma olufundwa ngomshini</p> <p>c) ikhophi yolwazi olufundwa ngomshini olutholakala nge:</p> <p>i. cwecwe le-CD</p> <p>d) (i) umbhalo wemifanekiso ebukelwayo, ngekhasi elingu-A4 noma ingxenywe yalo</p> <p>(ii) ikhophi yemifanekiso ebukelwayo</p> <p>e) (i) umbhalo womsindo oqoshiwe, ngekhasi elingu-A4 noma ingxenywe yalo</p> <p>(ii) ikhophi yomsindo oqoshiwe.</p>	<p>R0,60</p> <p>R0,40</p> <p>R40,00</p> <p>R22,00</p> <p>R60,00</p> <p>R12,00</p> <p>R17,00</p>
3.	Imali yesicelo ekhokhwa ngumfakisicelo ngamunye, okungeyena umfakisicelo ofuna ukuthola ulwazi olungolwakhe, okukhulunywa ngaye kuMtheshwana 7(2) ngu-	R35,00
4.	<p>Imali yokuthola ulwazi okumele ikhokhwe ngumfakisicelo okukhulunywa ngayo kuMtheshwana 7(3) ime ngalolu hlobo:</p> <p>1) a. ifothokhophi ngayinye eyikhasi elingu-A4 noma ingxenywe yalo</p> <p>b. ikhophi egayiwe ngayinye eyikhasi elingu-A4 noma ingxenywe yalo, yolwazi olugcinwe kwikhompyutha noma olufundwa ngomshini</p> <p>c. ikhophi yolwazi olufundwa ngomshini olutholakala nge:</p> <p>(i) cwecwe le-CD</p> <p>d. (i) umbhalo wemifanekiso ebukelwayo, ngekhasi elingu-A4 noma ingxenywe yalo</p> <p>(ii) ikhophi yemifanekiso ebukelwayo</p> <p>e. (i) umbhalo womsindo oqoshiwe, ngekhasi elingu-A4 noma ingxenywe yalo</p> <p>(ii) ikhophi yomsindo oqoshiwe</p> <p>f. Imali ekhokhelwa ukucinga kanye nokulungisa ulwazi olugciniwe ukuze ludalulwe, ngu-R15,00 ngehora ngalinye noma ingxenywe yalo, lingabaliwe ihora lokuqala, okuyisikhathi esijwayelekile esidingekayo uma kwenziwa lokho kucingwa kolwazi nokulungiswa kwalo.</p> <p>2) Ngezinhloso zeSigaba 22(2) soMthetho, kuzolandelwa lokhu okungezansi:</p> <p>a. Amahora ayisithupha azothathwa njengamahora okumele equwe ngaphambi kokuthi kudingeke ukuthi kukhokhwe imali eyisibambiso</p> <p>b. Umfakisicelo kumele akhokhe ingxenywe eyodwa kokuthathu yemali ekhokhelwa ukuthola ulwazi njengemali eyisibambiso.</p> <p>3) Uma umfakisicelo efuna ukuposelwa ulwazi olugciniwe kumele akhokhe imali yokuposa efanele.</p>	<p>R0,60</p> <p>R0,40</p> <p>R40,00</p> <p>R22,00</p> <p>R60,00</p> <p>R12,00</p> <p>R17,00</p>

5. AMAFOMU ASEMTHETHWENI OKUFAKA ISICELO SOKUTHOLA ULWAZI OLUGCINIWE LWESIKHUNGO SIKAHULUMENI

ISITHASISELO B SESAZISO SE-187 KUSOMQULU KAHULUMENI ESIKHISHWE MHLAZIYI-15 KUNHLOLANJA 2002

IFOMU A

ISICELO SOKUTHOLA ULWAZI OLUGCINIWE LWESIKHUNGO SIKAHULUMENI

Isigaba 18(1) se-PAIA, 2000

[uMtheshwana 2]

LE NGXENYE IZOGCWALISWA YI-GCIS

Inombolo eyireferensi:

Isicelo samukelwe ngu:

Isicelo sifike mhlaka:

Inombolo eyireferensi (uma ikhona):

Imali yokufaka isicelo (uma idingeka): R

Imali eyisibambiso (uma idingeka): R

Imali yokuthola ulwazi: R

Isinqumo:

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.....

ISIGINESHA YESIKHULU ESENGAMELE ULWAZI/YEPHINI LESIKHULU ESENGAMELE ULWAZI

A. Imininingwane yesikhungo sikhulumeni

Isikhulu Esengamele Ulwazi/Iphini Lesikhulu Esengamele Ulwazi:

B. Imininingwane yomuntu ofaka isicelo sokuthola ulwazi olugciniwe

- a) Imininingwane yomuntu ofaka isicelo sokuthola ulwazi kumele ibhalwe lapha ngezansi.*
- (b) Nikeza ikheli, i-imeyili kanye/noma inombolo yefeksi yaseNingizimu Afrika okumele kuthunyelwe kuyona ulwazi.*
- (c) Kumele kuthunyelwe ubufakazi begunya lokufaka isicelo sokuthola ulwazi, uma kudingekile.*

Amagama aphelele kanye nesibongo:

Inombolo kamazisi:

Ikheli leposi:

.....

Inombolo yefeksi:

Inombolo yocingo:

Ikheli le-imeyili:

Igunya olinikiwe lokwenza isicelo, uma usenza egameni lomunye umuntu:

.....

C. Imininingwane yomuntu okwenziwa isicelo egameni lakhe

Le ngxenye kumele igcwaliswe kuphela uma isicelo sokuthola ulwazi senziwa egameni lomunye umuntu.

Amagama aphelele kanye nesibongo:

Inombolo kamazisi:

D. Imininingwane yolwazi olugciniwe

(a) Nikeza imininingwane ephelele yolwazi olugciniwe ofisa ukuluthola, kufaka phakathi nenombolo eyireferensi uma uyazi, ukuze sikwazi ukuthola kalula ukuthi lugcinwe kuphi.

*(b) Uma isikhala esihlinzekiwe singanelanga, uyacelwa ukuthi ubhale ephepheni eliseceleni bese ulinamathisela kuleli fomu. **Umfakisicelo kumele awasayinde wonke amaphepha angeziwe.***

1. Incazelo yolwazi noma leyo ngxenye yalo efanelekile:

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.....
.....

2. Inombolo eyireferensi, uma ikhona:

3. Eminye imininingwane yolwazi olugciniwe:

.....
.....
.....

E. Imali ekhokhwayo

(a) Isicelo sokuthola ulwazi olugciniwe, okungesona isicelo solwazi oluqukethe imininingwane ephathelene nawe uqobo lwakho, sizocutshungulwa kuphela uma **imali yokwenza isicelo isikhokhiwe**.

(b) Uzokwaziswa ukuthi malini okumele ikhokhelwe ukufaka isicelo.

(c) **Imali ezokhokhelwa ukuthola ulwazi olugciniwe** izoncika kuleyo ndlela okutholakala ngayo ulwazi oludingekayo kanye nesikhathi esifanelekile esidingekayo sokucinga kanye nokulungisa ulwazi olugciniwe.

(d) Uma kunesimo esikunikeza imvume yokungayikhokhi imali edingekayo, sicela usazise ngaleso simo.

Isizathu sokunikezwa imvume yokungayikhokhi imali edingekayo:

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.....

.....

F. Indlela okutholakala ngayo ulwazi olugciniwe

Uma uvinjelwa ukukhubazeka okuthile ukuthi ufunde, ubukele noma ulalele ulwazi olugciniwe ngendlela olutholakala ngayo kulezi zindlela ezibhalwe ngezansi kusuka kunombolo-1 kuya kunombolo-4, uyacelwa ukuthi ubhale uhlobo lokukhubazeka kwakho bese uchaza ukuthi uludinga ngayiphi indlela ulwazi olugciniwe.

Uhlobo lokukhubazeka:	Indlela oludingeka ngayo ulwazi olugciniwe:
.....
.....

Faka uphawu X ebhokisini elifanele.

AMANOTHI:

(a) Ukufezekiswa kwesicelo sakho sokuthola ulwazi ngendlela oyibhale esicelweni sakho kuzoncika ekutheni luyatholakala yini ngaleyo ndlela oyicelile.

(b) Ezimweni ezithile kungenzeka siqatshwe isicelo sokuthola ulwazi ngendlela oyicelile. Uma kwenzeka lokho, uzokwaziswa ukuthi ungaluthola yini ulwazi ngenye indlela.

(c) Imali ezokhokhelwa ukuthola ulwazi olugciniwe, uma kumele ikhokhwe, izoncika kuleyo ndlela okutholakala ngayo ulwazi oluceliwe.

1. Uma ulwazi olugciniwe kuwulwazi olubhaliwe:

	Ngifuna ikhophi yolwazi olugciniwe*		Ngifuna ukuluhlola nje kuphela ulwazi olugciniwe
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2. Uma ulwazi lunemifanekiso ebukelwayo

(Lokhu kubandakanya izithombe, imifanekiso engamasilayidi, imifanekiso eqoshwe ngevidiyo, imifanekiso eyenziwe ngekhompyutha, imifanekiso edwetshiwe, njll.)

	Ngifuna ukubukela izithombe		Ngifuna ikhophi yezithombe*		Ngifuna umbhalo ochaza izithombe*
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3. Uma ulwazi olugciniwe lunamagama noma ulwazi oluqoshiwe olungakhiqizeka lube wumsindo

	Ngifuna ukulalela umsindo oqoshiwe (icwecwe le-CD)		Ngifuna umbhalo ochaza umsindo oqoshiwe * (Umbhalo)
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4. Uma ulwazi lugcinwe kwikhompyutha noma lugcinwe ngohlobo lwe-elektronikhi noma ngohlobo oludinga ukufundwa ngomshini

	Ngifuna ikhophi ebhaliwe yolwazi olugciniwe*		Ngifuna ikhophi ebhaliwe yolwazi olususelwe kulwazi olugciniwe*		Ngifuna ikhophi yohlobo olufundwa ngekhompyutha* (icwecwe le-CD)
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<p>*Uma ucele ikhophi noma umbhalo wolwazi olugciniwe (olungenhla), ngabe ufuna ukuposelwa leyo khophi noma lowo mbhalo?</p> <p>Uzokhokhiswa imali yokuposa.</p>	YEBO	CHA
<p><i>Qaphela ukuthi uma ulwazi olugciniwe lungatholakali ngolimi ofisa ukuluthola ngalo, ungaluthola ngolunye ulimi oluzobe lutholakala ngalo ngaleso sikhathi.</i></p>		
<p>Ngabe ufuna ukuluthola ngaluphi ulimi ulwazi olugciniwe?</p>		

G. Isaziso sesinqumo esiphathelene nesicelo sokuthola ulwazi

<p><i>Uzobhalelwa incwadi ekwazisa ukuthi isicelo sakho sokuthola ulwazi samukeliwe noma sichithiwe. Uma ufuna ukwaziswa ngendlela ehlukile, sicela usazise ngendlela leyo oyifunayo bese usihlinzeka ngemininingwane edingekayo ukuze sikwazi ukwenza lokho okucelayo.</i></p>

Ngabe ufisa ukwaziswa ngayiphi indlela ngesinqumo esiphathelene nesicelo sakho sokuthola ulwazi olugciniwe?

Sisayindwe mhlaka (usuku)

.....

ISIGINESHA YOMFAKISICELO / YOMUNTU OKUFAKWA ISICELO EGAMENI LAKHE

Leli bhukwana lisayindwe futhi lamukelwa Yiphini Lesikhulu se-GCIS Esengamele Ulwazi, uMnu. Keitumetse Semakane.

Iphini Lesikhulu Esengamele Ulwazi: GCIS

Mnu. Keitumetse S. Semakane

USUKU:
