

**IMANUWALI**  
**YOMNYANGO WEZOKUPHATHWA KWEMISEBENZI**  
**YOMBUSO**

*ngokwesigaba 14 somThetho, 2000 (UmThetho wesi- 2 we- 2000)*  
*wokuThuthukiswa kokufumaneka kweLwazi*

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## **1. IMISEBENZI YOMNYANGO WEZOKUPHATHWA KWEMISEBENZI YOMBUSO (DPSA)**

I-DPSA yeluleka uNgqongqotjhe wezokuPhathwa kwemiSebenzi yomBuso (MPSA) ngeendaba zomgomo eziphathelene nabasebenzi bakarhulumende ngokwegunya lomthethosisekelo kanye neleminye imithetho eyenziwako. Ukungezelela, i-DPSA isekela uNgqongqotjhe ekukghonakaliseni ukutjhejwa kweHlangano yomBuso yeThekhnoloji yeLwazi (SITA) kanye neZiko lokuThoma kabutjha lakaRhulumende (CPSI).

*Igunya lomthethosisekelo kanye neleminye imithetho eyenziwako:* Isahluko 10 somThetho, 1996 (UmThetho we-108 we-1996) womThethosisekelo weRiphabhliki yeSewula Afrika silungisa iindaba zombuso. Isigaba 197 simumethe iimfuneko ezithileko zabasebenzi bakarhulumende, kubalwa neemfuneko zokobana

- urhulumende kufanele asebenze begodu akheke ngokwesibethamthetho selizwelo;
- imibandela yokuqhatjha kurhulumende kufanele ilawulwe sibethamthetho selizwelo; begodu
- iphahla lemikghwa efanako kanye namazinga aborhulumende beemfunda ekufanele benze ngawo iimbopho ebasebenzini babo bakarhulumende.

Imithetho ejanyisiweko kanye nephahla lemikghwa namazinga atjhejiweko emThethwenisisekelo sele ihlonywe ngomThetho, 1994 wabaSebenzi bakaRhulumende (omenyezelwe ngaphasi kwesiMemezelo 103 se- 1994). UmThetho lo uhlela amandla kanye nemisebenzi kaNgqongqotjhe wezokuPhathwa kwemiSebenzi kaRhulumende. Kafitjhazana, umThetho ubophelela uNgqongqotjhe ngamandla kanye nemisebenzi-

- yokwenza umgomo ngeendaba zemisebenzi, amalungiselelo wehlangano, imisebenzi yokuqhatjha, imirholo kanye nobunye ubujamo bomsebenzi, itjhebiswano lezemisebenzi, ukuphathwa kwelwazi, ithekhnoloji yelwazi, itjhuguluko kanye nokutjhugulula;
- yokuhloma iphahla lemikghwa kanye namazinga kobana kuphunyeleliswe umgomo;
- yokuhlinzekela iminyango imisebenzi;
- yokweluleka uMongameli kanye neemphathimandla zesigungu ngeendaba eziphathelene nabasebenzi bakarhulumende kanye neenhlango ezifumana isekelo lazo leemali ngenzuzo yentela yombuso; begodu
- neyokwenza imithetholawulo.

*Ihlangano yomBuso yeTheknoloji yeLwazi (SITA):* Ukungezelela eendabeni zakarhulumende ezitjhejiweko ngaphezulu, amandla kanye nemisebenzi kaNgqongqotjhe inaba ukufika ku- SITA. I-SITA ihlonywe ngokomThetho, 1998 (UmThetho wama- 88 we- 1998) weHlangano yomBuso yeTheknoloji yeLwazi . I-SITA inikela itheknoloji yelwazi, amahlelo welwazi kanye nemisebenzi ekhambelana nawo ebhodulukweni eligciniweko lelwazi elivikelekileko ukuya kwezinye iingcinye zombuso. Ukubuswa kwe-SITA kusibopho seBhodi yabaNqophisi. Ibhodi yabaNqophisi isebenza ngokwekambisolawulo yokubusa emukelweko kanye namalungiselelo wokuzibophelela womThetho, 1999 (UmThetho woku-1 we-1999) wokuPhathwa kweeMali zomBuso. UmNqophisi-Zombebele we-DPSA umjamelayo eBhodini ye-SITA.

*Iziko lokuthoma kabutjha lakaRhulumende:* Iziko lokuthoma kabutjha lakaRhulumende (CPSI) lahlonywa njengekhamphani yesigaba 21 ukusebenza njengomkghonakalisi kanye nekutani yemibono emitjha. Lokhu kufuna ukutlanywa kwebhoduluko elikghonakalisako lokutlama kanye nokutlomelisa imibono emitjha; ukukghonakalisa isithembiso hlangana nabahlukahlukeneko abanekareko ngombono wokuhloma ubudlelwano bunye obunesizo noburagela phambili kanye nokusekela ubugugu kanye nokutlhogeka kokuthoma kabutjha phakathi kwakarhulumende. Ibhodi yeZiko inesibopho kuNgqongqotjhe wezokuPhathwa kwemiSebenzi yomBuso.

## **2. ISAKHIWO SE-DPSA**

I-DPSA ijanyiselwe ukuzalisekisa igunya elihlathululwe ngaphezulu. EmNyangweni kunezahlukaniso eziqakathekileko ezihlanu namkha amagatja: UkuPhathwa kwabaSebenzi kanye nokuThuthukisa, UkuPhathwa kwesiLiliso, i-Ofisi yesiPhathiswa esiKhulu seLwazi sakaRhulumende, ukuBuswa nokuThuthukiswa kokwEthulwa kwemiSebenzi.

UkuPhathwa kwabaSebenzi kanye nokuThuthukisa kubunjwe ngeengcinye ezilandelako: Ezepilo yabaSebenzi, Ukuthuthukiswa kweziko lokuphathwa kwabasenzi, ukuPhathwa kokuHlukana, umSebenzi wokuQhatjha nokuPhathwa kwamaBizelo, ukuHlelwa kweziko lukuPhathwa kwabaSebenzi kanye ne-PSETA.

Ukuphathwa kwesiLiliso kubunjwe ngeengcinye ezilandelako: Ihlelo leLwazi lokuPhathwa kweeMali nokuHlolwa komSebenzi, umRholo neenRhubhelo eziKulu, iinKulumiswano neTjhebiswano kezemiSebenzi kanye noRhulumnde munye.

I-Ofisi yesiPhathiswa esiKhulu seLwazi sakaRhulumende ibunjwe ngeengcinye ezilandelako: uRhulumende ngethungelelwanohlanganiso, iTheknoloji yeLwazi kanye nokuThintana, ukuBusa, umThangalasisekelo weTheknoloji yeLwazi nokuThintana nokuThuthukiswa komPhakathi kanye nokuFumaneka.

UkuThuthukiswa kokwEthulwa kwemiSebenzi kumumethe iingcinye ezilandelako: UmSebenzi wokuThuthukiswa komPhakathi, ukuVuselelwa kweBatho Pele, ukuKghonakaliswa kokwEthulwa kwemiSebenzi kanye neNdlela yokweThulwa kwemiSebenzi.

UkuBusa kumumethe iingcenywe ezilandelako: UkuTjheja nokuHlola okuhlangeneko, Irhubhululo, iiNdaba ze-Afrika nezeenTjhabatjhaba, ukuLwisana nobuKhohlakali kanye neNdlela ye-Afrika yokuBuyekeza.

Kuneengcenywe ezimbili ezisebenza ngemisebenzi yabasebenzi ngaphakathi komNyango: I-Ofisi yesiPhathiswa esiKhulu seeMali kanye nokuPhathwa kwamaKghono wabaNtu.

I-Ofisi yesiPhathiswa esiKhulu seeMali imumethe amaziko alandelako: UkuPhathwa kweenTlabagelo nokuVikeleka neThekhnoloji yeLwazi kanye nokuPhathwa kweLwazi.

UkuPhathwa kwamaKghono wabaNtu kumumethe amaziko alandelako: UkuPhathwa kwabaNtu nokuThuthukisa kanye neTjhebiswano labasebenzi neTjhuguluko.

Ukungezelela ezahlukelelanisi ezihlanu eziqakathekileko, kunesekelo lakaNgqongqotjhe kanye nesekelo le-Ofisi kamNqophisi-Zombebele. Ingcenywe yokuThintana kanye neyesekele lomNyango isebenzela umNyango lokha i-Ofisi kamNqophisi-Zombebele isekela umNqophisi-Zombebele. UkuPhathwa kwamaHlelo, ingcenywe yemiSebenzi yezomThetho kanye neyokuHlola kwangaPhakathi kweencwadi zemali nazo zibika kumNqophisi-Zombebele.

**Yeleda kobana lapho ukuphikisana kwenzeka khona hlangana komtlo lo kanye nomtlo wesingisi, umtlo wesingisi uzakusetjeniswa.**

### **3. IMININGWANA YOKUTHINTANA YESIPHATHISWA SELWAZI**

UmNqophisi-Zombebele we-DPSA usiPhathiswa sayo selwazi ngokomThetho wokuThuthukiswa kokuFumaneka kweLwazi. Isekela lesiphathiswa selwazi se-DPSA simNqophisi omKhulu: Imisebenzi yezomThetho.

Isiphande seposi: Private Bag X916  
PRETORIA  
0001

Isiphande sendlela: Batho Pele House  
116 Proes Street (C/o Proes and Bosman Streets)  
PRETORIA

Umrhala: 012-336-1218/1010  
Ifeksi: 012-336-1807

Isiphande semeyila: [empie@dpsa.gov.za](mailto:empie@dpsa.gov.za) namkha daniem@dpsa.gov.za

### **4. IKOMBA YEKOMITJHINI YESEWULA AFRIKA YAMALUNGELO WOBUNTU YENDLELA YOKUSETJENZISWA KOMTHETHO**

Ikomba yendlela yokusetjenziswa komThetho, 2000 wokuThuthukiswa kokuFumaneka kweLwazi izokufumaneka eKomitjhini yeSewula Afrika yamaLungelo wobuNtu kungakadluli inyanga kaRhoboyi 2003. Imibuzo ingenziwa e:

IKomitjhini yeSewula Afrika yamaLungelo wobuNtu:  
Iziko le-PAIA  
UmNyango wokuRhubulula kanye nokuButhelela

Isiphande seposi: Private Bag 2700  
Houghton  
2041

Umrhala: 011-484 8300  
Ifeksi: 011 484 1360  
Iwebhusayidi: [www.sahrc.org.za](http://www.sahrc.org.za)  
Imeyila: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **5. AMAREKHODI**

### **5.1 IHLATHULULO YEENHLOKO I-DPSA EPHETHE AMAREKHODAZO KANYE NEENGABA ZAMAREKHODI APHETHWEKO EENHLOKWENI NGASINYE**

Ngeminqopho yokukghonakalisa isibawo ngokomThetho, iinhloko i-DPSA enamarekhodazo kanye neengaba zamarekhodi aphethweko eenhlokweni ngasinye ngendlela ezihlukaniswe ngayo emtlolweni wesiNgisi we-“Manuwali yomNyango wezokuPhathwa kwemisebenzi yomBuso” (Indima 5.1, yesihloko esithi – “Ihlathululo yeenhloko i-DPSA ephethe amarekhodazo kanye neengaba zamarekhodi aphethweko eenhlokweni ngasinye”). Imanuwali le iyafumaneka ewebhusayidini ye-DPSA ku: <http://www.dpsa.gov.za/acts&policies.asp>

### **5.2 AMAREKHODI AFUMANEKA NGALESOSIKHATHI**

Asikho isiyeliso esikhutjiweko bekube nje manqophana neengaba zamarekhodi we-DPSA afumaneka ngaphandle kobana umuntu abawe ilungelo lokufumana ngokwekambiso yemThethweni wokuThuthukiswa kokuFumaneka kweLwazi. Nanyana kunjalo amarekhodi asewebhusayidini ye-DPSA, [www.dpsa.gov.za](http://www.dpsa.gov.za), ayafumaneka kobana abonwe namkha ukudlulisela (*downloading*) ngaphandle kobana umuntu enze isibawo ngokomThetho otjhiweko.

### **5.3 IKAMBISO YOKUBAWA**

- (a) *Ukuvunywa namkha ukwaliwa kwesibawo:* Umbawi kufanele anikelwe ilungelo lokufumana irekhodi lehlangothi karhulumente nangabe umbawi ukhambisana nokulandelayo:
- Umbawi ukhambisana nazo zoke iimfuneko zekambiso esemThethweni ephathelene nesibawo selungelo lokufumana irekhodelo; begodu
  - Ilungelo lokufumana irekhodi alalelwa ngananyana ngisiphi isizathu sokwala esitjhiweko emThethweni.
- (b) *Ngilibawa njani ilungelo lokufumana irekhodi:*
- Umbawi kufanele asebenzise iforomu (Iforomu A) eyaphrintwa eGazethini kaRhulumente (Isiyeliso sakaRhulumente R187 sangomhlaka 15 kuMhlolanga 2002).
  - Umbawi kufanele atjengise nokobana ingabe umbawi ufuna ikhophi yerekhodi namkha ingabe umbawi ufuna ukuza azokuqala irekhodi ema-ofisini wehlangothi karhulumente. Ngokujamilelela, nangabe irekhodi alisiwo umtlolelo wephepha yeke ungaqalwa ngendlela elibawile ngayo la kutlhogeka khona.
  - Nangabe umuntu ubawela ilungelo lokufumana ngendlela ethileko (isib.: ikhophi yephepha, ikhophi ebu-elektroniki, njll.) yeke umbawi kufanele afumane ilungelo lokufumana ngendlela leyo. Ngaphandle kokwenza njalo lokhu kuzokuphazamisana ngokungazwakaliko nokuphathwa kwehlangothi karhulumente ebandakanyekako namkha kune irekhodi namkha kuphikisane nelungelo lokukhuphela elingasingelombuso. Nangabe ngeenzathu ezingenzeka ilungelo lokufumana ngeze lanikelwa ngendlela efunekako kodwana ngenye indlela, yeke imbadalo kufanele ibaliseswe ngokwendlela umbawile alibawile ngayo ekuthomeni.
  - Ngokungezelela ependulweni etloliweko yesibawo sabo serekhodi nangabe umbawile ufuna ukutjelwa ngesiqunto ngananyana ngiyiphi indlela, isib. Umrhala, lokhu kufanele kutjengiswe.
  - Nangabe umbawile ubawela othileko ilwazi, ikghono isibawo esenziwe ngalo kufanele litjengiswe.
  - Nangabe umbawile akakghoni ukufunda nokutlola namkha unokukhubazeka, yeke isibawo singenziwa ngomlomo. Yeke isiphathiswa selwazi kufanele sizaliseswe umbawile onjalo iforomu bese simnikela ikhophi yeforomu elizalisesweko.
- (c) *Iimbadalo ezibhadalelwa isibawo kanye nesiyeliso sesiqunto ngelungelo lokufumana*
- Umbawile ofuna ilungelo lokufumana irekhodi elimumethe imininingwana yombawile loyo siqu sakhe akufuneki bona abhadale imbadalo yesibawo. Boke abanye ababawile kufanele babhadale imbadalo yesibawo yama-R35.
  - Isiphathiswa selwazi kufanele siyelelise umbawile (kunombawile siqu sakhe) ngesiyeliso, ngokufuna umbawile kobana abhadale imbadalo eqintelweko yesibawo (nangabe ikhona) kanye nesibambiso (nangabe sikhona) ngaphambi kokufakwa ekambisweni okuragela phambili kwesibawo.

- Umbawi angenza isibawo esirhabekileko sangaphakathi la kufanele khona namkha isibawo sekhotho ngokuphikisana nokunikelwa namkha ukubhadala imbadalo.
- Ngemva kobana isiphathiswa selwazi senze isiqunto ngesibawo umbawi kufanele ayeleliswe ngesiqunto esinjalo ngendlela umbawi afune ukuyeleliswa ngayo.
- Nangabe isibawo sivunyiwe yeke imbadalo yokungezelela yelungelo lokufumana kufanele ibhadalelwe amakhophi nokufuna kanye nokulungisa kwananyana ngisiphi isikhathi esifuneka ngobunengi sama-iri abekiweko wokufuna kanye nokulungisa irekhodi kobana livezwe.
- Ilungelo lokufumana irekhodi lizokubanjwa bekube lapho zoke iimbadalo ezifaneleko zibhadalwe khona.

## **6. IMISEBENZI EFUMANEKAKO YOMPHAKATHI**

Imisebenzi ye-DPSA njengombana ihleliwe endimeni 1 ingendlela yokobana amatlayentayo angeminye iminyango karhulumente begodu ayethuli nanyana ngimiphi imisebenzi efumanekako emphakathini. Nanyana kunjalo ilwazi elithileko ngobunjalo, ihlalo nendlela yokutjhuguluka kwakarhulumente (isibonelo, ubukhulu bakarhulumente kanye nenani labasebenzi eminyangweni ngamunye) lingafumaneka eZikweni leLwazi lakaRhulumente le- DPSA emeyilini: M&E@dpsa.gov.za.

## **7. AMALUNGISELELO AVUMELA UKUBANDAKANYEKA EKWENZIWENI KOMGOMO KANYE NOKWENZIWA KWEMISEBENZI**

*Umgomo kanye nemithetho ejanyisiweko:* I-DPSA nayiphakamisa umgomo omutjha namkha imithetho ejanyisiweko ithoma ngokubonisana nabo boke abanekareko ngokubawa iimpakamiso zamaphepha akhutjiweko namkha iimfundobandulo/amakhonferense. Indlela yekambiso yokuhlanganyela iyahluka ngokomhlobo wephrojekthi begodu kanengi yaziswa ngaphambi kokuthoma kwephrojekthi namkha ngemva kwayo.

*Isenzo sokuphatha:* Ebuja menlapho isenzo sokuphatha sithinta kumbi khulu-

- amalungelo namkha amathemba avunyelweko wananyana ngimuphi umuntu; namkha
- amalungelo womphakathi,

imithetholawulo yesenzo sekambiso elungileko yokuphatha ehleliweko emalungiselelweni womThetho, 2000 (umThetho wesi-3 we-2000) wokuThuthukiswa kobuLungiswa bokuPhatha kuzokubambelelwa kiyo (khulukhulu iingaba 4 no 5).

*Imiyalo yomsebenzi yabasebenzi bakarhulumente:* Imiyalo yomsebenzi kanye nezinye iindaba zekareko elijayelekileko labasebenzi bakarhulumente kukhulunyisenwe ngayo emikhandlwini yemikhulumiswano etlanywe ngokomThetho, 1995 wezeTjhebiswano kezemiSebenzi (umThetho wama-66 we-1995). Iinhlngano ezijamele amalungelo wabasebenzi ezijamele inani elinikelweko labasebenzi bakarhulumente lingaba siqhema emkhandlwini onjalo wemikhulumiswano. UmKhandlu wemiKhulumiswano wokuHlela wakaRhulumente uyihlangano hlangana nezinye lapho yoke imiyalo yomsebenzi esebenza kibo boke abasebenzi

bakarhulumende kukhulunyisenwe ngayo ngokufanako. Iingenye ezilandelako zemiKhandlu yemiKhulumiswano zikhona:

- Ingcenye yomKhandlu wemiKhulumiswano yakaRhulumende wawokewoke
- UmKhandlu wezeFundo weTjhebiswano kezemiSebenzi
- Ingcenye yomKhandlu wezemiKhulumiswano yezePilo neHlalakuhle yomPhakathi
- Ingcenye yomKhandlu wemikhulumiswano yokuPhepha nokuVikeleka

## **8. IINSOMBULULO EZIFUMANEKAKO MANQOPHANA NEMITHEHO NAMKHA IMITJHAPHO EMITHEHWENI**

Ikambiso elandelako ikhona kobana abantu babike namkha balungise izwangobatjho yezenzo ezingakhambi ngokwehlelo, ezingakafaneli namkha ezingasisemthethweni namkha imitjhapho ye-DPSA namkha yananyana ngibaphi abasebenzi bayo:

(a) *Iindlela zokubika namkha zokulungisa:*

- (i) Insombululo manqophana nemithetho namkha imitjhapho emithethweni ngokomThetho wokuThuthukiswa kokuFumaneka kweLwazi: Igunya lesibawo esirhabekileko sangaphakathi ngeminqopho yomThetho lo nguNgqongqotjhe wezokuPhathwa kwemiSebenzi yomBuso (iingaba 74 – 77). Ngemva kokuqedwa kokusetjenziswa kwesisombululo sesibawo sangaphakathi esirhabekileko, isibawo singeziwa nekhoto (iingaba 78 – 82).
- (ii) Isisebenzi sakarhulumende singenza isililo namkha isinghonyayo sephenyo leKomitjhini yabaSebenzi bakaRhulumende manqophana nesenzo sangokomthetho namkha umtjhapho (isigaba 35 somThetho, 1994 wabaSebenzi bakaRhulumende).
- (iii) Umuntu angasebenzisa iinsombululo zezemisebenzi manqophana izenzo zangokomthetho namkha imitjhapho yemvelo yezemisebenzi, isibonelo, irarano lamalungelo (umThetho, 1994 wabaSebenzi bakaRhulumende kanye nomThetho, 1995 weTjhebiswano kezemiSebenzi);
- (iv) Umuntu angenza isinghonyayo nomhloli wezemisebenzi manqophana nezwangobatjho yokweqiwa komThetho, 1997 wemiyalo esisekelo yokuQhatjha (umThetho wama-75 we- 1997 - isigaba 78(1)(a)), namkha umThetho, 1998 wokuLingana ekuQhatjheni (umThetho wama-55 we- 1998 - isigaba 34(e)).
- (v) Umuntu angenza isinghonyayo nomVikeli womPhakathi manqophana nesenzo esisolwako esingasisemthethweni namkha esingakafaneli namkha umtjhapho (umThethosisekelo kanye nomThetho, 1994 womVikeli womPhakathi (umThetho wama-23 we-1994)).
- (vi) Umuntu angenza isinghonyayo neKomitjhini yamaLungelo wobuNtu manqophana nesenzo esisemthethweni namkha umtjhapho osolwako ukujamiselela ukweqiwa namkha ingozi kunanyana ngiliphi ilungelo elisisekelo (UmThetho, 1994 (umThetho wama-54 we-1994) weKomitjhini yamaLungelo wobuNtu).



- (vii) Kobana kuvikelekwe ekuziphindiseleni ngebanga lokuvezwa kwefihlo manqophana nesenzo esingasisemthethweni namkha esingakhambi ngokwehlelo mqhatjhi namkha sisebenzi, umuntu obandekanyekako angalandela ikambiso yokuveza esemThethweni, 2000 (umThetho wama-26 we-2000) wokuVeza okuVikelekileko.
  - (viii) Ukusetjenziswa kwezinye iinsombululo zokomthetho ezifana neziko lekambiso yokubuyekezwa kobulungiswa besenzo sokuphatha ngokomThetho, 2000 (umThetho wesi-3 we-2000) wokuThuthukiswa kokuPhathwa kobuLungiswa.
- (b) *Ezinye iinsombululo zokusekela:*
- (i) Umuntu angabawa iinzathu zesenzo sokuphatha ngokomThetho, 2000 (isigaba 5) wokuThuthukiswa kokuPhathwa kobuLungiswa.
  - (ii) Umuntu angabawa ilungelo lokufumana amarekhodi womnyango karhulumende namkha wenye ihlangano karhulumende ngokomThetho, 2000 (isigaba 11) wokuThuthukiswa kokuFumaneka kweLwazi.
- (c) *Umsebenzi ekufanele ubikwe:*
- (i) Ngesikhathi semisebenzi esemthethweni yesisebenzi sakarhulumende, ngokomthetho wendlela yokuziphatha isisebenzi sakarhulumende sikatelelekile ukubika eemphathimandleni ezifaneleko ubukhwabanisi, ubukhohlakali, ukuqhatjha ngobuhlobo, ukungaphathi ngefanelo kanye nananyana ngisiphi isenzo esijamele ubulelesi namkha esiyingozi ekarekweni lomphakathi. Isisebenzi esibhalelwa kukhambisana nalokhu sinomlandu wokungaziphathi kuhle. (Umthetholawulo B.3 kanye no C.4.10 wesAhluko 2 semiThetholawulo, 2001 yabaSebenzi bakaRhulumende).
  - (ii) Isibopho sabo boke abaqhatjhi kanye nabasebenzi sokuveza ubulelesi kanye nokuziphatha okungalandeli ihlelo endaweni yomsebenzi naso sisekela umThetho, 2000 (Isingeniso) wokuVeza okuVikelekileko.