



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

ILIVI YEKUGULA, ILIVU YEKUNGAKHONI KUSEBENTA NEKUTSATSU UMHLALAPHANSI NGENCA YEKUGULA KUMSEBENTI WAHULUMENDE

KUNGANI KUNELIVU YEKUGULA?

Ngetehlakalo letetayelekile temphilo yakho ungabanjwa kugula nobe ulimale, ngaleyo ndlela utawudzinga ilivu kute ululame kulesifo nobe uphole. Khumbula kutsi kulimala kulengcikitsi akusho kulimala emsebentini.

NGABE YINI EMAGUNYA AKHO?

Ilivu yekugula letayelekile yemalanga langu-36 lenemholo lophelele kusayikili yelivu yekugula. Isayikili yelivu yekugula sikhatsi seminyaka lemitsatfu lalandzelanako. Isayikili yelivu yekugula yanyalo icale ngamhlaka Bhimbidwane 2007.

NGABE YINI TIBOPHO TAKHO TEKUSEBENTISA ILIVU YEKUGULA LETAYELEKILE?

- Uma ngabe wati kusenesikhatsi kwekutsi kumele uye kadokotela, sib. kuyohlindwa, faka sicelo bese ufaka lifomu lakho kusenesikhatsi.
- Kodvwa, uma unghahlaselwa kugula nobe utfole kulimala, yatisa indvuna yakho masinyane uma ungeke ukhona kusebenta ngenca yekugula nobe kulimala. Umlayeto wenkhulumo wesihlobo, umuntu losebenta naye nobe umngani kwemukulwe kuphela uma ngabe luhlobo lwekugula nobe kulimala kukuvimbela kutsi watisa indvuna/umphatsi ngekwakho.

KUBALULEKILE!

Kumele ufake sicelo selivu yekugula ngekwakho nobe ngesihlobo, umuntu losebenta naye ngekhatshi kwemalanga lasihlanu emva kwelusuku lwekucala lekungayi emsebentini.

- Faka sitifiketi sekugula setikhatsi semalanga lamatsatfu nalangetulu FUTSI nalapho khona usebentise ilivu yekugula ngetulu kwemahlandla lamabili esikhatsini semaviki lasiphohlono, ngaphandle kwemalanga ekulova. Buka futsi Kwemukulwa Kwetifiketi Tetekwelashwa ngaphasi.

- Sebentisa futsi uphate ilivu yekugula levamile ngendlela lefanele futsi ngekunakekela lokukhulu ngesikhatsi sesayikili yelivu yekugula.
- Yekela kusebentisa ilivu yekugula kuletinye tintfo ngaphandle kwekugula nobe kulimala ngobe ungfalokala usesimeni lesibucayi kulesayikili yelivu yekugula.

NGABE YINI TIBOPHO TEMCASHI?

- Kubukisisa kanye nekuniketa ilivu yekugula ngekuya ngesicelo sakho.
- Kucaphela nekuphenya imikhuba letsite yelivu yekugula letayelekile ekhulukunyetweni lokungaba khona. Kanye nekutsatsa tinyatse uma ngabe kudzingekile. Umcashi angacela sitifiketi sekugula kuletinye tehlakalo tesikhatsi lesingaphasi kwemalanga langu-3 uma kubonwe umkhuba lotsite.
- Kweluleka basebenti ngekusebentisa ngekucaphela ilivu yekugula.
- Kwetayela simondzawo sekusebenta nobe tidzingo temsebenti nobe kufuna lomunye umsebenti, njalo uma ngabe kunesidzingo.

ILIVU YEKUNGAKHONI KUSEBENTA?

Ilivu yekungakhoni kusebenta inzuzo longayicela Esahlakalweni lapho khona usebentise khona ilivu yakho letayelekile kusayikili yelivu yekugula yeminyaka lengu-3. Ilivu yekungakhoni kusebenta tinhliso tekuphatsa leyehlukaniswe ngetinhlobo letimbili:

- Kungakhoni kusebenta kwesikhashana – kulapho sikhatsi selivu yekungakhoni kusebenta yemalanga langu-29 nobe ngaphasi
- Kungakhoni kusebenta sikhatsi lesidze – kulapho ufaka khona sicelo semalanga langu-30 nobe ngetulu elivu yekungakhoni kusebenta

NGABE LENZUZO ISHO KUTSINI?

Ungafaka sicelo nganobe ngusiphi sikhatsi lofuna ngaso ilivu yekungakhoni kusebenta, ngekuya -

- ngekufakwa kwesitifiketi sekugula esikhatsini ngasinye uma wenta sicelo; futsi
- nangeluphenyo kwemcashi ngeluhlobo kanye nangebukhulu

KUBALULEKILE!

Angeke usasebentisa lifomu lekufaka sicelo le-ZI selivu yekungakhoni kusebenta. Kunemafomu ekufaka sicelo lamisiwe latsite etikhatshi letimfisha naletidze telivu yekungakhoni kusebenta. Cinisekisa kutsi emafomu akho agcwaliswe kahle nekutsi bonkhe bufakazi bufakiwe.

NGABE YINI TIBOPHO TAKHO?

- Faka sicelo ngemafomu ladzingekile ekufaka sicelo. Khumbula kutsi kumele ufake sicelo ngemafomu eticelo labekiwe elivu yekungakhoni kusebenta lefisha nobe lendze ngekulandzelana. Angeke usasebentisa lifomu le-ZI kulesicelo.
- Uma ngabe wati kusenesikhatsi kwekutsi kumele uye kadokotela, sib. kuyohlindwa, faka sicelo bese ufaka lifomu lakho kusenesikhatsi.
- Kodvwa, uma unghahlaselwa kugula nobe utfole kulimala, yatisa indvuna yakho masinyane uma ungeke ukhona kusebenta ngenca yekugula nobe kulimala. Umlayeto wenkhulumo wesihlobo, umuntu losebenta naye nobe umngani kwemukulwe kuphela uma ngabe luhlobo lwekugula nobe kulimala kukuvimbela kutsi watisa indvuna/umphatsi ngekwakho.

KUBALULEKILE!

Kumele ufake sicelo selivu yekugula ngekwakho nobe ngesihlobo, umuntu losebenta naye ngekhatshi kwemalanga lasihlanu emva kwelusuku lwekucala lekungayi emsebentini.

- Kumele ufake sitifiketi sekugula ngaso sonkhe sikhatsi kanye nesicelo sakho. Ungaphindze ufake leminyane imiculu yetekwelashwa leyesekelako kanye nemininigwane, kanye nebufakazi lobubhaliwe kulesicelo sakho selivu yekungakhoni kusebenta. Buka futsi Kwemukulwa Kwetifiketi Tetekwelashwa.
- Ungasebentisa kabi ilivu yekungakhoni kusebenta.
- Landzelela futsi wehloniphe tikhatshi letibekiwe tekuyewuhlolwa ngetekwelashwa lokucelwe futsi kwalungiselelwa yi-Employer's Health Risk Manager.

NGABE YINI TIBOPHO TEMCASHI?

Umcashi utakuniketa ilivu yekungakhoni lehamba nemitsetfo phakatsi ngalesikhatsi kusalandvwe umphumela weluphenyo lwabo ngeluhlobo nangebukhulu belivu yekungakhoni kusebenta yakho.

Umcashi utawuphatsa futsi aphenye ngesicelo sakho, ngelusito lwe-Health Risk Manager, ngekulandzela iNchubomgomo kanye neNchubo yeLivu yekungakhoni kuSebenta nekuTsatsa uMhlalaphansi Ngenca yeKugula (PILIR). Ungadzigakala kutsi wente lolunye luhlobo lwetekwelashwa njengencinye yeluphenyo kute kutsi umcashi akhona kutsatsa sincumo lesifanele ngelivu lechubekako yekungakhoni kusebenta nobe sib. kuntjintjwa lokungentiwa kwesimondzawo semsebenti wakho nobe kutfola lomunye umsebenti.

Umcashi utakwatisa ngemiphumela yeluphenyo bese sewutsatsa sinyatselo lesifanele ngekulanzela lemiphumela.

NGABE YINI KUTSATSA UMHLALAPHASI NGENCA YEKUGULA?

Uma wehluleka kusebenta kwalomphelo ngenca yetizatfu tekugula, kungenteka ukhishwe/uniketwe umhlalaphasi kuMsebeni waHulumende ngetizatfu tekugula.

NGABE LOKU KUSHO KUTSINI?

Kungaba nguwe nobe umcashi wakho langakuniketa umhlalaphasi uma kungasolelwa kutsi **angeke** usakhona kusebenta kwalomphelo. Loku kungenteka mhlawumbe emva kwengoti yemoto lematima.

Uma ngabe ufake sicelo lesidze selivu yekungakhoni kusebenta kantsi neluphenyo lwemcashi lutsi angeke usakhona kusebenta kwalomphelo, bangasachubekisa sicelo sakho sekungakhoni kusebenta kutsi sibe sicelo semhlalaphasi ngenca yekugula.

NGABE YINI TIBOPHO TAKHO?

- Kungenteka ucelwe kutsi ugcalise emafomu lakhethsekele esicelo semhlalaphasi ngenca yekugula.
- Faka titifiketi tetekwelashwa kanye nanobe nguyiphi imibiko yekugula lekhona kanye nemniningwane kulesicelo. Buka futsi Kwemukulwa Kwetitifiketi Tetekwelashwa.
- Landzelela futsi wehloniphe tikhatsi letibekiwe tekuyewuhlolwa ngetekwelashwa lokucelwe futsi kwalungiselelwa yi-Employer's Health Risk Manager.

WHAT ARE THE EMPLOYER'S RESPONSIBILITIES?

Umcashi utawuphatsa futsi aphe nye ngesicelo sakho, ngelusito lwe-Health Risk Manager, ngekulanzela i-PILIR. Ungadzingakala kutsi wente lolunye luhlolo lwetekwelashwa njengencenye yeluphenyo kute kutsi umcashi akhona kutsatsa sincumo lesifanele ngemhlalaphasi ngenca yekugula kwakho longahle, nobe uma kutsi angeke usakhona kusebenta kwalomphelo sib. kuntjintjwa lokungentiwa kwesimondzawo semsebeni wakho nobe kutfola lomunye umsebeni.

Umcashi utakwatisa ngemiphumela yeluphenyo bese sewutsatsa sinyatselo lesifanele ngekulanzela lemiphumela.

KWEMUKELWA KWETITIFIKETI TETEKWELASHWA!

Ngetinhloso **telivu yekugula leyetayelekile** titifiketi tetekwelashwa letikhishwe futsi tasayindwa basebenti kanye nebanftu labagunyatwe kuhlola kanye nekwelapha tigulane futsi lababhalisiwe nalemikhandlu lelandzelako ngeMtsetfo wasePhalemende titawemukelwa:

- The Health Professions Council of South Africa (Umkhandlu Wemisebenti Yetemphilo WaseNingizimu Afrika)
- The Allied Health Professions Council of South Africa (Umkhandlu Wemisebenti Yetemphilo Lebumbene WaseNingizimu Afrika)
- The South African Nursing Council (Umkhandlu WaboNesi WaseNingizimu Afrika)

Ngetinhloso telivu yekungakhoni kusebenta umcashi utawemukela kuphela titifiketi tetekwelashwa letikhishwe futsi tasayindwa basebenti lababhalisiwe neMkhandlu Wemisebenti Yetemphilo WaseNingizimu Afrika futsi labagunyatiwe ngekwentsetfo kuhlola kanye nekwelapha tigulane. Sitifiketi setekwelashwa lesinjalo kumele, ngemvumo yakho, sichaze luhlobo kanye nebukhulu bekugula/kulimala.

Sitifiketi setekwelashwa kumele sicukatswe lemininingwane lelandzelako:

- Ligama, likheli kanye neticu tesisebenti setemphilo.
- Ligama lesigulane.
- Lusuku kanye nesikhatsi sekuhlolwa.
- Kungaba kutsi sisebenti setemphilo sikhapha sitifiketi setekwelashwa ngenca yekubuka kwaso ngesikhatsi senta luhlolo, nobe ngenca yemniningwane loniketwe sigulane futsi kube ngulosuselwa etizatfwini tetekwelashwa letemukelekile.
- Inchazelo yesifo/yenkinga, ngekuya ngekutsi sigulane sinikete imvumo yekudzalula umniningwane lonjalo.
- Kutsi ngabe sigulane angeke sikhone kusebenta ngalokuphelele nobe sigulane sitawukhona kwenta longekho matima kakhulu.
- Sikhatsi selivu yekugula lenconotiwe kanye nelusuku lwekukhishwa kwetitifiketi sekugula.
- Matisi wesisebenti uma ngabe asebentisa titifiketi letiphurintiwe ngaphambilini, emagama langahlangani nesigulane kumele esulwe.

KHUMBULA!

Umcashi angenta futsi acale luphenyo lwesicelo sakho emva kwekutsi sewufake lifomu lesicelo leligcaliswe ngalokuphelele kanye nayo yonkhe imiculu ledzingekile. Loku kufaka ekhatsi kubuyela emva kudokotela kuyogcalisa umbiko lodzingekile loyincenye yemafomu esicelo. Lifomu lelingakagcaliswa kahle linganciphisa emafuba ekutsi utfole ilivu yekungakhoni kusebenta nobe umhlalaphasi ngenca yekugula.

Uma-

- udzinga sikhatsi sekuyobona dokotela umuntu lowelaphako, njll ngetizatfu letihlobene nemphilo/kuphila kwakho; nobe
- ungekho emsebenitini incenye yelilanga ngenca yekugula nobe kulimala; nobe
- akhubatekile kumele ayolungisisa imishini layisebentisako ngenca yekukhubateka kwakho, nobe

umcashi utakuniketa sikhatsi sekungabi khona emsebenitini. Umcashi utawugcina lirekhodi lelibhalwe phasi laletikhatsi letinjalo letingakasetjenta kuze kugcaliseke lilanga leliphelile. Litawubese selikhishwa emalanganeni akho elivi yekugula.

Kuleto tehlakalo utawudzingakala kutsi ugcalise irejista yato tonkhe letikhatsi lophume ngato emsebenitini.

Bufakazi baleto tehlakalo vele butawudzingakala.

**LOMUNYE UMNININGWANE
UNGATFOLAKALA KUSIPHATSIMANDLA SE-
HR/SETINSITA TEBASEBENTI.**

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NAYO INGATFOLAKALA KUWEBHUSAYITHI
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Cinisekiseka kutsi umcashi, ngekulanzela lilungelo lakho lemtsetfosisekelo lemfihlo. Lucwebu Lwekutiphatsa, utawuphatsa ngaso sonkhe sikhatsi nobe nguwuphi umniningwane lomayelana nesimo setekwelashwa kwesisebenti ngenhlonipho nangemfihlo ledzingekile. Kwephula lamalungelo kutawutsatfwa njengicala kantsi nesinyatselo sekujezisa singentiwa.