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IRIPHABHULIKI YASENINGIZIMU AFRIKA

ILIVU YABAGULAYO, ILIVU YOKUNGABI NEZINSUKU EZANELE KANYE NOKUTHATHA UMHLALAPHANSI NGENXA YOKUNGABI NEMPILO ENHLE YOMNYANGO WEMISEBENZI YOMPHAKATHI

KUNGANI KUMELE UTHATHE ILIVU YABAGULAYO?

Ezehlakalweni (Kuzehlakalo) ezijwayelekile zempilo yakho kungenzeka ukuthi uke wagula noma walimala ngakho-ke uzodinga ilivu yokuthi ube ngcono ekuguleni noma ekulimaleni. Uyacelwa ukuba uqaphele ukuthi ukulimala lapha kule ngikithi akusho ukulimala usembezini.

AYINI AMALUNGELO AKHO?

Izinsuku ezijwayelekile zokusebenza zelivu yokugula ezingamashumi athathu anesithupha-36 ezihambisana nehlo eliphelele kukuyingiliza kwelivu yokugula. Ukuyingiliza kwelivu yokugula kuyisikhathi seminyaka emithathu elandelanayo. Ukuyingiliza kwelivu yokugula kwamanje kuqalisa ngomhla ka-1 kuJanuwari ka-2007.

YIZIPHI IZIBOPHO EKUSEBENZISENI ILIVU YOKUGULA EJWAYELEKILE?

- Uma waze ngaphambi kwesikhathi ukuthi kuzomele uyokwenziwa inqubo ethize noma ulaliswe esibhedlela uma uzohlinzwa, faka isicelo bese ugcwalisa ifomu lakho lokucela ngaphambi kwesikhathi.
- Kodwa, uma uhlaselwa ukugula ungazelele noma uthola ukulimala, yazisa umphathi (i-supervisor) wakho ngokushesha uma uhluleka ukusebenza ngenxa yokugula noma ukulimala. Umlayezo othunyelwa ngomlomo ngesihlobo, osebenza naye noma umngane uvumelekile kuphela uma uhlobo noma isimo sokugula/ukulimala sikuvimbela ukuba ukwazi ukubikela umphathi wakho ngokwakho.

OKUSEMQOKA

Kumele ungenise isicelo sakho selivu yokugula ngokwakho noma ngokuthumela isihlobo, osebenza naye zingakapheli izinsuku ezinhlanu-5 zokusebenza emva kosuku lokuqala lokungabikho embezini.

- Thumela isitifiketi esibonisa ukuthi uyagula sesikhathi esiyizinsuku ezintathu nangaphezulu KANYE nalapho uye wasebenzisa ilivu yokugula ngaphezu kwezikhathi ezimbili esikhathini esingamaviki ayisishiyagalombili-8, kunganakwa isikhathi sokungabikho embezini?? Bheka futhi nalapho kukhulunywa Ngokuvunywa kwezitifiketi Zokugula ngezansi.
- Sebenzisa bese uhambisa ilivu yabagulayo ejwayelekile ngendlela enesibopho kanye nangokubuhlakani?? ngesikhathi sesiyingilizi selivu yabagulayo
- Gwema ukusebenzisa ilivu yabagulayo uyisebenzisele ezinye izinto ngaphandle kokugula nokulimala ngokuba kungenzeka ukuthi ugcine usotakwini esikhathini esizayo sokuyingiliza kwelivu yabagulayo.

YIZIPHI IZIBOPHO ZABAQASHI?

- Ukubheka nokukunikeza ilivu yabagulayo ngokwesicelo sakho.
- Ukuhlola nokuphenya izimo ezifanayo ezithile zokusetshenziswa ngokungafanele kwelivu ejwayelekile yabagulayo. Bese benza okuthile uma kunesidingo. Umqashi kungenzeka ukuthi kwezinye izimo acele isitifiketi sokwelashwa sezikhathi ezimfushane kunezinsuku ezi-3 uma kunezimo ezithile ezifanayo ezitholakele.
- Ukweluleka abaqashwa ngokusetshenziswa kwelivu yabagulayo ngokunomqondo.
- Ukufanelisa indawo yokusebenza noma izidingo zomsebenzi noma ukufuna omunye umsebenzi, njalo ezehlakalweni ezikudingayo loku.

YINI ILIVU YOKUNGABI NEZINSUKU EZANELE?

Ilivu yokungabi nezinsuku ezanele inzuzo ongafaka isicelo sayo uma seziphelile izinsuku zakho ezijwayelekile zelivu yabagulayo kukuyingiliza kweminyaka emithathu-3 yelivu yabagulayo. Ilivu yokungabi nezinsuku ezanele ihlukaniswe yaba yizinhlobo ezimbili ngezinhlobo zokuphatha:

- Ilivu yokungabi nezinsuku ezanele emfushane – lapha kulapho isikhathi selivu yokungabi nezinsuku ezanele oyicelayo ingeyezinsuku ezingamashumi amabili nesishiyagalolunye-29 noma ngaphansi
- Ilivu yokungabi nezinsuku ezanele ende – lapha kulapho ufaka isicelo sezinsuku ezingamashumi amathathu-30 noma nangaphezulu selivu yokungabi nezinsuku ezanele

KUNGABE LE NZUZO IQKETHENI?

Ungafaka isicelo njalo uma udinga ilivu yokungabi nezinsuku ezanele, uma nje-

- Ufaka isitifiketi sokugula kwesinye nesinye isehlakalo kanye
- Nalapho kukhona ukuphenya komqashi ohlotsheni kanye nasebubanzini bokugula nokulimala kwakho

OKUSEMQOKA

Akusamele usebenzise amafomu okufaka isicelo e-Z1 kulivu yokungabi nezinsuku ezanele. Kukhona amafomu akhethiwe esikhathi esifushane neside selivu yokungabi nezinsuku

YINI IZIBOPHO ZAKHO?

- Faka isicelo emafomini adingekayo okufaka isicelo. Uyacelwa ukuba uqaphele ukuthi kumele ufake isicelo emafomini abekiwe elivu yokungabi nezinsuku ezanele emfushane nende ngokuhambisanayo. Akusafanele ukuba usebenzise ifomu le-Z1 ulisebenzisele loku.
- Uma wazi ngaphambi kwesikhathi ukuthi kuzomele uyokwenziwa inqubo ethize noma ulaliswe esibhedlela uma uzohlinzwa, faka isicelo bese ufaka ifomu lakho lokucela ngaphambi kwesikhathi.
- Kodwa, uma uhlaselwa ukugula ungazelele noma uthola ukulimala, yazisa umphathi wakho ngokushesha uma uhluleka ukusebenza ngenxa yokugula noma ukulimala. Umlayezo othunyelwa ngomlomo ngesihlobo, osebenza naye noma umngane uvumelekile kuphela uma uhlobo noma isimo sokugula/ukulimala sikuvimbela ukuba ukwazi ukubikela umphathi wakho ngokwakho.

OKUSEMQOKA

Kumele ungenise isicelo sakho selivu yokugula ngokwakho noma ngokuthumela isihlobo, osebenza naye zingakapheli izinsuku ezinhlanu-5 zokusebenza emva kosuku lokuqala lokungabikho embezini.

- Ngenisa njalo isitifiketi sokugula uma ufaka isicelo. Ungakwazi ukungenisa imibiko yokweseka isicelo yokwelashwa kanye nolwazi kanye nemibono yokwengeza ehamba nesicelo sakho selivu yokungabi nezinsuku ezanele. Bheka futhi nalapho kukhulunywa ngokuvunywa Kwezitifiketi Zokwelashwa.
- Gwema ukusebenzisa ilivu yokungabi nezinsuku ezanele ngokungafanele.
- Gcina uphinde uhloniphe izikhathi ezihleliwe zokuxilongwa kwezokwelashwa okuqhubekayo eziceliwe zahlelwa NguMenza Wabaqashi Wezingozi Zempilo.

YINI IZIBOPHO ZOMQASHI?

Umqashi uzokunikeza ilivu yokungabi nezinsuku ezanele engumbandela kuye ngokuthi umphumela wokuphenya uhlobo nesimo esinje selivu yokungabi nesikhathi esanele.

Umqashi uzakuphatha aphinde aphele isicelo sakho, ngokusizwa nguMnenja Wezingozi Zempilo, ngokuhambisana Nenqubomgomo kanye Nezinqubo Zelivu Yezinsuku Ezinganele kanye Nokuthatha Umhlalaphansi Wempilo Engeyinhle

(i-PILIR). Kungadingeka ukuba wenze okunye ukuxilongwa okwengeziwe njengengxenywe yokuphenya ukuze umqashi enze isinqumo esinolwazi ngokuqhubeka kwelivu yokungabi nezinsuku ezanele noma isib ukufanelisa indawo yakho yokusebenzela noma omunye umsebenzi

Umqashi uzokwazisa ngemiphumela bese enza okuthile okufanele kuye ngemiphumela.

YINI UMHLALAPHANSI WOKUNGABI NEMPILO ENHLE?

Uma kwenzeka ukuthi uhluleke safuthi ukusebenza ngenxa yezizathu zokwelashwa, ungakhishwa emsebenzini noma unikezwe umhlalaphansi Emisebenzini Yomphakathi ngezizathu zokwelashwa

KUNGABE LOKU KUQUKETHWENI?

Kungaba ngumqashi wakho noma wena oqalisa umhlalaphansi wokungabi nempilo enhle uma kunokusola ukuthi **usuhluleka ukusebenza safuthi**. Loku ngokwesibonelo kungenzeka mhlawumbe emuva kwengozi yemoto embi.

Uma ufake isicelo selivu yokungabi nezinsuku ezanele ende bese ukuphenya komqashi kubonisa awusozwe wakwazi ukusebenza safuthi, bangaphakamisa isicelo sakho selivu yokungabi nezinsuku ezanele ukuthi sibe isicelo somhlalaphansi wokungabi nempilo enhle.

YINI IZIBOPHO ZAKHO?

- Ungacelwa ukuba ugcalise amafomu okufaka isicelo acacile omhlalaphansi wempilo engeyinhle.
- Ukungenisa izitifiketi zokugula kanye nanoma yimiphi imibiko yezokulashwa kanye nolwazi nesicelo. Bheka futhi lapho kukhulunywa Ngokuvunywa Kwezitifiketi Zokwelashwa.
- Ukulandela nokuhlonipha izikhathi ezihleliwe zokuxilongwa kwezokwelashwa okuqhubekayo okuceliwe kanye nokuhlelwe Ngumenja Wezingozi Zempilo Yomqashi.

YINI IZIBOPHO ZOMQASHI?

Umqashi uzokuphatha aphinde aphele isicelo sakho, ngokusizwa nguMnenja Wezingozi Zempilo, ngokuhambisana ne-PILIR. Kungadingeka ukuba wenze okunye ukuxilongwa okwengeziwe

njengengxenywe yokuphenya ukuze umqashi enze isinqumo esinolwazi ngokuqhubeka kwelivu yokungabi nezinsuku ezanele noma isib ukufanelisa indawo yakho yokusebenzela noma omunye umsebenzi

Umqashi uzokwazisa ngemiphumela bese enza okuthile okufanele kuye ngemiphumela.

UKUVUNYWA KWEZITIFIKETI ZOKWELASHWA!

Ngenhloso yelivu yabagulayo ejwayelekile izitifiketi zokwelashwa ezinikeziwe nezisayinwe ngodokotela kanye nabantu abaqinisiwe ukuhlola nokwelapha iziguli kanye nabarejistwe nezinhlangano zezingweti ezilandelayo ezimiswe nguMthetho Wephalamende zizawuvunywa:

- Ibandla Lezingweti Zezempilo laseNingizimu Afrika
- Ibandla lezingcweti Zezempilo Elibumbene laseNingizimu Afrika
- Ibandla Lamanesi laseNingizimu Afrika

Ngenhloso yelivu yokungabi nezinsuku ezanele umqashi uzokuvuma kuphela izitifiketi ezinikeziwe zasayinwa ngodokotela abarejistwe Ebandleni Lezingcweti Zempilo laseNingizimu Afrika kanye futhi nabaqinise ngokomthetho ukuthi baxilongwe bese belapha iziguli. Isitifiketi esinje sokwelashwa kumele, ngemvume yakho, sichaze uhlobo kanye nebanga lokugula/nokulimala.

Isitifiketi sezokwelashwa kumele siqukathe ulwazi olulandelayo:

- Igama, ikheli kanye neziqo zikadokotela.
- Igama lesiguli.
- Usuku nesikhathi sokuxilongwa.
- Sisho ukuthi udokotela unikeze isitifiketi ngenxa yomphumela wokuzibhekela ngesikhathi exilonga, noma njengomphumela wolwazi olutholakale esigulini futhi olwamukelwa ngokweseka ezokwelashwa.
- Incazelo yokugula/ububi, uma nje isiguli sinikeze imvume yokuveza ulwazi olunje
- Uma ngabe isiguli singakwazi ukuveza ngokuphelele emsebenzini nokuthi isiguli sizokwazi ukwenza umsebenzi ongekho nzima kakhulu esimweni somsebenzi
- Isikhathi selivu ephakanyisiwe yabagulayo kanye nosuku lokunikezwa kwesitifiketi sokugula.
- Isaziso sikadokotela uma esebenzisa izitifiketi eziphrintwe ngaphambi kwesikhathi, izindaba ezingaphathelene nesiguli kumele zisuswe.

Yiba nesiqinisekiso sokuthi umqashi uzokwenza ngokuhambisana nelungelo lakho lomthethosisekelo kube yimfihlo, Ikhodi Yokuziphatha ngaphakathi Kuziyalelo Zemisebenzi Yomphakathi, ukuphatha ngazo zonke izikhathi noma yiliphi ulwazi ngokuphathelene nesimo sokwelashwa sanoma yimuphi umqashwa ngezidingo zokuhlonipha kanye nokuba yimfihlo. Noma yikuphi ukuphula umthetho kwalawa malungelo okuzobuyekenza ngokumqoka kakhulu kanye nesenzo sokulungisa

QAPHELA!

Umqashi angakwazi kuphela ukubheka nokuqalisa ukuphenya kwesicelo sakho emva kokuba ungenise ifomu lesicelo kanye nayo yonke imibhalo edingekayo. Loku kufaka ukubuyela kudokotela wakho ukuze agcalise umbiko odingekayo oyingxenywe yamafomu okufaka isicelo. Ifomu lokufaka isicelo lingaba nengozi ekufinyeleleni kwakho ilivu yokungabi nezinsuku ezanele noma ilivu yomhlalaphansi yempilo engeyinhle.

Uma ngabe-

- Udinga isikhathi sokungezi emsebenzini sokuxhumana nodokotela, ithaphisti, njalo ngezizathu eziphathelene nempilo/ukuphola; noma
- Ungekho emsebenzini ingxenywe yosuku ngenxa yokugula noma ukulimala; noma
- Ukhubazekile futhi kumele athole ukugcinwa kwezikhali ezisetshenziswa njengomphumela wokukhubazeka kwakhe,

Umqashi uzokunikeza isikhathi sokungasebenzi kuloku kulova. Umqashi uzogcina amarekhodi awanyule ngezikhathi ezinje ezisetshenziswa njengesikhathi sokulova kuze kuphelele usuku olulodwa. Kuzobe sekukhishwa kwimibandela yakho yelivu yabagulayo.

Kuzokuthi ngalesi sehla kulindeleke ukuba ugcalise irejist yesikhathi esingasetshenzisiwe ngezinhloso zokurekhoda.

Ubufakazi bezehlakalo ezinje buzodingeka noma kanjani.

ULWAZI OLWENGEZIWE LUNGATHOLAKALA EMAHHOVISI AKHO E-HR/EZINDABA ZABASEBENZI.

IMIBHALO YENQUBOMGOMO INGAKWAZI UKUTHOLAKALA KUWEBHUSAYIDI YE-DPSA LAPHA

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