

Urhulumende wesiFunda seMpumalanga



UmNyango wezemiSebenzi yomBuso, zeeNdlela nezokuThutha

IMANUWALI YE-PAIA

**Ilungiswe ngokwesigaba 14 somThetho wesi-2 ka-2000 wokuKhuthazwa
kokuFumaneka kweLwazi (njengombana ukhitjelelwe)**

(IVETJHINI YESINDEBELE)

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ISENDLALELO

IsiGaba sama-32(1) somThetho we-108 womThethosisekelo weRiphabliki yeSewula Afrika ka-1996, uthi wo ke umuntu unelungelo lokufumana ilwazi kanye/namkha amarekhodi aphethwe mbuso kanye nanyana ngiliphi ilwazi eliphethwe ngomunye umuntu begodu lokho kufunelwa ukusebenzisa namkha ukuvikelwa kwelinye nelinye ilungelo. UmThetho wesi-2 ka-2000 wokuKhuthazwa kokuFumaneka kweLwazi (Promotion of Access to Information Act (PAIA)) uphumelelisa isigaba sama-32(1) somThethosisekelo. UmThetho ubeka iimfuneko zekambiso ephathelene neembawo zokukhonjelwa kwelwazi, kanye neenzathu zokwala ukunikela ilwazi kanye/namkha amarekhodi akhonjelweko. IManuwali le yazisa abakhombeli ngekambiso nezinye iimfuneko eziphathelene neembawo.

UmThetho nawo uyazi bona ilungelo lokufumana ilwazi kufanele lilinganiswe namanye amalungelo begodu kufanele libe ngaphasi kwemikhawulo efaka hlangana kodwana engapheleni emikhawulweni ekunqotjhwengayo ukuvikelwa okufaneleko kwefihlo kanye nefihlo yezokurhweba.

IsiGaba sama-51 se-PAIA sitlamba ilungelo langokomthetho lokufumana ilwazi kanye/namkha amarekhodi (njengombana kuhlathululwe esigabeni soku-1 se-PAIA kanye nesigaba soku-1 somThetho wesi-4 ka-2013 wokuVikelwa kweLwazi lomuntu siQu (Protection of Personal Information Act (POPIA)) lehlango yangeqadi (yemvelo neyomthetho), nokho-ke ilungelo leli lingasulwa ebujameni obuhlelwe ngaphasi kweSahluko sesi-4 sesiGaba sesi-3 se-PAIA. Ukungezelela, ngokukhambisana ne-POPIA, ihlango enesibopho esebenza ilwazi lomuntu siqu kufanele yazise umuntu ilwazi eliphathelene naye ("Umnikazi wemininingwana") ngendlela umNikazi wemiNiningwana angafumana ngayo ilwazi lakhe eliphethwe mumuntu onesibopho.



MC MOROLO

IHLOKO: YEMISEBENZI YOMBUSO, ZEENDLELA NEZOKUTHUTHA

IDADAMU 04/04/2024

1. IINHLATHULULO NOKUTOLIGA

1.1 Iinhlathululo

1.1.1 **“Imbadalo yokufumana”** itjho imbadalo eqintelweko ngeminqopho yesigaba sama-22(6) namkha sama-54(6) njengombana kungaba njalo;

1.1.2 **“Umnikazi wemininingwana”** litjho umuntu ilwazi eliphathelene naye;

1.1.3 **“ISekela lesiPhathiswa seLwazi”** litjho umuntu onyulweko ehlanganweni yombuso namkha yangeqadi onesibopho sokusiza isiPhathiswa seLwazi ngesibawo se-PAIA;

1.1.4 **“Umhlahlandlela”** litjho umhlahlandlela wokobana isetjenziswa njani i-PAIA ngunanyana ngubani ofuna ukusebenzisa elinye nelinye ilungelo elitjhejwe emThethweni wesi-2 ka-2000 wokuKhuthazwa kokuFumaneka kweLwazi (PAIA) kanye nomThetho wesi-04 ka-2013 wokuVikelwa kweLwazi lomuNtu siQu, njengombana kutjhejwe esigabeni se-10 se-PAIA;

1.1.5 **“IHloko”** ye-,namkha ngokuphathelene nehlangano yangeqadi itjho:

(a) ebujameni bomuntu wemvelo, ukufaka hlangana umuntu ekukhulunywe ngaye endimeni yehlathululo “yehlangano yezepolitiki”, umuntu wemvelo lowo namkha nanyana ngimuphi umuntu ogunyazwe mumuntu wemvelo lowo;

(b) ebujameni bebhizinisihlanganyela, omunye nomunye umlingani webhizinisihlanganyela namkha omunye nomunye umuntu ogunyazwe yibhizinisihlanganyela;

(c) ebujameni bomuntu womthetho:

(i) isiphathiswa esiphezulu namkha isiphathiswa esifanako somuntu womthetho namkha omunye nomunye umuntu ogunyazwe siphathiswa lesa; namkha

(ii) umuntu obambeke omunye umuntu namkha omunye nomunye umuntu ogunyazwe mumuntu lowo obambeke omunye; namkha

(d) ebujameni behlangano yezepolitiki, umrholi wehlangano yezepolitiki namkha omunye nomunye umuntu ogunyazwe mrholi lowo;

1.1.6 **“IsiPhathiswa seLwazi”**

Mayelana nehlangano yangeqadi –

(a) ebujameni bomnyango wesitjhaba, urhulumende wesifunda namkha ingcenywe yehlangano:

(i) evezwe kuKholomu loku-1 leTjhejuli yoku-1 namkha yesi-3 yomThetho weKoro yemBusweni, 1994 (IsiMemezelo se-103 saka-1994), sitjho bona isiphathiswa esiphethe isikhundla

ekukhulunywa ngaso kuKholomu yesi-2 yeTjhejuli yoku-1 namkha yesi-3 ngokuphikisa ibizo lomnyango wesitjhaba, urhulumende wesifunda namkha ingcenyehlangano efaneleko namkha umuntu obambe omunye ngokunjalo; namkha

(iii) okungakatjhiwo njalo, kutjho umNqophisi Zombebele, ihloko, umnqophisi omkhulu namkha isiphathiswa esifanako, ngokunjalo somnyango wesitjhaba lowo, urhulumende wesifunda namkha ingcenyehlangano, ngokunjalo, namkha umuntu obambe omunye;

(b) ebujameni bakamasipala, kutjho umphathi kamasipala oqatjhe ngokwe sigaba sama-82 sakaRhulumente weNdawo: umThetho wemiKhakha kaRhulumente, 1998 (umThetho we-117 ka-1998) namkha umuntu obambe omunye ngokunjalo; namkha

(c) ebujameni bananyana ngiyiphi ihlangano yombuso, kutjho isiphathiswa esiphezulu namkha isiphathiswa esifanako sehlangano yombuso leyo namkha umuntu obambe omunye;

mayelana nehlangano yangeqadi -

(d) kutjho ihloko yehlangano yangeqadi njengombana kutjhejwe esigabeni soku-1 somThetho wokuKhuthazwa kokuFumaneka kweLwazi;

1.1.7 **“UmLawuli weLwazi”** kutjho umLawuli weLwazi osungulwe ngokwesigaba sama-39 somThetho wokuVikelwa kweLwazi lomuNtu siQu, 2013;

1.1.8 **“Isibilayezo sangaphakathi”** kutjho isibilayezo esiya kusiphathimandla esiphetheko ngokwesigaba sama-74;

1.1.9 **“MEC” kutjho iLunga lomKhandlu wesiGungu;**

1.1.10 **“Umuntu”** kutjho umuntu wemvelo namkha umuntu womthetho;

1.1.11 **“Ilwazi lomuntu siqu”** kutjho ilwazi eliphathelene nomuntu wemvelo obonakalako, ukufaka hlangana, kodwana kungapheleli:

(a) elwazini eliphathelene nobuhlanga, ubulili, ukuzithwala, amathatho, ubutjhaba imvelaphi yobuhlanga namkha yezehlalo, umbala, ubulili obukhethwako, iminyaka yobudala, zamaphilo ngokomzimba nangokomkhumbulo, ukukhubazeka, ikolo, unembeza, ikolelo, isiko, ilimi nokubelethwa komuntu;

(b) ilwazi eliphathelene nefundo namkha zokwelatjiswa, zeemali, nobulelesi namkha nomsebenzi womuntu;

(c) nanyana ngiyiphi inomboro ekhombako, itshwayo, isiphande se-imeyila, isiphande sendawo, inomboro yomtato, ilwazi lendawo, ikomba yethungelelwano namkha okhunye okunikelwe umuntu lowo;

(d) ilwazi elimayelana namatshwayo womzimba womuntu;

(e) imibono yomuntu siqu, imibono namkha okuthandwa mumuntu;

- (f) iincwadi ezithunyelwa mumuntu ezicacileko neziyifihlo ngokwemvelo namkha ezinye iincwadi ezizokuveza okumumethwe ziincwadi zokuthoma;
- (g) imibono yomunye umuntu mayelana nomuntu; kanye
- (h) nebizo lomuntu nangabe livela nelinye ilwazi lomuntu siqu eliphathelene nomuntu namkha nangabe ukuvezwa kwebizo ngokwalo kuzokuveza ilwazi elimayelana nomuntu, kodwana lingafaki ilwazi elimayelana nomuntu ohlongakele ngaphezu kweminyaka ema-20;

1.1.12 **Ihlangano yangeqadi” kutjho:**

- (a) umuntu wemvelo oraga namkha owakhe wenza nanyana ngiliphi irhwebo, ibhizinisi namkha umsebenzi, kodwana ngesikhundla lesi kwaphela;
- (b) ibhizinisihlanganyela eraga namkha ebeyilokhu iraga kunanyana ngiliphi irhwebo, ibhizinisi namkha umsebenzi; namkha
- (c) nanyana ngimuphi umuntu womthetho wangaphambilini namkha okhona; namkha
- (e) ihlangano yezepolitiki kodwana engafaki ihlangano yombuso;

1.1.13 **“Ihlangano yombuso” itjho -**

- (a) omunye nomunye umnyango wombuso namkha wezokuphatha womkhakha karhulumende wesitjhaba namkha wesifunda namkha omunye nomunye umasipala wemkhakheni karhulumende wendawo: namkha
- (b) nanyana ngimuphi umsebenzi namkha isikhungo lapho
 - (i) ukusebenzisa amandla namkha ukwenza umsebenzi ngokomThethosisekelo namkha
 - (ii) ukusebenzisa amandla wombuso namkha ukwenza umsebenzi wombuso ngokomunye nomunye umthetho;

1.1.14 **“Irekhodi” le-**, namkha eliphathelene nehlangano yombuso namkha yangeqadi, litjho elinye nelinye ilwazi elirekhodiweko:

- (a) nangaphandle komhlobo namkha indlela; eliphethwe ngayo namkha elingaphasi kwelawulo lehlangano leyo yombuso namkha yangeqadi, ngokulandelana; begodu
- (b) nokobana ingabe latlanywa yihlangano leyo yombuso namkha yangeqadi, ngokulandelana;

1.1.15 **“Isibawo sokufumana”**, esiphathelene:

- (a) nehlangano yombusoi, sitjho isibawo sokufumana irekhodi lehlangano yombuso ngokwesigaba se-11; namkha
- (b) lehlangano yangeqadi, sitjho isibawo sokufumana irekhodi lehlangano yangeqadi ngokwesigaba sama-50;

1.1.16 “**Umkhombeli**”, ngokuphathelene:

(a) nehlangano yombuso, utjho-

(i) omunye nomunye umuntu [kunehlangano yombuso etjhejwe endimeni (a) namkha (b)(i) yehlathululo “yehlangano yombuso”, namkha isikhulu sayo] esenza isibawo sokufumana irekhodi lehlangano leyo yombuso; namkha

(ii) umuntu obambele umuntu ekukhulunywa ngaye endinyaneni (i);

1.1.17 “**Ihlangano enesibopho**” itjho ihlangano yombuso namkha yangeqadi namkha omunye nomunye umuntu oyedwa namkha ngokuhlanganyela nabanye, ebeka umnqopho kanye neendlela zokusebenza ilwazi lomuntu siqu;

1.1.18 “**Omunye umuntu obandakanyekako**”, ngokuphathelene nesibawo sokufumana:

(a) irekhodi lehlangano yombuso, litjho omunye nomunye umuntu (ukufaka hlangana, kodwana kungapheleli kurhulumente wenarha yangaphandle, ihlangano yeentjhabatjhaba namkha umkhakha karhulumente lowo namkha ihlangano leyo)

(i) kunomkhombeli othintekako; kanye

(ii) nehlangano yombuso; namkha

(b) irekhodi lehlangano yangeqadi, litjho omunye nomunye umuntu (ukufaka hlangana kodwana kungapheleli ehlanganweni yombuso) kunomkhombeli,

kodwana ngeminqopho yesigaba sama-34 nesama-63, ukuqaliswa 'komuntu' endimeni (a) no-(b) kufanele kuthathwe njengokuqaliswa 'emntwini wemvelo';

1.1.19 “**UmThetho**” utjho umThetho wesi-2 ka-2000 wokuKhuthazwa kokuFumaneka kweLwazi njengombana kukhitjelelwe begodu kufaka hlangana omunye nomunye umthetholawulo owenziweko nosebenzako ngokwesigaba sama-92.

2. IRHELO LAMA-AKHRONIMI NEENRHUNYEZO

2.1	“DPWRT”	Mnyango wemiSebenzi yomPhakathi, lindlela nezokuthutha
2.2	“UMTHETHOSISEKELO”	UmThethosisekelo weRiphabliki yeSewula Afrika
2.3	“DIO”	ISekela lesiPhathiswa seLwazi
2.4	“HOD”	IHloko yomNyango
2.5	“IO”	IsiPhathiswa seLwazi
2.6	“UNGGONGQOTJHE”	UNgqongqotjhe wezobuLungiswa nezamaJele
2.7	“MEC”	ILunga lomKhandlu wesiGungu
2.8	“PAIA”	UmThetho wesi-2 ka-2000 wokuKhuthazwa

- kokufumaneka kweLwazi (njengombana ukhitjelelwe)
- 2.9 **“PFMA”** UmThetho woku-1 ka-1999 wokuPhathwa kweMali zomBuso (njengombana ukhitjelelwe)
- 2.10 **“POPIA”** UmThetho wesi-4 ka-2013 wokuVikelwa kweLwazi lomuntu siQu
- 2.11 **“UMLAWULI”** UmLawuli weLwazi ngendlela asungulwe ngayo sigaba sama-39 se POPIA
- 2.12 **“SAHRC”** IKomitjhini yamaLungelo wabaNtu yeSewula Afrika

3. **UMNQOPHO WEMANUWALI YE-PAIA**

IManuwali ye-PAIA le iqakathekile kobana umphakathi:

- 3.1 uhlole umhlobo wamarekhodi ekungenzeka bona sele afumaneka e-DPWRT ngaphandle kwethlogeko lokwethula isibawo esihlelekileko se-PAIA;
- 3.2 uzwisise bona isibawo sokufumana irekhodi le-DPWRT senziwa njani;
- 3.3 ufumane yoke imininingwana efaneleko yokuthintana yabantu abazokusiza umphakathi ngamarekhodi abafuna ukuwathola;
- 3.4 wazi zoke iinsombululo ezitholakala e-DPWRT ezimayelana nesibawo sokufumana amarekhodi ngaphambi kokuya kumLawuli namkha emaKhotho;
- 3.5 uzwisise ihlathululo yomhlahlandlela ngendlela yokusetjenziswa kwe-PAIA, njengombana ubuyekezwe mLawuli nokobana ufunyanwa njani;
- 3.6 uzwisise bona ingabe i-DPWRT izokusebenza ilwazi lomuntu siqu, umnqopho wokusetjenzwa kwelwazi lomuntu siqu kanye nehlathululo yeengaba zabantu nelwazi labo siqu kanye nezewazi namkha iingaba zelwazi eliphathelene nabo;
- 3.7 wazi bona i-DPWRT ihlele ukudlulisela namkha ukusebenza ilwazi lomuntu siqu ngaphandle kweRiphabliki yeSewula Afrika kanye nabamukeli namkha iingaba zabamukeli abanganikelwa ilwazi lomuntu siqu; begodu
- 3.8 wazi bona ingabe i-DPWRT inawo amagadango wokuphepha afaneleko wokuqinisekisa ukugcinwa kwefihlo, ukuthembeka kanye nokutholakala kwelwazi lomuntu siqu elizokusetjenzwa.

4. **UKUSUNGULWA kwe DPWRT**

- i) NgokweTjhejuli yesi-4 yomThethosisekelo, umNyango wezemiSebenzi yomBuso yindawo yokusebenza kanye kanye kwesibethamthetho sesiTjhaba neseemFunda “kwaphela mayelana neendingo zeminyango karhulumente wesitjhaba/weemfunda ekwenzeni iimbopho zazo zokuphatha imisebenzi khulu khulu ezinikelwe yona ngokomThethosisekelo namkha nanyana ngimuphi umthetho”. Ngokusebenzisa igunya lakhe langokomThethosisekelo, uNdunakulu usungula i-DPWRT kobana ihlinzekele beyiphathe iindlela, inarha neemakhiwo yesifunda kanye nokufaka

isandla emnqopheni wesifunda wokudala imisebenzi nokuqeda umthlango ngeHlelo eliNabisiweko lezemiSebenzi yomPhakathi.

- ii) Ngakwelinye ihlangothi, zokuThutha msebenzi owaphasiswako nowenziwa kizo zoke iingaba zakarhulumende. NgokomBikomthethokambiso womGomo wezokuThutha wesiTjhaba, umNyango unesibopho sokuhlinzekela imisebenzi kanye nomthangalasisekelo wezokuthutha ophephileko, othembekileko, oyipumelelo, osebenza kuhle nohlanganiswe ngokupheleleko ozokuhlangabeza ngcono iindingo zamakhastama wemithwalo nabakhweli ekuthuthukiseni amazanga wokusebenza kanye neendleko ngendlela esekela amaqhinga karhulumende wokuthuthukiswa komnotho nehlahakuhle ngesikhathi zinzizile ngokomnotho nangokwebhoduluko.

4.1. IMINQOPHO/IGUNYA

4.1.1 Inembombono

“Irherho elihlangeneko lomthangalasisekelo nezokuthutha elithuthukisa ukuthuthukiswa kwezomnotho nehlahakuhle.”

4.1.2 Umnqopho

4.1.2.1 Ukuhlinzekela ngerherho elihlangeneko, elithembekako nelingabiziko lezokuthutha elihlangabeza iindingo zokuthuthukisa zesiFunda;

4.1.2.2 Ukwethula umthangalasisekelo othuthukisa ukuthuthuka okunzinzileko komnotho kanye nokudalwa kwemisebenzi.

4.1.3 Amagugu

4.1.3.1 **Ukuziphendulela:** Ukulalela, ukuzwisisa nokwethulela wo ke amakhastama, Angaba mphakathi, ibubulo namkha iminyango ematlayenti;

4.1.3.2 **Ukudzimelela emigomeni:** Ukuzibophelela ekusebenzeni phrofejtjhinali, ukugcina ifihlo, ukuziphatha kuhle, ukuba tihatjhalazi kanye nokungathathi ihlangothi;

4.1.3.3 **Ukusebenzisana:** Abantu bethu basebenza budisi ukuqiniseki ukuqinisekisa Bona umNyango wethula imisebenzi yawo

4.1.3.4 **Ukutlhama:** Ukuthola iindlela ezitja zokwethula izenzelwa ezisebenza kuhle, ezilungele umnqopho nezingabiziko kanye

4.1.3.5 **Nobuhle:** Ukuthuthukisa isiko nemigomo ematshwayo ngobuHle nangekghono lomsebenzi.

5. UKWAKHEKA KANYE NEMISEBENZI YE-DPWRT

5.1 IDAYAGRAMU YEHLELO LESAKHIWO SEZINGA ELIPHEZULU
(Qala isiThasiselo - B, ekhasini lama-29.)

5.2 IMISEBENZI YOMNYANGO
(Qala isiThasiselo C & D, ekhasini lama-30 nama 31)

6. IMININGWANA EQAKATHEKILEKO YOKUTHINTANA YOKUFUMANA ILWAZI E-DPWRT

IHloko yomNyango iyindawo yazo zoke iimbawo zelwazi. Iminingwana yakhe yokuthintana ingendlela elandelako:

6.1 Isiphathiswa seLwazi:

Ibizo: Nom Charles Morake Morolo
Umtato: (013) 766 6663/6554
I-imeyila: Morolo@mpg.gov.za

6.2 ISekela lesiPhathiswa seLwazi

Ibizo: Nom Sikhumbuzo Barnard Mona
Umtato: (013) 766 6115/6798
I-imeyila: BMona@mpg.gov.za

6.3 I-Ofisi eKulu

Isiphande seposi: Mnyango wemiSebenzi yoMbuso, lindlela
nezokuThutha
Private Bag X11310
MBOMBELA
1200

Isiphande sendawo Rhino Building
Government Boulevard
Riverside Park, Ext. 2
MBOMBELA
1200

Umtato: 013 766 6554/6115
I-imeyila: BMona@mpg.gov.za
Iwebhusayidi: [htt://dpwrt.mpg.gov.za](http://dpwrt.mpg.gov.za)

6.4 Imininingwana yokuThintana yama-Ofisi wesiYingi

<p>IHloko yesiYingi: I-Ofisi lesiYingi seGert Sibande Corner Joubert and Robertson Street Batho Pele Building Ermelo 2350</p> <p>Private Bag x 9034 Ermelo 2350</p> <p>Inomboro yomtato: 017 801 4000/4600 I-imeyila: FSengwayo@mpg.gov.za</p>	<p>IHloko yesiYingi: I-Ofisi lesiYingi seBohlabela Indlela ekulu ehlanu kweGaraji kaRhulumende nemaThuneni</p> <p>Private Bag X1313 Thulamahashi 1365</p> <p>Inomboro yomtato: 013 773 0334/8300 I-imeyila: MKhuvutlu@mpg.gov.za</p>
<p>IHloko yesiYingi Ama-Ofisi wesiYingi seNkangala Building 7 & 8, Solomon Mahlangu Drive Kwamhlanga Government Complex Kwamhlanga 1022</p> <p>Private Bag x 4015 Kwamhlanga 1022</p> <p>Inomboro yomtato: 013 947 2593/9006/2311 <u>Smam@mpg.gov.za</u></p>	<p>IHloko yesiYingi I-Ofisi lesiYingi se-Ehlanzeni 14 Bester Street Mbombela 1200</p> <p>Private Bag x11226 Mbombela 1200</p> <p>Inomboro yomtato: 013 762 5600/04 MLMamaro@mpg.gov.za</p>

7. IKAMBISO YOKUFUMANA AMAREKHODI APHETHWE YI-DPWRT

- 7.1 Kunamarekhodi atholakala ngokuzenzakalela begodu umkhombeli akatlhogi ukuzalisa iForomu kobana awafumane. Lokhu kukhulunywe ngakho ePhuzwini le-11 ngenzasi. Mayelana nanyana ngimaphi amarekhodi angakacaciswa ngaphasi kwePhuzu le-11, umkhombeli kufanele ethule isibawo sakhe ngokusebenzisa IFORUMU 2 (elinamathiselweko). Ngokutholwa kweFORUMU 2 elizaliswe kuhle, isiPhathiswa seLwazi/iSekela lesiPhathiswa seLwazi okwenziwe kiso isibawo namkha esidluliselwe kiso, sizakumphendula msinyana ngendlela ekukghoneka ngayo, kodwana ingasi ngemva kwamalanga ama-30.
- 7.2 Nokho-ke isiPhathiswa seLwazi singakhombela bona singezelelelwe ngamalanga ama-30 womsebenzi kodwana kwaphela nangabe:
- isibawo ngesenani elikhulu lamarekhodi namkha sifuna bona kufunwe inani elikhulu lamarekhodi begodu ngaphandle kokungezelelelwa isikhathi, ukufunwa lokhu kuzokuphazamisana nemisebenzi ejayelekileko yehlangano ethintekako;
 - isibawo sitlhoga ukufuna amarekhodi we-ofisini lehlangotho leyo elingekho edorobheni namkha edorojaneni elifanako begodu ngeze saqedwa emalangenani ama-30; begodu/namkha

- (c) Sifuna izinga lokubonisana kobana kuthathwe amagadango ngesibawo esingekhe saqedwa ngamalanga ama-30 womsebenzi.

8. IHLATHULULO YEEMPENGU ZOKE EZIKHONA MAYELANA NOMTHETHO NAMKHA UKWEHLULEKA UKWENZA KOMNYANGO WEZEMISEBENZI YOMMBUSO, IINDLELA NEZOKUTHUTHA

(a) Isibilayezo sangaphakathi

- (i) Umkhombeli namkha omunye umuntu obandakanyekako, ngokwesigaba sama-74, angenza isibilayezo sangaphakathi neLunga lomKhandlu wesiGungu (Member of the Executive Council (MEC) le-DPWRT nangabe akavumelani nesinye nesinye isiqu nto esithathwe siPhathiswa seLwazi/liSekela lesiPhathiswa seLwazi sokwala isibawo begodu ukwala lokho akususelwa kunanyana ngisiphi isizathu esihlathululwe emThethweni; namkha nokuphikisana nesibawo kanye neembadalo zokufumana, namkha isikhathi esiluliweko sokuqalana nesibawo. Umkhombeli kufanele enze isibilayezo ngokuzalisa ngokuthi "UKUVULA ISIBILAYEZO KWANGAPHAKATHI" esinamathiselwe lapha njengeFOROMU 4.
- (ii) Isibilayezo sangaphakathi kufanele senziwe emalangeneni ama-60 ukusuka ngelanga lokwaliwa kwesibawo kanye nemalangeneni ama-30 womsebenzi ngemva kokunikela omunye umuntu obandakanyekako isaziso sesiqu nto esibilayezwako. Isibilayezo kufanele sethulwe namkha sithunyelwe esiphandeni, namkha esiphandeni sethungelelwanohlanganiso sesiPhathiswa seLwazi.

(b) Ikambiso yokunghonghoyila esiya kumLawuli weLwazi

- (i) Omunye nomunye umuntu angethula isinghonyoyilo kumLawuli ngendlela eqintelweko enze iinsolo zokucabhela ekuvikelweni kwelwazi lakamnikazi wemininingwana namkha nangabe akakaneliseki ngesiqu nto sakamahluleli.
- (ii) Isinghonyoyilo esiya kumLawuli kufanele senziwe ngokutlola begodu iforomu lesinghonyoyilo kufanele lizaliswe, kungaba ngezandla namkha kuthungelelwano. Iforomu lesinghonyoyilo, IFOROMU 5, lingakhutjiswa kuwebhusayidi kamLawuli, "<https://www.justice.gov.za/inforeg/>"
- (iii) Lokhu kutjho bona umLawuli ngeze asamukele isinghonyoyilo somtato; ngakho-ke, umLawuli kufuneka bona anikele isizo elifaneleko komunye nomunye umuntu ofuna ukwenza isinghonyoyilo begodu lokhu kufaka hlanguana isizo elimayelana nokuzaliswa kweforomu lesinghonyoyilo.

(c) Ikambiso yokuya ekhotho

- (i) Nangabe umkhombeli namkha omunye umuntu obandakanyekako ofuna ukutjhijila ukwaliwa kwesibawo se-PAIA ngemva kokuqeda zoke iinsombululo zangaphakathi, ngendlela yesibawo begodu nemalangeneni ali-

180 angenza isibawo esiya eKhotso kaMarhastrada mayelana nesizo elifaneleko ngokwesigaba sama-82 somThetho.

9. UMHLAHLANDLELA NGOKUSETJENZISWA KWE-PAIA NOKOBANA UTHOLAKALA BUNJANI UMHLAHLANDLELA

- 9.1. UmLawuli, ngokwesigaba se-10(1) se-PAIA, ubuyekeze begodu wenza bona kutholakale umHlahlandlela obuyekeziweko wendlela yokusebenzisa i-PAIA (“Umhlahlandlela”), njengombana ubuthelwe yi-SAHRC ekuthomeni, begodu ungafunwa mumuntu ofuna ukusebenzisa nanyana ngiliphi ilungelo elitjhejwe ku-PAIA ne-POPIA.
- 9.2. Umhlahlandlela utholakala ngelimi ngalinye elisemthethweni.
- 9.3. Umhlahlandlela ekukhulunywa ngawo umumethe ihlathululo:
 - 9.3.1 yeminqopho ye-PAIA ne-POPIA;
 - 9.3.2 Isiphande seposi nesendlela, umtato nangabe ukhona, isiphande se-imeyila:
 - 9.3.2.1 yesiPhathiswa seLwazi sazo zoke iihlangano zombuso kanye
 - 9.3.2.2 nawo woke amaSekela weemPhathiswa zeLwazi wazo zoke iihlangano zombuso nezangeqadi anyulwe ngokwesigaba 17(1) se-PAIA kanye nesigaba sama-56 se-POPIA;
 - 9.3.3 Indlela yokufaka isibawo:
 - 9.3.3.1 sokufunyanwa kwerekhodi lehlango yomphakathi etjhejwe esigabeni se-11 se-PAIA; kanye
 - 9.3.3.2 sokufunyanwa kwerekhodi lehlango yombuso etjhejwe esigabeni sama-50 se-PAIA;
 - 9.3.4 sesizo elitholakala kusiPhathiswa seLwazi sehlangano yombuso ngokwe-PAIA ne-POPIA;
 - 9.3.5 isizo elitholakala kumLawuli ngokwe-PAIA ne-POPIA;
 - 9.3.6 zoke iinsombululo ezikhona emthethweni mayelana nokwenza namkha ukubhalelwa kuthatha amagadango mayelana nelungelo namkha ukwenza umsebenzi onikelweko namkha obekwe yi-PAIA ne-POPIA, ukubandakanya nendlela yokufaka:
 - 9.3.6.1 isibilayezo sangaphakathi;
 - 9.3.6.2 isinghonyoyilo esiya kumLawuli; kanye
 - 9.3.6.3 nesibawo sekhotso esiphikisa isiqunto sesiPhathiswa seLwazi sehlangano yombuso, isiqunto ngesibilayezo sangaphakathi namkha isiqunto somLawuli namkha isiqunto sehloko yehlangano yangeqadi;
 - 9.3.7 iindinyana zesigaba se-14 nesama-51 zifuna bona ihlangano yombuso kanye nehlangano yangeqadi, ngokulandelana, bona zibuthelwe imanuwali, kanye nendlela yokobana imanuwali le ifumaneka njani;

9.3.8 iindinyana zesigaba se-15 nesama-52 se-PAIA zitjheje ukuvezwa ngokuzithandela kweengaba zamarekhodi yihlangano yomphakathi kanye nehlangano yangeqadi, ngokulandelana;

9.3.9 izaziso ezinikelwako ngokwesigaba sama-22 nesama-54 se-PAIA mayelana neembadalo ekufanele zibhadelwe ngokuphathelene neembawo zokufumana; kanye

9.3.10 nemithetholawulo eyenziwe ngokwesigaba sama-92 se-PAIA.

9.4 Amalunga womphakathi angahlola namkha enze amakhophi womHlahlandlela ema-ofisini weehlangano zombuso namkha zangeqadi ukubandakanya ne-ofisi kamLawuli, ngama-iri womsebenzi. Umhlahlandlela ungafumanwa:

9.4.1 ngokwenza isibawo esiya kusiPhathiswa seLwazi;

9.4.2 kuwebhusayidi kamLawuli ("<https://www.justice.gov.za/inforg/>).

10. IHLATHULULO YEENHLOKO ZAMAREKHODI APHETHWE YIHLANGANO KANYE NEENGABA ZAMAREKHODI APHETHWE YI-DPWRT

10.1 Iinhloko neengaba zamarekhodi aphehwe mNyango zifaka hlangana okulandelako:

Iinhloko ophethe ngazo amarekhodi:	Iingaba zamarekhodi aphehweko wesihloko ngasinye:
I-Ofisi ka-MEC	<ul style="list-style-type: none"> • UmGomo neenKulumo ngeSabelo seemali
ZokuThintana	<ul style="list-style-type: none"> • Imininingwana yokuthintana yomNyango • Iincwajana • Iincwadi zeendaba • Iintatimende zamaphephandaba • Iintatimende zeembikiindaba • Ukwethulwa kwezenzelwa nemibuzo yomphakathi
Amaqinga webhizinisi	<ul style="list-style-type: none"> • Iinkhundla ezikhangisiweko • ImiBiko yokuQatjha ngokuLinganako • IHlelo lokwenza ngcono ukwethulwa kwezenzelwa • Amarekhodi womsebenzi • Amakghono namaHlelo wokuThuthukisa • UmThetho wokuKhuthazwa kokuFumaneka kweLwazi - imanuwali ye-(PAIA) • IHlelo leLwazi lokuSebenza
Ukuhlelwa kwamaqinga	<ul style="list-style-type: none"> • Amahlelo wokuSebenza woNyaka • AmaHlelo wamaQinga • Amahlelo wokusebenza
UkuTjheja nokuHlaziya	<ul style="list-style-type: none"> • ImiBiko yonyaka • ImiBiko yokuSebenza yaqobe ngeKota
UkuPhathwa kweeMali	<ul style="list-style-type: none"> • Amathenda/ukukhangisa/okumenyenzelweko • AmaBhidi aTlonyelisiweko • Imitlolo yokuthenga • Izethulo ze-MTEF
UkuThuthukiswa komGomo	<ul style="list-style-type: none"> • Imigomo yomNyango
Izenzelwa zomthetho	<ul style="list-style-type: none"> • Imiyalelo yomNyango
EPWP	<ul style="list-style-type: none"> • IRhubhululo lokuHlaziya le-EPWP lango-2016
Umthangalasisekelo wezokuThutha	<ul style="list-style-type: none"> • Abomebhe bendlela nemiTlamo

11. IINGABA ZAMAREKHODI WE-DPWRT ATHOLAKALA NGAPHANDLE KOBANA UMUNTU AKHOMBELE UKUWAFUMANA.

ISIGABA:	UMHLOBO WOMTLOLO:	Uyatholakala kuwebhusayidi:
lincwadi	<ul style="list-style-type: none"> • Imininingwana yokuthintana yomNyango • lincwadi zeendaba 	X X
Imitlolo yamaQhinga	<ul style="list-style-type: none"> • IHlelo lamaqhinga • IHlelo lokuSebenza loNyaka 	X X
AmaHlelo wokuSebenza kanye nemiBiko	<ul style="list-style-type: none"> • ImiBiko yonyaka 	X
Iinkomba zangaphakathi	<ul style="list-style-type: none"> • Imigomo • IManuwali ye-PAIA 	X X
Imiyalelo	<ul style="list-style-type: none"> • ImiThetho, imiThetholawulo yomNyango 	X
Imitlolo yamaThenda	<ul style="list-style-type: none"> • AmaThenda aKhangisiweko 	X
Amarekhodi we-HR	<ul style="list-style-type: none"> • Iinkhundla ezikhangisiweko 	X
Izabelo zeemali neenKulumo	<ul style="list-style-type: none"> • UmGomo neenKulumo ngeSabelo seemali 	X

12. UKUSETJENZWA KWELWAZI LOMUNTU SIQU KANYE/NAMKHA KWAMAREKHODI

12.1 UMNQOPHO WOKUSETJENZWA

12.1.1 I-DPWRT isebenza ilwazi lomuntu siqu mayelana noku:-

12.1.1.1 Zalisekisa namkha ukwenza iimbopho zayo zangokomthetho ngaphasi kwe-PAIA ne-POPIA, ngoku-

- (a) fumana iinghonyayo;
- (b) phenya iinghonyayo;
- (c) setjenzwa kwesibawo esimayelana -
 - (i) nemigomo yokuziphatha;

12.1.1.2 Ukuphathwa kweensebenzi kanye nabafake iimbawo zomsebenzi;

12.1.1.3 Ukubekwa kwama-akhawundi namarekhodi;

12.1.1.4 Ikambiso yokuthenga;

12.1.1.5 Ukukhambisana neminye imithetho efaneleko efanayo ne-PFMA, imiThetholawulo engaphasi kwayo kanye namaNothi wemiLayelo yeZiko leeMali lakaRhulumente, umThetho wezemisebenzi kaRhulumente begodu nokungapheleli kumThetho wePhiko lezamaRekhodi wesiTjhaba.

12.2 UKUHLATHULULWA KWEENGABA ZABANTU NELWAZI LABO SIQU KANYE NEZELWAZI NAMKHA IINGABA ZELWAZI ELIPHATHELENE NABO

12.2.1 I-DPWRT ingasebenza imininingwana yedatha ngendlela elandelako:

lingaba zabaNikazi bemiNiningwana:	Ilwazi lomuntu siqu elingahle lisetjenzwe:
Abanikeli bezenzelwa abanekontraga	Amabizo wabantu ekuthintanwa nabo; ibizo lehlango; imininingwana yebhanka kanye nenomboro kamsabalalisi, ibizo labanqophisi nabaninizabelo, isiphande sendawo neseposi kanye nemininingwana yokuthintana [iinomboro zokuthintana, inomboro yefeksi, isiphande se-imeyila]; inomboro yokutlolisa yekhamphani, imitlolo yokusungula; ilwazi eliphathelene nomthelo; abatlikitli abagunyaziweko, ubujamo bokuthuthukiswa okubanzi kwabanzima ngokomnotho (broad-based black economic empowerment (B-BBEE), iinhlango ezisebenzisanako, amaqhinga wamabhizinisi/iphrofayili yekhamphani.
linsebenzi	Ubulili, amathatho; ubuhlanga, iminyaka yobudala, ilimi, ilwazi lefundo (iziqu); umlando wokusebenza; iinomboro ze-ID; isiphande sendawo neseposi; imininingwana yokuthintana [iinomboro zokuthintana, inomboro yefeksi, isiphande se-imeyila]; irekhodi lobulelesi; ubutjhaba, ukukhubazeka, umlando wokusebenza, amareferensi.
linHlangano zamaTeksi	Imininingwana yabaTjhayeli bamaTeksi abawela ngaphasi kweHlangano ethileko yamaTeksi.

12.3 ABAMUKELI NAMKHA IINGABA ZABAMUKELI ABANGAHLE BANIKELWE ILWAZI LOMUNTU SIQU

Isigaba selwazi lomuntu siqu:	Abamukeli:
Inomboro kamazisi, imigadango yemino kanye nokugunyazwa kwezokuphepha	IPhiko lesiPholisa seSewula Afrika
Inomboro kamazisi kanye namabizo wesisebenzi esiphenywako	Ama-Hawks/ iPhiko lokuPhenya lomBuso, iPhiko lesiPholisa leSewula Afrika

12.4 UKUKHAMBWA OKUHLELIWEKO KWEDATHA YOMUNTU SIQU UKUSUKA KWENYE INARHA UKUYA KWENYE

12.4.1 I-DPWRT ayikakuhleli ukukhamba kwedatha yomuntu siqu ukusuka kwenye inarha ukuya kwenye. Ngakho-ke, nakwenzeka kutlhoqo ukudluliselwa kwelwazi lomuntu siqu ngakwenye inarha ngananyana ngimiphi iminqopho yangokomthetho, umkhombeli kufanele athobele yoke imithetho yenarha.

12.5. IHLATHULULO EJAYELEKILEKO YAMAGADANGO WOKUVIKELEKA KWELWAZI

12.5.1 I-DPWRT ngokuragela phambili isungula beyigcine amagadango afaneleko, azwisisekako wobuthekniki kanye newokuhlela ngokuthatha amagadango afaneleko, azwisisekako newokuhlela wokukhandela:

12.5.1.1 ukulahlekelwa, ukonakala namkha ukutjhabalaliswa okungakagunyazwa kwelwazi lomuntu siqu; kanye

12.5.1.2 nokufumanwa ngokungasimthetho namkha ukusetjenzwa kwelwazi lomuntu siqu.

12.5.2 I-DPWRT ithathe amagadango azwakalako njengombana amumethwe endimeni ye-
12.5.3 ngenzasi woku-:

12.5.2.1 khomba zoke iingozi zangaphakathi nezangaphandle ezingahle zibonakale elwazini lomuntu siqu umnyango oluphetheko namkha elingaphasi kwelawulo lawo;

12.5.2.2 ukusungula nokugcina amagadango afaneleko wokuvikela iingozi ezikhonjiweko;

12.5.2.3 ukuqinisekisa bona amagadango wokuvikela asetjenziswa njalo ngepumelelo; kanye

12.5.2.4 nokuqinisekisa bona amagadango wokuvikela avuselelwa ngokuragela phambili mayelana neengozi ezitja namkha ukuthogeka kwamagadango wokuvikela asetjenziswe ngaphambilini.

12.5.3 Amagadango athethwe yi-DPWRT phakathi kokhunye afaka hlangana –

12.5.3.1 Ukulawula ukufumana;

12.5.3.2 Ukulodlhela idatha;

12.5.3.3 UkuTjheja, ukuHlola iincwadi nokuBika;

12.5.3.4 Idatha yokujamiselela idatha elahlekileko;

12.5.3.5 I-Anti-Virus kanye

12.5.3.6 nemihlangano yokulemukisa.

13. UKUTHOLAKA KWEMANUWALI

13.1 Imanuwali le izokwenziwa bona itholakale ngamalimi amathathu asemthethweni alandelako -

13.1.1 IsiNgisi

13.1.2 IsiSwati;

13.1.3 nesiNdebele

13.2 Ikhophi yeManuwali le namkha ivetjheni ebuyekeziweko yayo nayo itholakala ngendlela elandelako:

13.2.1 ku-: <http://dpwrt.mpg.gov.za>;

13.2.2 e-ofisini ekhulu ye-DPWRT kobana ihlolwe mphakathi ngama-iri ajayelekileko womsebenzi;

13.2.3 kunanyana ngubani nayikhonjelwako begodu

13.2.4 nakumLawuli weLwazi nayikhonjelwako.

13.3 Imbadalo yekhophi yeManuwali, njengombana kutjhejwe kusiThasiselo A izakubhadelwa kukhophi ngayinye, kukhophi eyenziweko yobukhulu be-A4

14. UKUBUYEKEZWA KWEMANUWALI

I-DPWRT, nakunetlhogeko, izobuyekeza beyiveze iManuwali le unyaka nonyaka

IFOROMU 1

ISIBAWO SEKHOPHI YOMHLAHLANDLELELA

Ku-: IsiPhathiswa Selwazi

Morolo@mpg.gov.za

Isiphande se-imeyila:

Umnyango weMisebenzi yoMbuso, lindlela nezokuThutha inomboro yomtato: 0137666554

Private Bag x11310

Mbombela, 1200

Amabizo apheleleko:			
Ngesikhundla sami njenge (tshwaya ngo-"x"):	IsiPhathiswa seLwazi		Okhunye
Ibizo *lehlango yombuso/yangeqadi (nakuthogekako)			
Isiphande seposi:			
Isiphande sendlela:			
Isiphande se-imeyila:			
Ifeksi:			
Iinomboro zokuthintana:	Umtat o.(B):		Umaliledi nini:

Ngikhombela ikhophi (amakhophi) elandelako yomHlahlandlela:

Ilimi (tshwaya ngo-"X")	Inani lamakhophi	Ilimi (tshwaya ngo-"X")	Inani lamakhophi
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
IsiBhuru		IsiNgisi	
isiNdebele		isiXhosa	
isiZulu			

Indlela yokutholwa (tshwaya ngo-"x"):

Ukuzilandela ngokwakho	Isiphande seposi	Ifeksi	Ukuthintana bu-elektroniki (Sikhombela ucacise)

Litlikitlwe e _____ ngomhlaka _____ ku _____ 20 _____

Umtlikitlo kamkhombeli

IFOROMU 2

ISIBAWO SOKUFUMANWA KWEREKHODI

[UmThetholawulo 7]

YELELA:

1. *Ubufakazi bakamazisi kufanele bunamathiselwe mkhombeli.*
2. *Nangabe iimbawo zenziwe ngokujamela omunye umuntu, ubufakazi bokugunyazwa lokho kufanele bunamathiselwe eforomini leli.*

Ku-: *IsiPhthiswa selwazi

Isiphande se-imeyila:

Tshwaya ngo-"X"

Isibawo senziwa ngebizo lami

Isibawo senzela omunye umuntu.

ILWAZI LOMUNTU SIQU			
Amabizo apheleleko			
Inomboro kamazisi			
Isikhundla okwenziwa ngaso isibawo (nasenzelwa omunye umuntu)			
Isiphande seposi			
Isiphande sendlela			
Isiphande se-imeyila			
Imininingwana yokuthintana	Umtato (W):		Umaliledi nini:
Amabizo apheleleko womuntu owenzelwa isibawo (nakuthogekako):			
Inomboro kamazisi			
Isiphande seposi			
Isiphande sendlela			
Isiphande se-imeyila			
Imininingwana yokuthintana	Umtato (W)		Umaliledi nini:

IMININGWANA YEREKHODI ELIKHONJELWAKO

Nikela imininingwana epheleleko yerekhodi ekukhonjelwa ukulifumana, ukufaka hlangana nereferensinamba nangabe iyaziwa, kobana irekhodi litholakale. (Nangabe isikhala esinikelweko asaneli, sikhombela uragele phambili ekhasini elihlukileko bese ulinamathisela kileliforomu. Woke amakhasi wokungezelela kufanele atlikitlwe.)

Ihlathululo yerekhodi namkha ingcenyefaneleko yerekhodi:	
Ireferensinamba, nangabe ikhona	
Eminywe imininingwana yerekhodi	

UMHLOBO WEREKHODI

(Tshwaya ibhoksi elifaneleko ngo-X")

Irekhodi lingendlela etloliweko namkha eprinhiweko	
Irekhodi linemifanekiso esabukhona (lokhu kufaka hlangana iinthombe, amaslayidi, imigadangiso yevidiyo, imifanekiso eyenziwe ngomtjhiningqondo, iinketjhe, njll.)	
Irekhodi limumethe amagama arekhodiweko namkha ilwazi elingakhiqizwa godu ngomdumo	
Irekhodi liphethwe kumtjhiningqondo namkha ngendlela ebu-elektroniki namkha efundwa mtjhini	

INDLELA YOKUFUMANA

(Tshwaya ibhoksi elifaneleko ngo-X")

Ikhophi eprinhiweko yerekhodi (ukufaka hlangana namakhophi asabukhona, ukukhuphela kanye nelwazi eliphethwe kumtjhiningqondo namkha ngendlela ebu-elektroniki namkha efundwa mtjhini)	
Ukukhuphela okutloliweko namkha okuprinhiweko kwemifanekiso ebonakalako (lokhu kufaka hlangana iinthombe, amaslayidi, imigadangiso yevidiyo, imifanekiso eyenziwa ngomtjhiningqondo, amasketjhi, njll.)	
Ukukhutjhelwa kweengoma (ezitloliweko namkha umtlolo oprinhiweko)	
Ikhophi yerekhodi eliku-flash drive (ukufaka hlangana nemifanekiso ebonakalako neengoma)	
Ikhophi yerekhodi eliku-compact disc drive (ukufaka hlangana nemifanekiso ebonakalako kanye neengoma)	
Ikhophi yerekhodi elibulungwe kusithwalithungelelwano sebulungelo le-cloud	

INDLELA YOKUFUMANA (<i>Tshwaya ibhoksi elifaneleko ngo-X"</i>)	
Ukuhlola wena siqu irekhodi esiphandeni esitololisiweko sehlangano yombuso/yangeqadi (ukufaka hlangana nokulalela amagama arekhodiweko, ilwazi elingakhiqizwa godu ngomdumo, namkha ilwazi eliphethwe kumtjhiningqondo namkha ngendlela ebu-elektroniki namkha ngendlela efundekako ngomtjhini)	
Izenzelwa zeposi ukuya esiphandeni seposi	
Izenzelwa zeposi ukuya esiphandeni sendlela	
Izenzelwa zekhoriya ukuya esiphandeni sendlela	
Ifeksi yelwazi elitloliweko namkha eliprinthiweko (ukufaka hlangana nokukhuphela)	
I-imeyila yelwazi (ukufaka hlangana neengoma nakukghonekako)	
Ukwabelana nge-Cloud/ukudluliselwa kwamafayili	
Ilimi elenyulwako (<i>Yeleva bona nangabe irekhodi alitholakali ngelimi olenyulako, ukufumanwa kwalo kunganikelwa ngelimi elitholakala ngalo</i>)	
IMININGWANA YELUNGELO EKUFANELE LISETJENZISWE NAMKHA LIVIKELWE <i>Nangabe isikhala esinikelweko asaneli, sikhombela uragele phambili ekhasini elihlukileko bese ulinamathisela kileliForomu. Umkhombeli kufanele atlikitle woke amaphepha wokungezelela.</i>	
Tjengisa bona ngiliphi ilungelo ekufanele lisetjenziswe namkha livikelwe	
Hlathulula bona kubayini irekhodi elikhonjelweko lifunelwa ukusebenzisa namkha ukuvikela ilungelo elihlathululwe ngehla:	
IIMBADALO	
<p>a) <i>Imbadalo yesibawo kufanele ibhadelwe ngaphambi kobana isibawo sitjhejwe.</i></p> <p>b) <i>Uzokwaziswa ngenani lembadalo yokufumana ekufanele ibhadelwe.</i></p> <p>c) <i>Imbadalo ebhadelwako yokufumana irekhodi isime eforomini ekufunwa ngalo kanye nesikhathi esifunekako ukufuna nokulungisa irekhodi.</i></p> <p>d) <i>Nangabe ukulungele ukukhululwa ekubhadeleni nanyana ngiyiphi imbadalo, sikhombela uveze isizathu sokukhululwa</i></p>	

Isizathu	

Uzokwaziswa ngokutlolelwa bona ingabe isibawo sakho sivunyiwe namkha saliwe begodu nangabe sivunyiwe iindleko eziphathelene nesibawo sakho, nangabe zikhona. Sikhombela utjengise indlela yakho oyenyulako yokuthintana:

Isiphande seposi	Ifeksi	Ukuthintana bu-elektroniki (Sikhombela ucacise)

Litlikitlwe e _____ ngomhlaka _____ ku _____ 20

Umtlikitlo kamKhombeli/ womuntu owenzelwa isibawo

KWE-OFISI KWAPHELA

<i>Ireferensinamba:</i>	
<i>Isibawo samukelwe ngu-: (Yitjho isiKhundla, Ibizo nesibongo sesiPhathiswa seLwazi)</i>	
<i>Ilanga esifumenwe ngalo:</i>	
<i>Iimbadalo zokufumana:</i>	
<i>Idiphozithi (nangabe ikhona):</i>	

Umtlikitlo wesiPhathiswa seLwazi

[Iimbadalo]
Iimbadalo ezimayelana neenHlangano zomBuso

	Ihlathululo	Imali
1.	Iimbadalo yesibawo ebhadelwa ngiwo woke umkhombeli	R100.00
2.	Ikhophi yobukhulu be-A4	R1.50 ikhasi ngalinye namkha ingcenywe yalo.
3.	Ikhophi eprintheleko yobukhulu be-A4	R1.50 ikhasi ngalinye namkha ingcenywe yalo.
4.	Ikhophi engendlela efundwa mtjhiningqondo ku-: (i) Flash drive (izokunikelwa mkhombeli) (ii) Compact disc • Nangabe inikelwe mkhombeli • Nangabe inikelwe mkhombeli	R40.00 R40.00 R60.00
5.	Ukukhuphelwa kwemifanekiso ebonakalako yekhasi lobukhulu be-A4	Izenzelwa ezizokwenziwa msabalalisi wangaphandle. Zizokuya ngekhotheyitjhini kamnikeli wezenzelwa.
6.	Ikhophi yemifanekiso ebonakalako	
7.	Ukukhuphelwa kwerekhodi elilalelwako, lobukhulu be-A4 ngalinye	R24.00
8.	Ikhophi yerekhodi elalelwa ku-: Flash drive (izokunikelwa mkhombeli) (ii) Compact disc • Nangabe inikelwe mkhombeli • Nangabe inikelwe mkhombeli	R40.00 R40.00 R60.00
9.	Ukufuna nokulungisa irekhodi elizokuvezwa i-iri ngalinye namkha ingcenywe ye-iri, ngaphandle kwe-iri lokuthoma, elifunekako ngokuzwisisekako ekufuneni nekulungiseni lokho. Zingeqi iindleko ezipheleleko zama-:	R300.00
10.	Idiphozithi: Nangabe ukufuna kudlula ama-iri asi-6	Isithathu sinye semali yesibawo ngasinye sibalwa ngokwengcenywe yesi-2 ukufika kweyobu-8.
11.	Iposi, i-imeyila namkha nanyana ngikuphi ukudlulisela bu-elektroniki:	Iindleko ezitlhogekako nangabe zikhona.

Imali kufanele ibhadelwe ku-akhawundi yeBhanka elandelako:

Ibizo lebhanka: ABSA
 Ibizo lomnikazi we-akhawundi: Umnango wemiSebenzi yoMbuso, lindlela nezokuThutha
 Umhlobo we-akhawundi: Cheque or current
 Inomboro ye-akhawundi: 4103036510
 Ikhawundi yegatja: 63005
 Ireferensinamba: Ireferensi namba yerekhodi nangabe yaziwa namkha iBizo lomKhombeleli kanye nesiBongo
 Imeyila ubufakazi bokubhadela ku-: Morolo@mpg.gov.za or BMona@mpg.gov.za

Ikhethji ibhadelwa:

I-Ofisi eKulu

UmNyango wezemiSebenzi yoMbuso, lindlela neekuthutha

Riverside Government Complex

Rhino Building (First Floor)

No 7, Government Boulevard

Departmental Cashier

MBOMBELA

1200;

UmNyango wezemiSebenzi yoMbuso, lindlela neekuthutha

I-Ofisi lesiYingi seGert Sibande (I-ofisi yekhetjhi)

Corner Joubert and Robertson Street

Batho Pele Building

Ermelo

2350;

Ama-Ofisi wesiYingi seNkangala (I-Ofisi lekhetjhi)

Building 7 & 8, Solomon Mahlangu Drive

Kwamhlanga Government Complex

Kwamhlanga

1022;

Steve Tshwete Cost Centre (I-Ofisi lekhetjhi)

Cnr. Lillian Ngoyi and Dr Beyers

Naudé Streets, Old TPA Building,

Upper ground floor,

Office Numbers. A20, 21 and 25

Middelburg

1050;

I-Ofisi lesiYingi seBohlabela (I-Ofisi lekhetjhi)

Indlela ekulu ehlanu kweGaraji kaRhulumende nemaThuneni

Thulamahashi

1365;

I-Ofisi yesiYingi se-Ehlanzeni (I-Ofisi yeKhetjhi)

14 Bester Street

Mbombela

1200

Down town Reduction Works (I-Ofisi lekhetjhi)

Pilgrims Rest

1290

Ihlathululo yeembadalo kufanele ifundeke bunjesi: **zokuThengisa/Gadangisa**

(PAIA)

<p>Ngemva kokubhadela thumela isaziso se-imeyila ku-:</p> <p>IO: Isiphande se-imeyila: Morolo@mpg.gov.za Inomboro yomtato (013) 766 6663</p> <p>NAMKHA</p> <p>DIO: Isiphande se-imeyila: BMona@mpg.gov.za Inomboro yomtato (013) 766 6115</p>	
<p>6. Ngomnqopho wesigaba sama-22(8) somThetho, abantu abalandelako bakhululiwe ekubhadeleni imbadalo yokufumana etjhejwe esigabeni sama-22(6) so mThetho:</p> <p>(i) Umuntu ongakatjhadi wengeniso lonyaka ngemva kokudoswa kwemali Okuvunyelweko njenge-PAYE ne-UIF ayeqi kuma-R 14 712,00 qobe ngonyaka; bese</p> <p>(ii) Abantu abatjhadileko namkha umuntu nomlinganakhe ingeniso labo lonyaka, ngemva kokudoswa kwemali okuvunyelweko ekukhulunywa ngakho kuTjhejuli yesaziso lesi kwenziwe, ayeqi kuma-R27 192,00 qobe ngonyaka.</p>	

IFOROMU 4

ISIBILAYEZO SANGAPHAKATHI
[UmThetholawulo 9]

Ireferensinamba:.....
(Inomboro yokutlolisa)

IMININGWANA YEHLANGANO YOMBUSO				
Ibizo leHlangano yomBuso				
Ibizo nesiBongo sesiPhathiswa seLwazi:				
IMININGWANA KAMNGHONGHOYILI OWENZA ISIBILAYEZO SANGAPHAKATHI (Nangabe senziwa ngomunye umuntu obandakanyekako)				
Amabizo apheleleko				
Inomboro kamazisi				
Isiphande seposi				
Iminingwana yokuthintana	Umtato (B)		Ifeksi	
	Umaliledinini			
Isiphande se-imeyila				
Ingabe isibilayezo sangaphakathi senzela omunye umuntu?	Iye		Awa	
Nangabe ipendulo ngu-"iye", isikhundla okwenzelwa ngaso omunye umuntu isibilayezo sangaphakathi: (Ubufakazi besikhundla isibilayezo esenziwa ngaso, nakuthogekako, kufanele bunamathiselwe.)				
IMININGWANA YOMUNTU OWENZELWA ISIBILAYEZO SANGAPHAKATHI (Nangabe senziwa ngomunye umuntu obandakanyekako)				
Amabizo apheleleko				
Inomboro kamazisi				
Isiphande seposi				
Iminingwana yokuthintana	Umtato (B)		Ifeksi	
	Umaliledinini			
Isiphande se-imeyila				

ISIQUNTO SOKUPHIKISA ISIBILAYEZO SANGAPHAKATHI ESENZIWA MAYELANA NASO <i>(tshwaya ibhoksi elifaneleko ngo-"X")</i>	
Ukwaliwa kokufumanwa kwerekhodi	
Isiqunto mayelana neembadalo eziqintelwe ngokwesigaba sama-22 somThetho	
Isiqunto esimayelana nokungezelelwa kwesikhathi isibawo ekufanele isibawo kuqalanwe naso ngaso ngokwesigaba sama-26(1) somThetho	
Isiqunto ngokwesigaba sama-29(3) somThetho sokwala ukufumana eforomini elikhonjelwe mkhombeli	
Isiqunto sokuvuma isibawo sokufumana	
IINZATHU ZESIBILAYEZO <i>(Nangabe isikhala esinikelweko asaneli, sikhombela uragele phambili ekhasini elihlukileko bese ulinamathisela kileliforomu. woke amaphepha wokungezelela kufanele atlikitlwe)</i>	
Nikela iinzathu ekususelwa kizo isibilayezo sangaphakathi:	
Nikela nanyana ngiliphi ilwazi elingahle libe lisizo ekutjhejweni kwesibilayezo:	

Uzokwaziswa ngokutlollelwa ngesiqunto esimayelana nesibilayezo sakho sangaphakathi. Sikhombela utjengise indlela yakho oyenyulako yokwaziswa:

Isiphande seposi	Ifeksi	Ukuthintana bu-elekthroniki (Sikhombela ucacise)

Litlikitlwe e _____ ngomhlaka _____ ku _____ 20

Umtlikitlo kammangali/womunye umuntu obandakanyekako

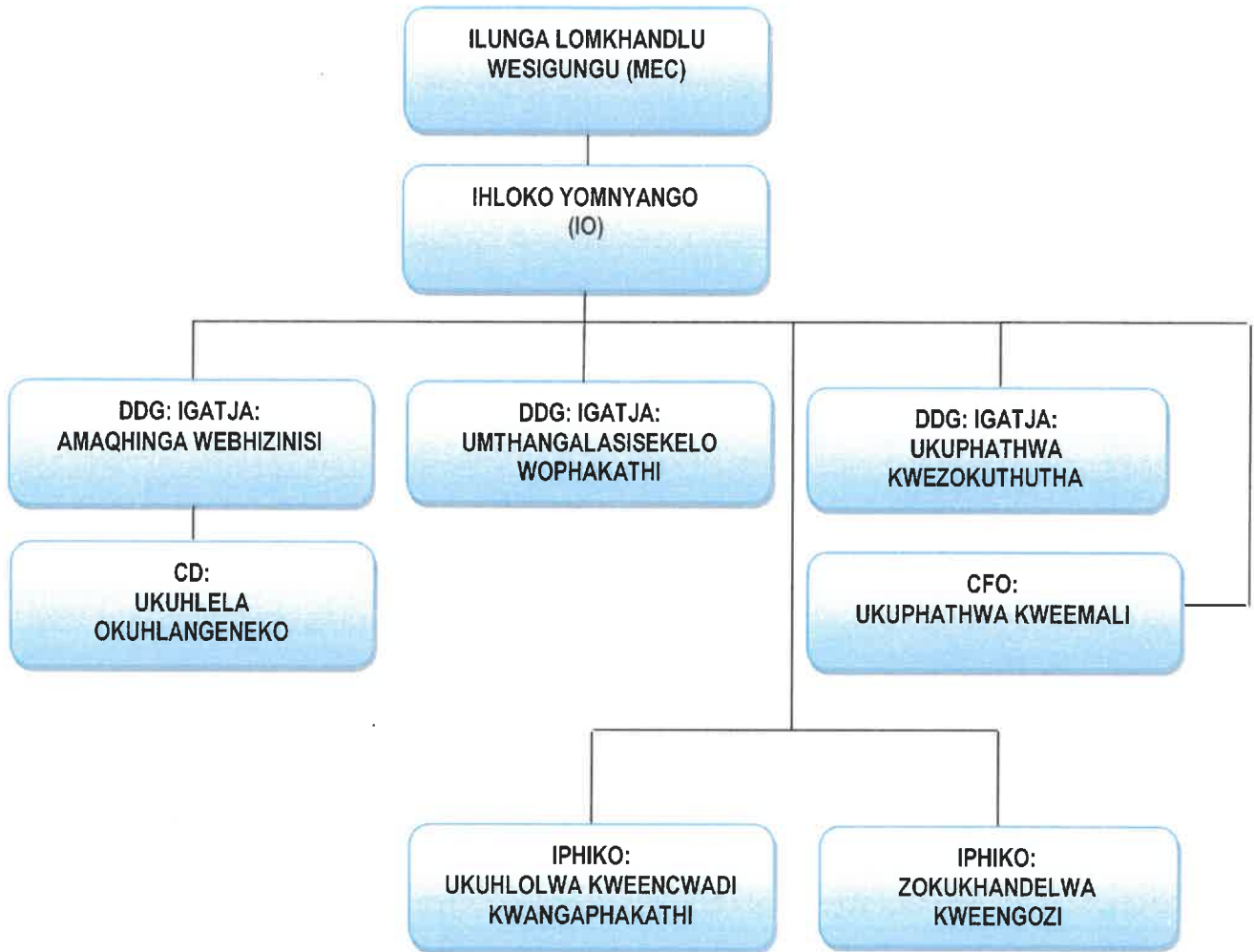
KWE-OFIGI KWAPHELA
UKUREKHODWA NGOKOMTHETHO KWESIBILAYEZO SANGAPHAKATHI

Isibilayezo samukelwe ngu-: (nikela isikhundla, ibizo nesibongo sesiPhathiswa seLwazi)			
Ilanga esifumenwe ngalo:			
Isibilayezo esiphekelelwa ziinzathu zesiqunto sesiphathiswa selwazi, lapho ekutlhogeka khona, iminingwana yomunye umuntu obandakanyekako irekhodi eliphathelene naye, sethulwe siphathiswa selwazi:		Iye	
		Awa	
UMPHUMELA WESIBILAYEZO			
Ukwaliwa kwesibawo sokufumana. Siqinisekisiwe?	Iye		Isiqunto esitja (nangabe asikaqinisekiswa)
	Awa		
Iimbadalo (Isigaba sama-22). Siqinisekisiwe?	Iye		Isiqunto esitja (nangabe asikaqinisekiswa)
	Awa		
Ukungezelelwa kwesikhathi (Isigaba sama-26(1)). Siqinisekisiwe?	Iye		Isiqunto esitja (nangabe asikaqinisekiswa)
	Awa		
Ukufumanwa (Isigaba sama-29(3)). Siqinisekisiwe?	Iye		Isiqunto esitja (nangabe asikaqinisekiswa)
	Awa		
Isibawo sokufumana sivunyiwe. Siqinisekisiwe?	Iye		Isiqunto esitja (nangabe asikaqinisekiswa)
	Awa		

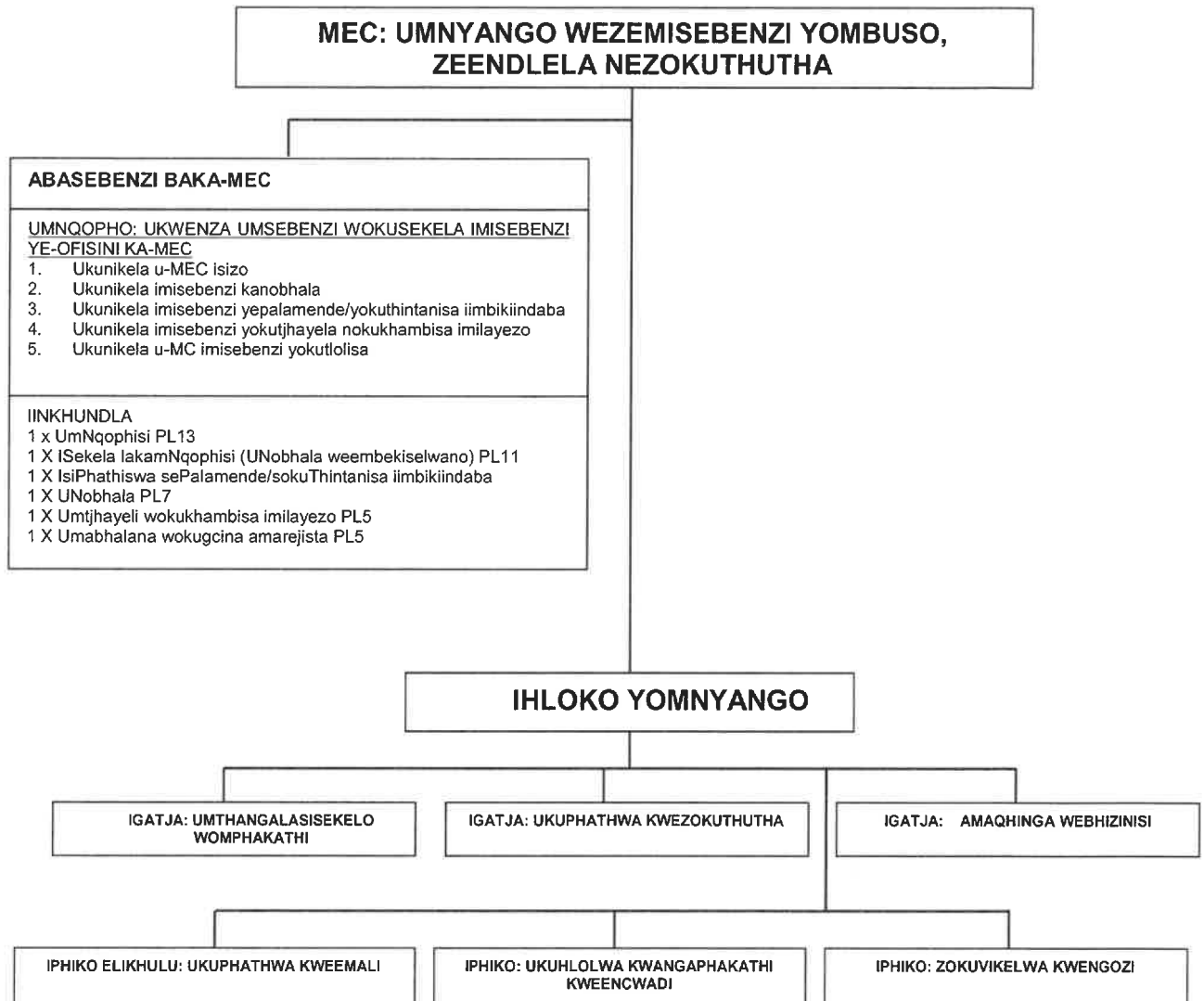
Litlikitlwe e _____ ngomhlaka _____ ku _____ 20

 IsiPhathimandla esifaneleko

IDAYAGRAMU YEHLELO LESAKHIWO SEZINGA ELIPHEZULU



IMISEBENZI YOMNYANGO



I-OFISI LEHLOKO YOMNYANGO WEZEMISEBENZI YOMBUSO, ZEENDLELA NEZOKUTHUTHA

UMNQOPHO: UKUPHUMELELISA NGENDLELA ESEBENZAKO NEYIPUMELELO YOKE IMISEBENZI EPHATHELENE NEZOKUTHUTHA, IINDLELA KANYE

NOMTHANGALASISEKELO WOKWAKHA

IMISEBENZI:

1. Ukuphatha imisebenzi yomthangalasisekelo womphakathi
2. Ukuphatha imisebenzi yezokuthutha
3. Ukuphatha iindaba zomnyango eziphathele neemali
4. Ukuphatha imisebenzi yokuhlolwa kwangaphakathi kweencwadi.
5. Ukuphatha imisebenzi yokukhanda iingozi
6. Ukuphatha amaqhinga webhizinisi

IINKHUNDLA: 1 x UmPhathi Zombebele PL16
 1 x UmNqophisi PL13
 1 x ISekela lakamNqophisi PL11
 1 x Umsizi kamNqophisi PL9
 1 x IsiPhathiswa sokuPhatha/UmSizi womuntu uqobo PL7
 1 x UNobhala PL5

IGATJA: UMTHANGALASISEKELO WOMPHEKATHI

UMNQOPHO: UKUPHATHA IMISEBENZI YOMTHANGALASISEKELO WOMPHEKATHI

IMISEBENZI:

1. Ukuphatha ukuhliziselwa komthangalasisekelo wokwaka kanye nemisebenzi yobutheteki
2. Ukuphatha ukuhliziselwa komthangalasisekelo, ukulondolozwa kanye nemisebenzi yobutheteki
3. Ukuthuthukisa nokugcina amaqhinga wokuphatha ipahla engatjhidiko, imigomo, imithetho namarherho
4. Ukuphatha nokugqonakalisa ukudawwa kwamathuba womsebenzi wabantu abathagako nabangasebenziko esifundeni ngokwethulwa kwezenzelwa zomphakathi

IINKHUNDLA: 1x ISekela lakamNqophisi Jenerala PL15
 1x UNobhala PL5
 1x Umsizi kamNqophisi PL9

IGATJA: UKUPHATHWA KWEZOKUTHUTHA

UMNQOPHO: UKUPHATHA IMISEBENZI YEZOKUTHUTHA

IMISEBENZI:

1. Ukuphatha imisebenzi yezokuthutha
2. Ukuphatha isiphathimandla esilawulako sesifunda
3. Ukuphatha izenzelwa zakarhulumente zeentuthi

IINKHUNDLA: 1 x ISekela lakamNqophisi Jenerala P15
 1 x UNobhala PL5
 1 x Umsizi kamNqophisi PL9

IPHIKO: ZOKUKHANDELWA KWENGOZI

UMNQOPHO: UKUNIKELA IKHAMPHANI IMISEBENZI

IMISEBENZI:

1. Ukunikela imisebenzi yezokuthintana
2. Ukunikela izenzelwa zokuphatha ezisemthethweni
3. Ukunikela imisebenzi yokuphatha kwezokuvikela
4. Ukunikela imisebenzi yokuhlela okuhlangeneko
5. Ukunikela imisebenzi yephiko lokuphatha nokuthuthukiswa kwebasebenzi
6. Ukuphatha imisebenzi yesiYingi se-Ehlanzeni
7. UkuPhatha imisebenzi yesiYingi seBohlabelo
8. Ukuphatha imisebenzi yesiYingi seGert Sibande
9. Ukuphatha imisebenzi yesiYingi seNkangala

IINKHUNDLA: 1 x ISekela lakamNqophisi Jenerala P15
 1 x UNobhala PL5
 1 x Umsizi kamNqophisi PL9

IPHIKO ELIKHULU: UKUPHATHWA KWEEMALI

UMNQOPHO: UKUPHATHA IINDABA ZOMNYANGO EZIPHATHELENE NEEMALI

IMISEBENZI:

1. Ukunikela imisebenzi yama-akhawundi weemali
2. Ukunikela imisebenzi yokuphatha yama-akhawundi
3. Ukuphatha imisebenzi yokuphatha kwethungelelwano leemfuno
4. Ukunikela imisebenzi yokuphatha kwepahla

IINKHUNDLA: 1 x IsiPhathiswa esiKhulu seeMali PL14
 1 x Umsizi kamNqophisi PL9
 1 x UNobhala PL5

IPHIKO: UKUHLOLWA KWANGAPHAKATHI KWEENCWADI

UMNQOPHO: UKUNIKELA IMISEBENZI YOKUHLOLWA KWANGAPHAKATHI

IMISEBENZI:

1. Ukwenza imisebenzi yokuqinisekisa ukuhlolwa kwangaphakathi kweencwadi
2. Ukwenza imisebenzi yokuhlolwa kokusebenza

IINKHUNDLA: 1 x UmNqophisi PL13
 1 x UNobhala PL5

IPHIKO: ZOKUKHANDELWA KWENGOZI

UMNQOPHO: UKUNIKELA UMSEBENZI WOKUKHANDELWA KWEENGOZI

IMISEBENZI:

1. Ukuvumelanisa amagadango wokukhanda kwengozi
2. Ukunikela imisebenzi yefundiso yokulemukisa ngengozi

IINKHUNDLA: 1 x UmNqophisi PL13
 1 x UNobhala PL5

Inikelwe yi- IO