



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 459

Pretoria, 12 September 2003

No. 25425

M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



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25425



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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**IBHUKU ELICHAZA NGOLWAZI OLUTHOLAKALA
KUMNYANGO WEZABASEBENZI
ELAQONGELELWA NGOKWESIGABA -14(1)
SOMTHETHO WOKUPHAKANYISWA
KOKUTHOLAKALA KOLWAZI, WE-2000
(UMTHETHO -2 WE- 2000)**

**LAQONGELELWA:
WEZABASEBENZI**

**NGUMQONDISI JIKELELE
UMNYANGO**

**PRIVATE BAG X117
PRETORIA
0001**

UCINGO: (012) 309 4000

IFEKSI : (012) 322 1413

Ikheli le- E-meyili:

Ikheli lewebhusaythi

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A. ISINGENISO

Ukutholakala kolwazi olukuMbuso kungukhiye wokuthi umphakathi ukhethe ngokuqonda, okuyikona okuletha uHulumeni oziphendulelayo futhi ogculisayo. UMnyango wezaBasebenzi, ngokuthobela isigaba -14(1) soMthetho wokuTholakala koLwazi, we-2000 (UMthetho 2 we-200) ("UMthetho"), sowenze lelibhuku elichazayo ukuze kusizakale amalungu omphakathi athintekayo ukuthi akwazi ukuthola ngokunomqondo ulwazi olukuMnyango okungenzeka aludinge.

B. ISIMO SOMNYANGO WEZABASEBENZI**1. UNGOONGOOSHE**

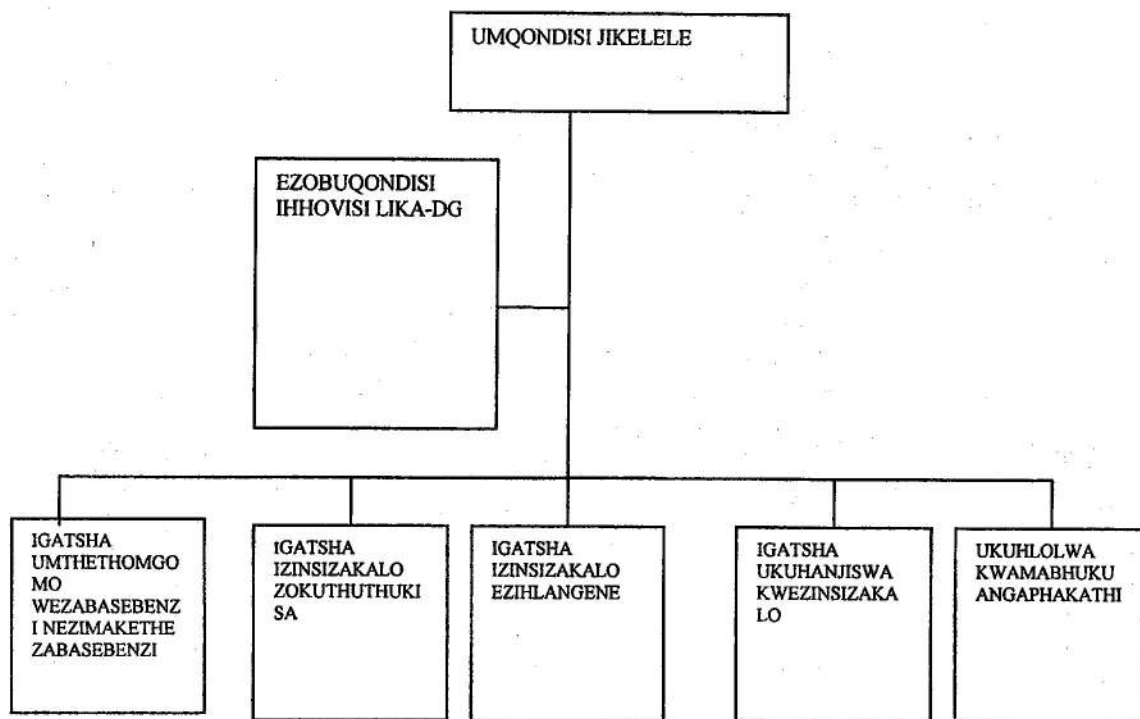
UMnyango wezaBasebenzi uholwa nguNgqongqoshe wezaBasebenzi okhethwa nguMongameli ngokwesigaba-91(2) soMthethosisekelo waseNingizimu Afrika, we-1996 (UMthetho -108 we-1996 ("Umthethosisekelo)).

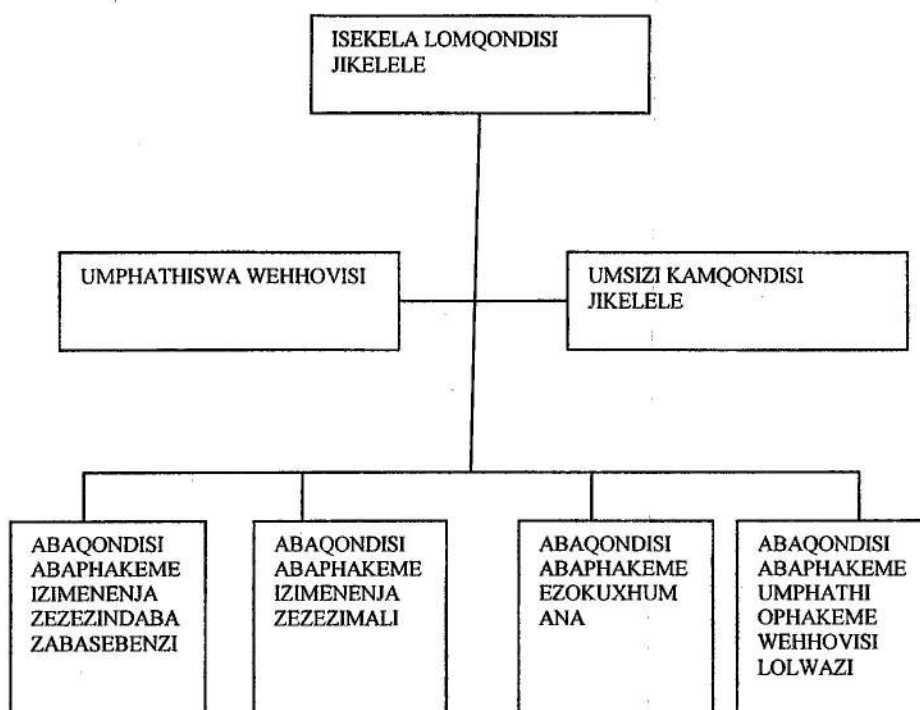
2. EZOBUPHATHISWA

2.1 Ezingeni lokusebenza, uMnyango umenejwa nguMqondisi Jikelele, okhethwa nguMongameli ngokwesigaba -12 soMthetho WeZinsizakalo zoMphakathi, we-1994 kanye noMthethosisekelo.

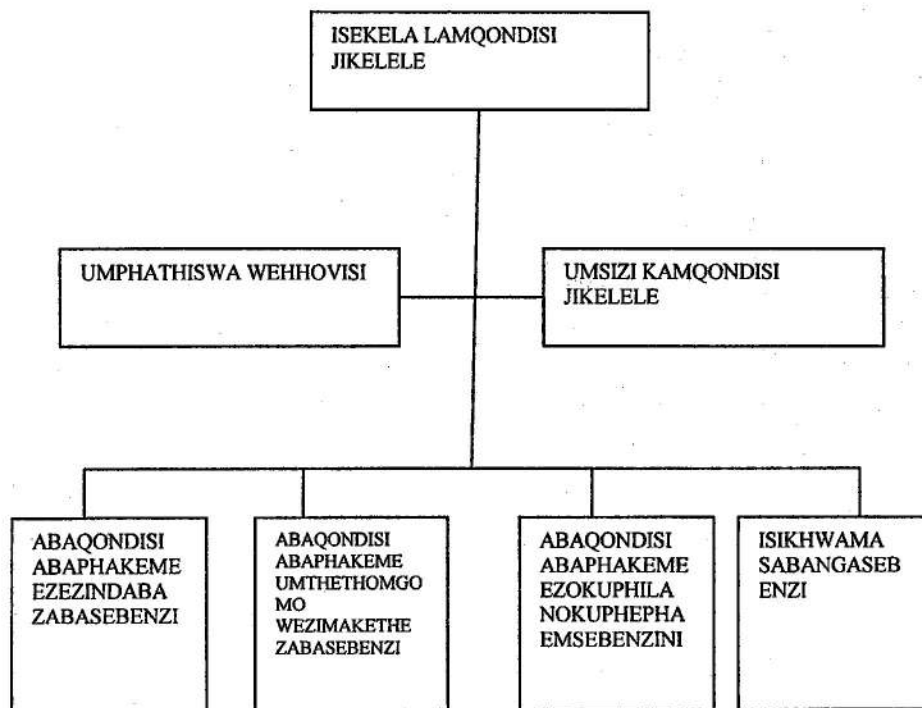
2.2 UMqondisi Jikelele uba namasekela amane amelekelelayo alawula uhlelo loMthethomgomo wezabasebenzi kanye noLwemakethe yaBasebenzi, uKuhanjiswa kweZinsizakalo, iZinsizakalo eZihlangene kanye noKuqashwa nokuThuthukiswa koBungoti ngokulandelana. UMqondisi Jikelele nguyena uMphathi weHhovisi loLwazi oMisiwe. Imininingwane yesekela loMphathi weHhovisi loLwazi itholakala kwisiGaba C ngezansi.

UMNYANGO WEZABASEBENZI

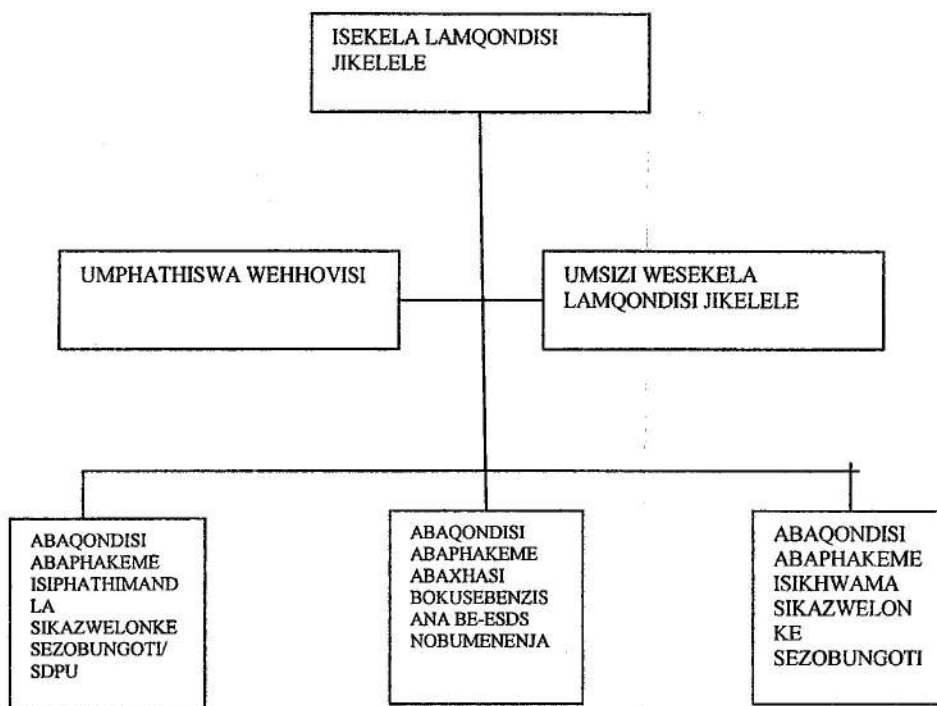


IGATSHA: IZINSIZAKALO EZIHLANGENE

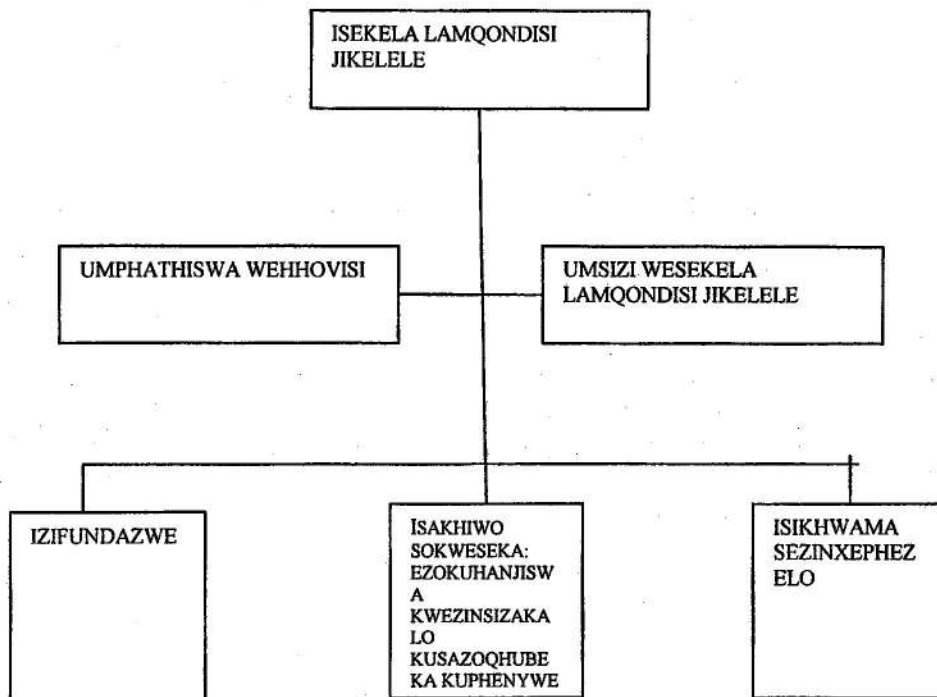
IGATSHA: IZINHLELO ZOMTHETHOMGOMO WEZABASEBENZI NEZEZIMAKETHE ZABASEBENZI



IGATSHA: ESDS/HRD



IGATSHA: UKUHANJISWA KWEZINSIZAKALO



2. **AMATHIMBA ASEMTHETHWENI**

2.1 Lamathimba asemthethweni alandelayo amiswe ngokomthetho olawulwa nguMnyango:

3.1.1 Umkhandlu wezeluleko kwezempilo nokuphepha emsebenzini;

3.1.2 IBhodi lezinxephezelo;

3.1.3 Isikhwama seZinxephezelo kanye nesikhwama Esibekiwe;

3.1.4 Ezokuthuthukiswa Kwezomnotho kuZwelonke kanye noMkhandlu Wezabasebenzi;

3.1.5 IKhomishana yezokubuyisana, nokuxoxisana;

3.1.6 IKhomishana yeZimo Zokusebenza;

3.1.7 IKhomishana yeZokulingana kweZomsebenzi;

3.1.8 Iziphathimandla zikaZwelonke zezoBungoti;

3.1.9 UPhiko Lokuhlela Ngokuthuthukiswa koBungoti; kanye

3.1.10 Nesizinda sikaZwelonke sezomKhiqizo.

C. **ABAPHATHI BEHHOVISI LOLWAZI**

1. Umqondisi Jikelele nguyena obekwe njengomphathi wehhovisi lolwazi, njengoba kubekwe kwisigaba- 1(a)(ii) soMthetho.
2. Imininingwane yoMphathi weHhovisi Lolwazi ingelandelayo:

2.1 **IKHELI LEPOSI**

Umqondisi Jikelele (Mphathi wehhovisi Lolwazi)
UMNyango wezemiSebenzi
Private Bag X117
PRETORIA
0001

2.2 **IKHELI LOMGWAQO**

Mqondisi Jikelele
Laboria House
215 Schoeman Street
PRETORIA
0001

2.3 Inombolo yocingo: (012) 309 4000

2.4 Inombolo yefeksi: (012) 320-2059

2.5 Iwebhusayithi: www.labour.gov.za

3. Amasekela oMqondisi Jikelele angamasekela omphathi wehhovisi loLwazi amisiwe, njengoba kukhonjwe kwisigaba -17 (1) soMthetho. Imininingwane yamasekela omphathi weHhovisi loLwazi ingelandelayo:

3.1 **IKHELO LEPOSI**

AmaSekela Mqondisi Jikelele (Amasekela omphathi weHhovisi loLwazi)

UmNyango wezeMisebenzi

Private Bag X117

PRETORIA

0001

3.2 **IKHELI LOMGWAQO**

Laboria House

215 Schoeman Street

PRETORIA

0001

3.3 Inombolo yocingo: (012) 309-4000

3.4 Inombolo yefeksi: (012) 320-2059

3.5 IWebhusayithi: www.labour.gov.za

- 3.6 Izimenenja eziphakeme yizona ezimisiwe ukuthi zibe ngamasekela oMphathi weHhovisi loLwazi njengoba kukhonjwe kwiSigaba 17 (1) soMthetho. Imininingwane yamasekela oMphathi weHhovisi loLwazi ingelandelayo: -

3.6.1 Imeneja ePhakeme: Ezemithombo Yabantu

Inombolo yocingo : (012) 309-4027

Inombolo yefeksi : (012) (012) 309-4631

3.6.2 Imeneja ePhakeme: Ezabasebenzi

Inombolo yocingo : (012) 309-4122

Inombolo yefeksi : (012) 309-4595

3.6.3 Umphathi oMkhulu weHhovisi loLwazi:

Inombolo yocingo : (012) 309-4550

Inombolo yefeksi : (012) 325-8896

3.6.4 Ikhomishana yeZinxephezelo:

Inombolo yocingo : (012) 319-9276

Inombolo yefeksi : (012) 325-3932

3.6.5 Imenenja ePhakeme: Ezokuxhumana

Inombolo yocingo : (012) 309-4662

Inombolo yefeksi : (012) 309-4030

3.6.6 Ikhomishana ye-UI :

Inombolo yocingo : (012) 337-1880

Inombolo yefeksi : (012) 337-1946

**3.6.7 Imenenja ephakeme: Umthethomgomo
Wemakethe yaBasebenzi**

Inombolo yocingo : (012) 309-4146

Inombolo yefeksi : (012) 309-4883

**3.6.8 UMphathi oMkhulu weHhovisi leZezimali:
Ezezimali**

Inombolo yocingo : (012) 309-4286

Inombolo yefeksi : (012) 309-4697

3.6.9 Imeneja Ephakeme: NSA\SDPU

Inombolo yocingo : (012) 309-4167

Inombolo yefeksi : (012) 309-4237

**3.6.10 Imenenja ePhakeme: Isikhwama sikaZwelonke
sezoBungoti**

Inombolo yocingo : (012) 309-4470

Inombolo yefeksi : (012) 309-4048

**3.6.11 Imenenja Ephakeme: Uphiko Lokuxhumanisa
iZiphathimandla Zezemfundo Nokuqeqesha**

Inombolo yocingo: (012) 309-4782

Inombolo yefeksi: (012) 320-0792

4. AMAHHOVISI OMYANGO KWISIFUNDAZWE

- 4.1** Izimenenja eziphakeme zoMnyango nazo zimiswe njengamasekela oMphathi weHhovisi loLwazi ngokwesigaba -17 (1) soMthetho kanti amakheli azo kanye neminingwane yokuxhumana nazo ingelandelayo: -

4.1.1 ENINGIZIMU NE-GAUTENG

Imenenja ePhakeme yesiFundazwe

Ucingo: (011) 497-3118

IFeksi: (011) 834-1081/2570

4.1.2 ENYAKATHO NE-GAUTENG

Imenenja ePhakeme yesiFundazwe

Ucingo: (011) 309-5066

IFeksi: (011) 309-5006

4.1.3 LIMPOPO

Imenenja ePhakeme yesiFundazwe

Ucingo: (015) 290-1607

IFeksi: (015) 280-1608

4.1.4 E-NORTH WEST

Imenenja ePhakeme yesiFundazwe

Ucingo: (018) 387-8100/9

IFeksi: (018) 384-2745/4

4.1.5 E-FREYISTATA

Imenenja ePhakeme yesiFundazwe

Ucingo: (051) 505-6200

IFeksi: (051) 447-9353

4.1.6 E-MPUMALANGA

Imenenja ePhakeme yesiFundazwe

Ucingo: (013) 655-8700/9

IFeksi: (013) 690-2622

4.1.7 KWA-ZULU NATAL

Imenenja ePhakeme yesiFundazwe

Ucingo: (031) 336-1545

IFeksi: (031) 305-9540

4.1.8 ENYAKATHO KAPA

Imenenja ePhakeme yesiFundazwe

Ucingo: (053) 838-1500

IFeksi: (053) 832-8798

4.1.9 E-NTSHONALANGA KAPA

Imenenja ePhakeme yesiFundazwe

Ucingo: (021) 460-4104

IFeksi: (021) 465-3642

4.1.10 EMPUMALANGA KAPA

Imenenja ePhakeme yesiFundazwe

Ucingo: (043) 701-3030

IFeksi: (043) 743-9719

D. IMISEBENZI YOMNYANGO WEZABASEBENZI

1. UMnyango weZabasebenzi ulawula, utshale futhi uqinisekise ukugcinwa kwemithetho wezokuqashwa, engelandelayo:
 - 1.1 Umthetho weZindaba zaBasebenzi, we- 1995 (UMthetho 66 ka 1995)
 - 1.2 UMthetho Wezimo Ezidingekayo Kwezokusebenza, we- 1997 (UMthetho 75 we- 1997)
 - 1.3 UMthetho Wezokunxephezela abaLimale emsebenzini nabagule ngenxa yoMsebenzi, we- 1993 (UMthetho 130 we- 1993)
 - 1.4 UMthetho weZempilo Nokuphepha emsebenzini, we- 1993 (UMthetho 85 we- 1993)
 - 1.5 UMthetho wezoKuthuthukisa ubuNgoti, we- 1998 (UMthetho 97 we- 1998)
 - 1.6 UMthetho Wezokulingana Ngokomsebenzi, we- 1999 (UMthetho 65 we- 1998)
 - 1.7 UMthetho Wenhlawulo yoKuthuthukisa uBungoti, we- 1999 (UMthetho 9 we- 1999)
 - 1.8 UMthetho woMshuwalense woKungasebenzi, we- 2001 (UMthetho 63 we- 2001) kanye

- 1.9 NoMthetho kaZwelonke wezoKuthuthukisa eZomnotho noMkhandlu weZabasebenzi, we- 1994 (UMthetho 35 we-1994).

2. **UMNYANGO WEZABASEBENZI: -**

- 2.1 Ufaka umfutho kumalungelo omthethosisekelo okuphatha kahle ezokuqasha njengoba kutholakala kwiSigaba-23(1) soMthethosisekelo, ngomthetho olawula ubuphansi bamazinga okuqashwa, ukugwema nokuxazulula ingxabano.
- 2.2 Uqinisekisa ukuthi iNingizimu Afrika ithobela yonke imigomo yayo njengelungu loMbuso weNhlango yeZwelonke yeZabasebenzi ("i- ILO");
- 2.3 Ugcizelela yonke imithetho ephathelene nezabasebenzi;
- 2.4 Uphakamisa amalungelo omthethosisekelo okulingana kanti futhi uhlose ukuqeda lonke ubandlululo olungeluhle emsebenzini ngokutshala ezokulingana ngokomsebenzi ukuze uqede umonakalo owabangwa ubandlululo;
- 2.5 Uphakamisa ukuthuthukiswa kwezomnotho nokugculisa kubasebenzi ngokulokhu ubuyekeza imithethomigomo, izenzo nenqubo yokuqashwa kanye nendawo yabasebenzi yokusebenza;

- 2.6 Umisa uhlaka lwesizinda lokutshala uphiko lukazwelonke namacebo asemsebenzini ngethemba lokuthuthukisa nokukhuphula ubungoti babasebenzi baseNingizimu Afrika.
- 2.7 Ulawula ukukhokhwa kwesinxephezelo sokukhubazeka okubangwe yingozi noma yizifo zemboni kubasebenzi ngesikhathi besebenza, noma sokufa okubangwe yilengozi nokugula ngeziKhwama zezeziNgozi neziBekiwe;
- 2.8 Ulawula iSikhwama soMshuwalense wokuNgasebenzi olawula okukhokhwa ngabaqashi nabakhokhayo kwezezimali zomshuwalense wokungasebenzi kanye namabhenefithi, ama-alawensi, nezimali ezikhokhwa yilesikhwama;
- 2.9 Uhlinzeka ngobuphansi bamazinga okuphila nokuphepha emsebenzini; futhi
- 2.10 ngokuThuthukisa ezoMnotho kuZwelonke kanye noMkhandlu weZabasebenzi:
- 2.10.1 uzama ukuphakamisa imigomo yokuthuthuka kwezomnotho, ukubandakanyeka ekuthathweni kwezinqumo ngezomnotho kanye nokuphila ngokulingana;
- 2.10.2 Ufuna ukuthola ukuvumelana nokuphetha izivumelwano ngodaba oluphathelene nomthethomgomo wezokuphilisana nezomnotho;

- 2.10.3 ubhekelela yonke imithetho ephakanyisiwe ngaphambi kokuthi yethulwe ePhalamende;
- 2.10.4 ubhekelela lonke ushintsho olubalulekile olube khona kumthethomgomo wezokuphilisana nezomnotho ngaphambi kokuthi utshalwe noma wethulwe ephalamende; futhi
- 2.10.5 ukhuthaza uphinde uphakamise ukusungulwa komthethomgomo onobuxhumanisi ezindabeni zokuphilisana nezomnotho.

E. ISIQONDISI ESITHOLAKALA KWI- SAHRC

Ukhomishana weZamalungelo aBantu eNingizimu Afrika kudingeka ukuthi enze isiqondisi ngazo zonke izilwimi ezisemthethweni eNingizimu Afrika ukuze kusizakale bonke abantu Abafisa ukusebenzisa amalungelo abo okuthola ulwazi, labo abangase baludinga ekusebenziseni amalungelo abo. Lesisiqondisi singatholakala kumphathi wehhovisi lolwazi we-SAHRC kulelikheli elilandelayo:

Mphathi weHhovisi loLwazi

Ikheli leposi:

South African Human Rights Commission

Private Bag X 2700

HOUGHTON

2041

Ikheli loMgwago:

Entrance 1

Boundary Road

Isle of Houghton

PARKTOWN

Inombolo Yocingo: (011) 484-8300

Inombolo yeFeksi: (011) 484-7146

Iwebhusayithi: www.sahrc.org.za

F. ULWAZI OLUTHOLAKALA KUMNYANGO

Noma ngubani ofisa ukuthola ulwazi olutholakala kuMnyango angathintana noMphathi weHhovisi loLwazi noma iSekela loMphathi weHhovisi loLwazi.

G. UHLOBO LOLWAZI OLUTHOLAKALA KUMNYANGO

**1. ULWAZI OLUTHOLAKALA KWIMENENJA EPHAKEME
IZIMENENJA ZEZEMITHOMBO YABANTU**

1.1 Imininingwane yabantu ababaqashile.

**2. ULWAZI OLUTHOLAKALA KWIMENENJA EPHAKEME:
EZEZINDABA ZABASEBENZI**

2.1 Imithethomigomo yezinyunyana ezibhalisiwe;

- 2.2 Imithethomigomo yezinhlangano zabaqashi ezibhalisiwe;
- 2.3 Imithethomigomo yezinhlangano ezinkulu ezengame izinyunyana;
- 2.4 Imithethomigomo yezinhlangano ezinkulo ezengame izinhlangano zabaqashi
- 2.5 Izinyunyana zemikhandlu ebhalisiwe yokukhulumisana nesemthethweni;
- 2.6 Amakhophi ezitatimende zezezimali akhishwe yilenhlangano engenhla;
- 2.7 Imininingwane yabaqashi abamisiwe ngokoMthetho Wokulingana ngoKusebenza ("EEA");
- 2.8 Izinhlelo zokulingana ngokusebenza zabaqashi abamisiwe;
- 2.9 Imibiko yokulingana ngokusebenza;
- 2.10 Ukubeka amaholo;
- 2.11 Ukubeka ngokwemikhakha;
- 2.12 Ukubeka ngokongqongqoshe;
- 2.13 Ukwehlukahlukana ngokongqongqoshe;

2.14 Izivumelwano ezihlangene zemikhandlu yokukhulumisana nesemthethweni;

2.15 Imibiko yeKhomishana yoKulingana Ngokusebenza;

2.16 Imibiko yeKhomishana yaMazinga oKuqasha: kanye

2.17 Nezitatimende zezezimali nemibiko ephakeme ye-CCMA.

3. **ULWAZI OLUTHOLAKALA KUKHOMISHANA WOMSHUWALENSE WOKUNGASEBENSI**

3.1 Amarekhodi abasebenzi nabaqashi abaphonsa esivivaneni;

3.2 Amarekhodi amakleyimu abasebenzi abaphonsa esivivaneni;
kanye

3.3 Nezitatimende sezezimali zesikhwama.

4. **ULWAZI OLUTHOLAKALA KUKHOMISHANA WEZEXINXEPHEZELO**

4.1 Amarekhodi abaqashi nabasebenzi abaphonsa esivivaneni;

4.2 Amarekhodi amakleyimu abasebenzi abaphonsa esivivaneni;
kanye; kanye

4.3 Nezitatimende sezezimali ZesiKhwama.

5. **ULWAZI OLUTHOLAKALA KWIMENENJA EPHAKEME KWEZEMPILO NOKUPHEPHA EMSEBENZINI**

5.1 Amarekhodi ezingozi nokulimala emsebenzini;

5.2 Imibiko ngophenyo lwezingozi emsebenzini.

- 5.4 Ezibalo;
- 5.5 Imibiko yosesho; kanye
- 5.6 Nohla lwabanenkontilaka nabasebenza ngogesi.

6. **ULWAZI OLUTHOLAKALA KWIMENENJA EPHAKEME YOPHIKO**
LWEZIPHATHIMANDLA ZOKULAWULWA KWEZEMFUNDO
NOKUQEQUESHA

- 6.1 Imininingwane yazozonke izimpiko ezingama -25 zeziphathimandla zezeMfundo nokuQeqesha;
- 6.2 Imibiko yonyaka yeziphathimandla zophiko lweZemfundo nokuQeqesha; kanye
- 6.3 Lombhalo oqoshiwe wakokonke ukufunda.

7. **ULWAZI OLUTHOLAKALA KWIMENENJA EPHAKEME YESIKHWAMA**
SIKAZWELONKE SEZOBUNGOTI

- 7.1 Imininingwane yemikhankaso ekhokhelwa yisiKhwama Sikazwelonke seZobungoti; kanye
- 7.2 Nohlelo lokuthola izimali kwiSikhwama sikaZwelonke seZobungoti.

8. **ULWAZI OLUTHOLAKALA KWIMENENJA YEZIPHATHIMANDLA**
ZEZOBUNGOTI

- 8.1 Imininingwane yeQhinga lokuThuthukisa ezoBungoti kuZwelonke.

9. **ULWAZI OLUTHOLAKALA KWIMENENJA EPHAKEME
KWEZEZINDABA ZEZWELONKE**

9.1 Izingqungquthela zeziNhlango zabasebenzi eZwenilonke; kanye

9.2 Nezivumelwano zezwelonke eziphethwe yiNingizimu Afrika namanye amazwe kanye/noma izinhlangano.

10. **ULWAZI OLUTHOLAKALA KWIMENENJA EPHAKEME:
EZOKUXHUMANA**

10.1 Okukhishelwe ezokusakaza;

10.2 Izinkulumo zikaNgqongqoshe wezabasebenzi;

10.3 Imibiko yonyaka yoMnyango; kanye

10.4 Namapheshana, izincwajana namabhukwana okukhishwa nguMnyango.

11. **ULWAZI OLUTHOLAKALA KUMPHATHI OMKHULU WEHHOVISI
LEZEZIMALI**

11. Amarekhodi ebhajethi, uchithomali nokucatshangelwayo koMnyango.

**12. ULWAZI OLUTHOLAKALA KWIMENENJA EPHAKEME
YEZOKUHLOLWA KWAMABHUKU ANGAPHAKATHI**

12.1 Amarekhodi ezinhlelo zengozi;

12.2 Amarekhodi ezinhlelo zokugwema; kanye

12.3 Nokutholakale ngokuhlolwa kwamabhuku nemibiko.

**13 ULWAZI OLUTHOLAKALA KUMPHATHI OMKHULU WEHHOVISI
LOLWAZI**

12.4 Amarekhodi oBudlelwano baNgasese noBusobala.

14. ULWAZI OLWEJWAYELEKILE

14.1 Amaphepha aluhlaza namhlophe aphaathelene nemisebenzi
yoMnyango;

14.2 imithethomgomo nezinqubo mayelana:

- (i) nezenzo zokuqasha;
- (ii) Ukuthola, nokuthenga; kanye
- (iii) nezenzo zezimakethe zabasebenzi.

14.3 imibiko yeziMakethe zaBasebenzi.

I. UKUTHOLA IZINSIZAKALO EZIKHISHWA NGUMNYANGO

1. Umshuwalense wokungasebenzi

1.1 Ukwamukela nokuhambisa izicelo zomshuwalense
wokungasebenzi; kanye

- 1.2 Nokukhokhelwa kweSikhwama somshuwalense wokungasebenzi.

Lezi zinsizakalo zitholakala kuwowonke amaHhovisi oMnyango eSifundazwe, akhona kuzona zonke iziFundazwe ezingama-9.

2. **IZINXEPHEZELO ZEZIFO NOKULIMALA OKUTHOLAKALA EMSEBENZINI**

- 2.1 Ukwamukela nokuhambisa izicelo zesinxephezelo sokugula noma ukulimala emsebenzini; kanye

- 2.2 Nokukhokhwa kwesinxephezelo.

3. **EZEZINDABA ZABASEBENZI**

- 3.1 Ukubhaliswa kwezinyunyana, izinhlangano ezengamele izinyunyana, izinhlangano zabaqashi, imikhandlu yokuxoxisana nesemthethweni;

- 3.2 Ukwenza uhlukaniso ngokwezimpiko;

- 3.3 Ukwenza izenhlukanhlukano zongqongqoshe; kanye

- 3.4 Nokuqinisekisa ukuthotshelwa kobuphansi kwamazinga ezokuqasha, umthetho wezempilo nokuphepha.

Lezi zinsizakalo zikhishwa eHhovisi eliKhulu loMnyango ePitoli nakumaHhovisi eziFundazwe.

4. UKUTHUTHUKISWA KOBUNGOTI

4.1 Amarekhodi azozonke izimpiko zeziphathimandla zezeMfundo noKuqeqesha, kanye nemithethosisekelo yazo; kanye

4.2 Nokugada ukusebenza kophiko lweZiphathimandla zezeMfundo nokuQeqesha.

Imininingwane yazozonke izimpiko zeziPhathimandla zezeMfundo nokuQeqesha itholakala kunoma yiliphi lamaHhovisi eziFundazwe oMnyango kwiwebhusaythi yayo engu {www.labour.gov.za}.

5. UKUGWEMA NOKUXAZULULA UKUXABANA

5.1 Ikhomishana yokuXoxisana nokuBuyisana ("CCMA") iyona eyenza umsebenzi wokugwema ukuxabana kanye nokuxazulula ingxabano; futhi

5.2 Izinkantolo zaBasebenzi zihlinzeka ngezinsizakalo zokukhipha izinqumo.

Imininingwane yamahhovisi e-CCMA neziNkantolo zabaSebenzi iyatholakala kunoma yiliphi lamaHhovisi oMnyango kwiZifundazwe noma ihhovisi layo eliKhulu.

J. UKUTHOLAKALA KOLWAZI OLUKUMNYANGO

1. ulwazi olukuMnyango lungatholakala ngokwenza isicelo ngendlela emisiwe, olutholakala kuwona wonke amaHhovisi eziFundazwe oMnyango kanti kumele sibhekiswe kuMphathi weHhovisi loLwazi

noma iSekela loMphathi weHhovisi loLwazi kwikheli elibhalwe kwindima -C ngenhla.

2. Ocela ulwazi kumele agcwalise yonke imininingwane kwifomu ukuze uMphathi wehhovisi loLwazi akwazi ukubona ukuthi yiluphi ulwazi olucelwayo. Ocela ulwazi kumele acacise:

- 2.1 Irekhodi alicelayo;
- 2.2 Ukuthi ulwazi luqondene ngqo nolucelile;
- 2.3 Iminyaka yobudala yocelayo;
- 2.4 Ukuthi umceli unomuntu omsizayo yini ukuthola ulwazi; nokuthi
- 2.5 Amarekhodi aphaathelene nempilo yomceli nokuthi ocelayo uyasizwa noma ucelelwa ngomunye umuntu.

K. UKUBANDAKANYEKA EKUBUMBENI UMTHETHOMGOMO

- 1 Noma yiliphi ilungu lomphakathi livumelekile ukuthi libambe iqhaza futhi libe nomfutho ekubunjweni komthethomgomo futhi, ngokwejoywayelekile, abe nokufaka uvo ekusetshenzisweni kwamandla nasekwenziweni kwemisebenzi ngaphakathi kuMnyango:

- 1.1 Ngokuxhumana ngqo noNgqongqoshe kulelikheli elihlinzekiwe;

- 1.2 Ngokubeka izaba kwiKomidi lesikhundla lePhalamende ngezabasebenzi;
- 1.3 Ngokuletha imibono ngomkhandlu wezokuThuthukiswa kweZomnotho nezaBasebenzi; kanye
- 1.4 Nokuveza uvo ngomthetho ophakanyisiwe, ukuletha ukuhlaba ukubhaliswa kwezinyunyana kanye nezinhlangano zabaqashi.

L. AMAKHAMBI AMAYELANA NESENZO NOMA ISENZO
SOKWEHLULEKA KOMNYANGO UKWENZA OKUTHIILE

Uma kwenzeka ukuthi ofake isicelo akhathazeke ngenxa yokwehluleka koMnyango ukumhlinzeka ngolwazi alucelile, obefake isicelo;

- 1.1 Angafaka isicelo sokwedlulisela ngaphakathi ngokweZigaba -74 (1) no-75 (1) zoMthetho ngesinqumo soMphathi wehhovisi loLwazi zingakadluli izinsuku ezingama-60 kwenqatshiwe. Ukwedlulisela kumele:
 - 1.1.1 Kwethulwe kuMphathi wehhovisi loLwazi;
 - 1.1.2 Kucacise udaba olwedluliselwayo futhi asho nezizathu zokwedlulisela ngaphakathi nananoma yimiphi imininingwane ephathelene nalokhu kwedluliselwa;
 - 1.1.3 Kuphelezwe yinani lemali emisiwe yalokhu kwedlulisela ngaphakathi; futhi

- 2.5 loko ku ri ku tirhekhodo ti fambelana na rihanyu ra swa miri ra muendli wa xikombelo na loko mukomberi a pfuniwa kumbe xikombelo xi endliwa ematshan'wini ya mukomberi.

K. KU HOXA XANDLA EKU VUMBENI KA PHOLISI

- 1 Xirho xin'wana na xin'wana xa vaaki xa pfumeleriwa ku hoxa xandla no hlohotela ku vumba pholisi, naswona hi ku angarhela va va na rito eka ku tirhisa matimba no endla mintirho eka Ndzawulo:

- 1.1 ku tihlanganisa hi ku kongoma na Holoby eka kherefu leyi nyikiweke;
- 1.2 ku endla vuyimeri eka Komiti ya swa Ntirho ya Hofisi ya Holoby;
- 1.3 ku yisa swiringanyeto swi hundza hi le ka Huvo yo Tlakusa Ikonomi ya rixaka na ya Mintirho; no
- 1.4 kana hi nawu lowu ringanyetiweke, ku yisa minkaneto eka ntsariso wa minhlangano ya vatirhi na minhlangano ya vathori.

L. SWINTSHUXO MAYELANA NA NAWU KUMBE KU HLULEKA KU ENDLA HI NDZAWULO

Eka loko mukomberi wa mahungu a nga enerisiwi hi laha Ndzawulo yi hlulekaka ku n'wi nyika mahungu lawa a ya kombeleke, mukomberi a nga;

1.1 Endla xikombelo eka ndzawulo ku ya hi Swiyenge swa 74 (1) na 75 (1) swa Nawu ehenhla ka xiboho xa Muofisiri wa Mahungu ku nga si hela 60 (makume tsevu) wa masiku ku ariwile xikombelo. Xivilelo xi fanele ku:

1.1.1 yisiwa eka Muofisiri wa Mahungu;

1.1.2 Ku kumisisa nhlokomhaka ya xivilelo na ku longoloxa swivangelo swa xivilelo na mahungu yan'wana laya faneleke;

1.1.3 Xi heleketiwa na mali leyi vekiweke ya xivilelo xexo; no

1.1.4 Katsa vuxokoxoko byo tihlanganisa bya mukomberi.

1.2 endla xikombelo eKfoto ku ya hi Xiyenge xa 82 xa Nawu;

1.3 endla xivilelo na Khomixini ya Timfanelo ta Vanhu.

1.4 Endla xivilelo na Musirheleri wa Vaaki.

M. LESWI TIVEKAKA

Munhu un'wana na un'wana loyi a nga ri ki na vuxokoxoko lebyi tiyeke lebyi kumekaka eka tsalwa leri a nga tihlanganisa na Muofisiri wa Mahungu kumbe swandla swa yena kumbe yin'wana ya Tihofisi ta Xifundza ta Ndzawulo ku kuma ku pfuniwa.

Makumu

**TSALWA RO FIKELELA MAHUNGU LAYA NGA LE
MAVOKWENI YA NDZAWULO YA SWA MINTIRHO
LERI KONDLETERIWEKE KU YA HI XIYENGE XA
14(1) XA NAWU WO TLAKUSIWA WO FIKELELA
MAHUNGU WA, 2000 (NAWU WA NOMBORO YA 2
WA 2000)**

RI KONDLETERIWILE HI: MULAWURI-JENERALI
NDZAWULO YA SWA MINTIRHO
PRETORIA
0001
Riq: (012) 30900413
FAX: (012) 322 0413
Kherefu ya 'website'
Kherefu ya e-mail

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A. MANGHENELO

Ku endlela leswaku vaaki va kota ku endla swiboho leswi kombisaka leswaku va na vutivii, leswi hi le tlhelo swi nga ta endla leswaku mfumo wu va na vutihlamuleri na mafumelo ya kahle, ku fikelela mahungu laya nga le mavokweni ya mfumo i swa nkoka swinene. Ndzawulo ya swa Mintirho, hi ku landza Xiyenge xa 14(1) xa Nawu wo Tlakusa ku Fikelela Mahungu, 2000 (NAWU wa Nomboro ya 2 wa 2000) ("Nawu") wu kondleterile tsalwa leri ku pfuna swirho swa vaaki ku fikelela

mahungu laya twalaka laya nga le mavokweni ya Ndzawulo lawa munhu loyi a khumbhekaka a nga ya kombelaka.

XIVUMBO XA NDZAWULO YA SWA MINTIRHO

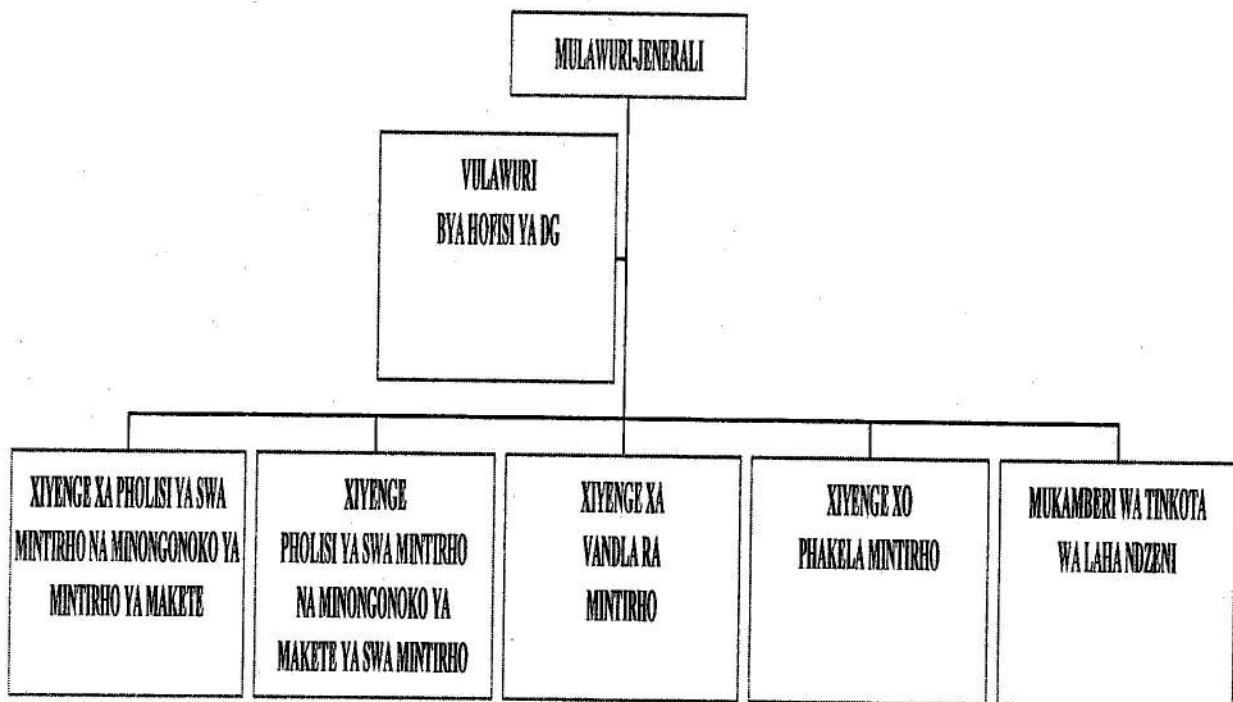
1. HOLOBYE

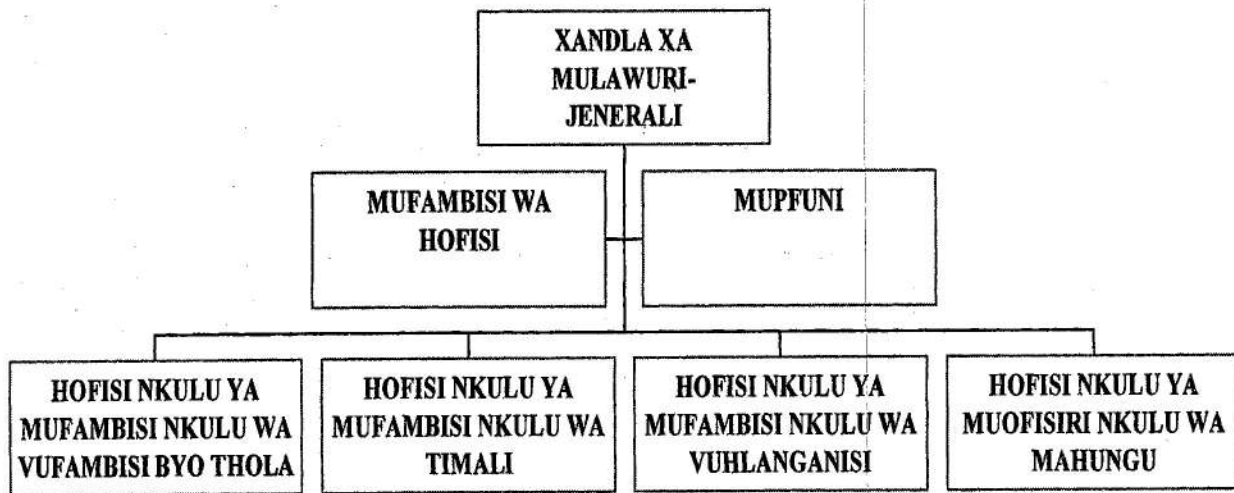
Ndzawulo ya swa Mintirho yi rhangeriwile hi Holobye wa swa Mintirho loyi a thoriweke hi Presidente hi ku landza Xiyenge xa 91(2) xa Vumbiwa bya Riphabuliki ra Afrika Dzonga, 1996 (Nawu wa nomboro ya 108 wa 1996 ("Vumbiwa").

2. VUFAMBISI

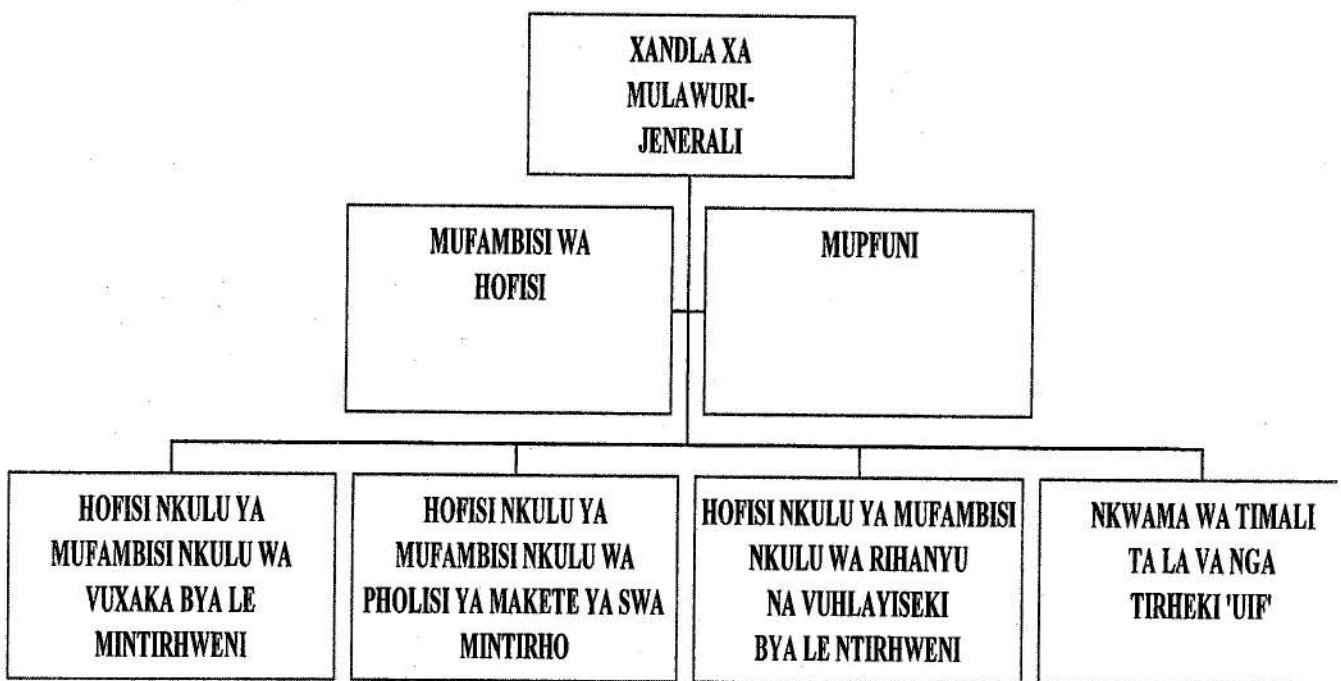
- 2.1 Eka xiyimo xa matirhelo, Ndzawulo yi fambisiwa hi Mulawuri-Jenerali, loyi a thoriweke hi Presidente hi ku landza Xiyenge xa 12 xa Nawu wa Mintirho ya Vaaki, 1994 na Vumbiwa.
- 2.2 Mulawuri-Jenerali u pfuniwa hi mune wa Swandla swa Valawuri-Jenerali lava rhangelaka Pholisi ya swa Mintirho na Minongonoko ya Makete ya swa Mintirho, Mphakelo wa Mintirho, Ntirhisano wa Mintirho na Matholelo na ku Ndlandlamuxa Vuswikoti bya Mintirho hi ku landzelelana. Mulawuri-Jenerali hi yena Muofisiri wa Mahungu. Vuxokoxoko bya Swandla swa Vaofisiri va Mahungu byi kumeka eka Xiyenge xa C laha hansi.

NDZAWULO YA SWA MINTIRHO

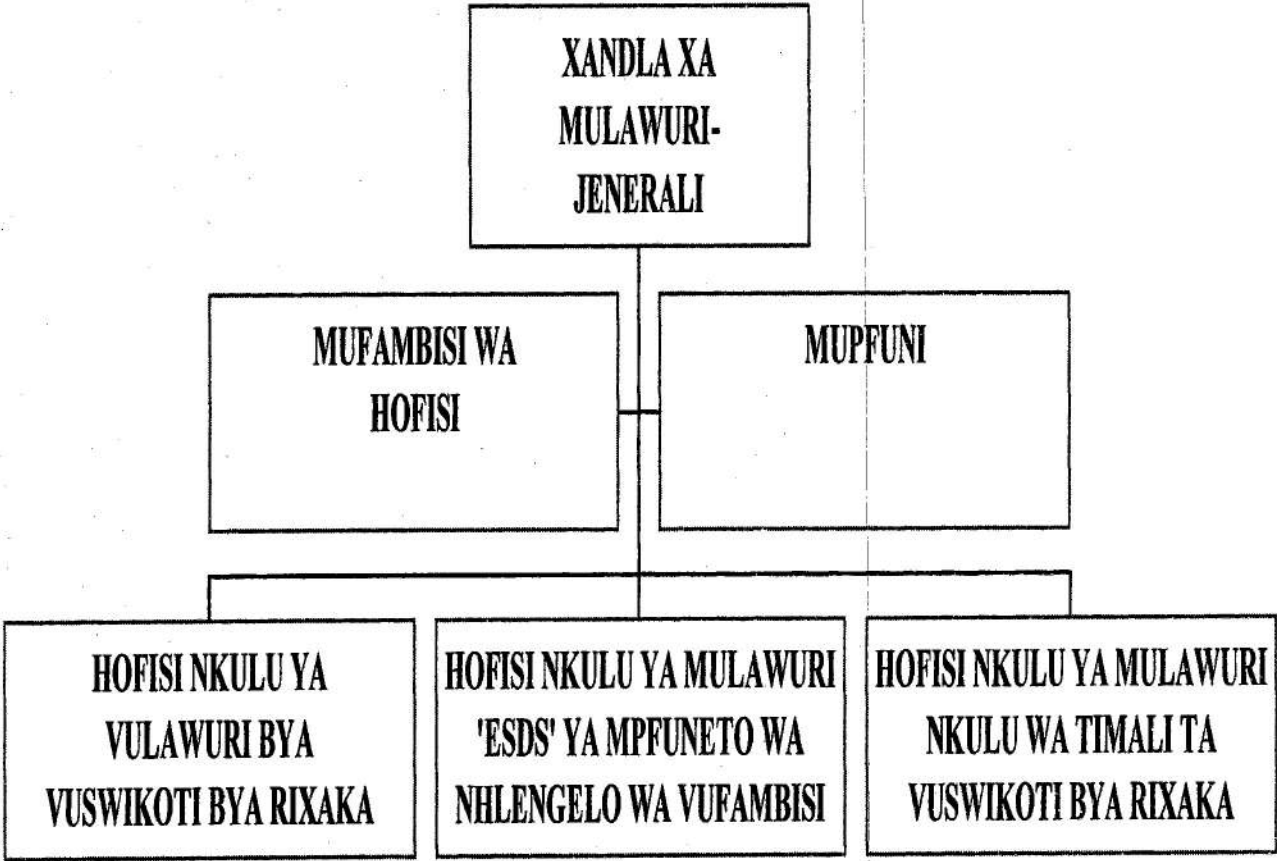


XIYENGE: NTIRHISANO WA MINTIRHO BRANCH

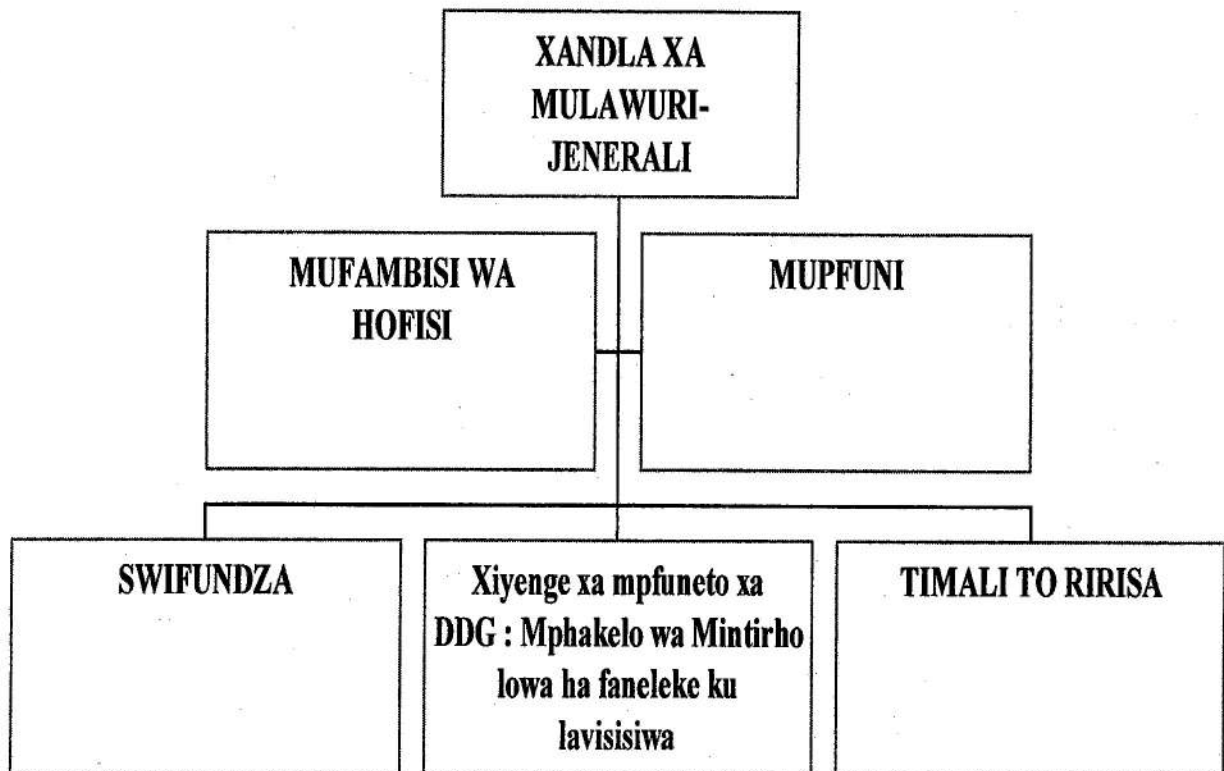
XIYENGE: PHOLISI YA SWA MINTIRHO NA MINONGONOKO YA MAKETE YA MINTIRHO



XIYENGE: ESDS/HRD



XIYENGE: MINTIRHO LEYI PHAKERIWAKA



3. **TIHUVU TA XINAWU**

3.1 Tihuvo ta milawu leti landzelaka ti tumbuluxiwile hi ku landza milawu leyi fambisiwaka hi Ndzawulo.

3.1.1 Huvo yo Tsundzuxa ya Rihanyu na Vuhlayiseki bya le Mintirhweni;

3.1.2 Huvo yo Riha;

3.1.3 Mali ya ndziho na leyi Hlayisiweke;

3.1.4 Huvo yo Ndlandlamuxa Mintirho ya Rixaka na ya swa Mintirho;

3.1.5 Khomixini yo langutisana na timhaka ta Swiphiko eMintirhweni (CCMA);

3.1.6 Khomixini ya matikhomelo ya le Ntirhweni;

3.1.7 khomixini ya Matholelo yo Ringana;

3.1.8 Huvo ya Vuswikoti bya Tiko;

3.1.9 Yuniti yo Kunguhata ku Tlakusiwa ka Vuswikoti; na

3.1.10 Masungulo ya Vuswikoti byo Tumbuluxa.

C. **VAOFISIRI VA MAHUNGU**

1. Mulawuri-Jenerali i Muofisiri loyi a tirhanaka na Mahungu, tanihi laha swi boxiweke eka Xiyenge xa 1(a)(ii) xa Nawu.
2. Vuxokoxoko byo tihlanganisa na Muofisiri wa Mahungu:

2.1 **KHEREFU YA POSO**

Mulawuri-Jenerali (Muofisiri wa Mahungu)
Ndzawulo ya swa Mintirho
Private Bag X117
PRETORIA
0001

2.2 **KHEREFU YA XITARATA**

Mulawuri-Jenerali
Yindlo ya Laboria
Xitarata xa 215 xa Schoeman
PRETORIA
0001

2.3 Nomboro ya Riqingho: (012) 309 4000

2.4 Nomboro ya 'Fax' (012) 320-2059

2.5 'Website': www.labour.gov.za

3. Swandla swa Mulawuri-Jenerali swi tirha tanihi Swandla swa Vaofisiri va Mahungu, tanihi laha swi boxiweke eka Xiyenge xa 17 (1) xa Nawu . Vuxokoxoko bya Swandla swa Vaofisiri va Mahungu:

3.1 **KHEREFU YA POSO**

Swandla swa Vulawuri- Jenerali (Xandla xa Vaofisiri va Mahungu)

Ndzawulo ya swa Mintirho

Private Bag X117

PRETORIA

0001

3.2 **KHEREFU YA XITARATA**

Yindlo ya Laboria

Xitarata xa 215 xa Schoeman

PRETORIA

0001

3.3 Nomboro ya Riqingho: (012) 309-4000

3.4 Nomboro ya 'Fax' (012) 320-2059

3.5 'Website': www.labour.gov.za

- 3.6 Vafambisi nkulu wa Hofisi nkulu va tirha tanihi swandla swa Vaofisiri va Mahungu tanihi laha swi boxiweke ha kona eka Xiyenge xa 17 (1) xa Nawu. Vuxokoxoko bya Xandla xa mufambisi wa Mahungu hi lebyi landzelaka:-

3.6.1 Mufambisi nkulu wa Hofisi nkulu: Xiyenge xo Thola

Riqingho : (012) 309-4027

Nomboro ya 'fax' (012) (012) 309-4631

3.6.2 Mufambisi nkulu wa Hofisi nkulu: Vuxaka bya swa Mintirho

Riqingho : (012) 309-4122

Nomboro ya 'fax' (012) 309-4595

3.6.3 Muofisiri nkulu wa Mahungu

Riqingho : (012) 309-4550

Nomboro ya 'fax' : (012) 325-8896

3.6.4 Khomixinara wa ndziriso:

Riqingho : (012) 319-9276

Nomboro ya 'fax': (012) 325-3932

3.6.5 Mufambisi nkulu wa Hofisi nkulu: Vuhlanganisi

Riqingho : (012) 309-4662

Nomboro ya 'fax' : (012) 309-4030

**3.6.6 Khomixinara wa (UI) Ndzindzakhombho wa lava
nga tirheki**

Riqingho : (012) 337-1880

Nomboro ya 'fax' : (012) 337-1946

**3.6.7 Mufambisi nkulu wa Hofisi nkulu: Pholisi ya swa
Vatirhi ya Makete**

Riqingho: (012) 309-4146

Nomboro ya 'fax': (012) 309-4883

3.6.8 Muofisiri nkulu wa swa Timali: Timali

Riqingho: (012) 309-4286

Nomboro ya 'fax': (012) 309-4697

3.6.9 Mufambisi nkulu wa Hofisi nkulu: NSA\SDPU

Riqingho: (012) 309-4167

Nomboro ya 'fax': (012) 309-4237

**3.6.10 Mufambisi nkulu wa Hofisi nkulu: Nkwama wa
Timali ta Vuswikoti bya Rixaka**

Riqingho: (012) 309-4470

Nomboro ya 'fax': (012) 309-4048

**3.6.11 Mufambisi nkulu wa Hofisi nkulu: Xiyenge xo
Hlanganisa Vulawuri bya Dyondzo na Vuleteri**

Riqingho: (012) 309-4782

Nomboro ya 'fax': (012) 320-0792

4. TIHOFISI TA NDZAWULO ESWIFUNDZENI NKULU

- 4.1 Valawuri nkulu va Ndzawulo eSwifundzeni, na vona va ha tirha tanihi Swandla swa Vaofisiri va Mahungu ku ya hi Xiyenge xa 17 (1) xa Nawu naswona tikherefu ta vona na laha va nga kumekaka kona hi leswi landzelaka:-

4.1.1 DZONGENI WA GAUTENG

Mulawuri nkulu wa Xifundzankulu

Riq: (011) 497-3118

'Fax': (011) 834-1081/2570

4.1.2 GAUTENG N'WALUNGU

Mulawuri nkulu wa Xifundzankulu

Riq: (011) 309-5066

'Fax': (011) 309-5006

4.1.3 LIMPOPO

Mulawuri nkulu wa Xifundzankulu

Riq: (015) 290-1607

'Fax': (015) 280-1608

4.1.4 N'WALUNGU VUPELADYAMBU

Mulawuri nkulu wa Xifundzankulu

Riq: (018) 387-8100/9

'Fax': (018) 384-2745/4

4.1.5 FREE STATE

Mulawuri nkulu wa Xifundzankulu

Riq: (051) 505-6200

'Fax': (051) 447-9353

4.1.6 MPUMALANGA

Mulawuri nkulu wa Xifundzankulu

Riq: (013) 655-8700/9

'Fax': (013) 690-2622

4.1.7 KWA-ZULU NATAL

Mulawuri nkulu wa Xifundzankulu

Riq: (031) 336-1545

'Fax': (031) 305-9540

4.1.8 KAPA N'WALUNGU

Mulawuri nkulu wa Xifundzankulu

Riq: (053) 838-1500

'Fax': (053) 832-8798

4.1.9 KAPA VUPELADYAMBU

Mulawuri nkulu wa Xifundzankulu

Tel: (021) 460-4104

'Fax': (021) 465-3642

4.1.10 KAPA VUXA

Mulawuri nkulu wa Xifundzankulu

Tel: (043) 701-3030

'Fax': (043) 743-9719

D. MINTIRHO YA NDZAWULO YA SWA MINTIRHO

1. Ndzawulo ya swa Mintirho yi fambisa, langutisa, simeka no vona leswaku milawu hinkwayo leyi landzelaka ya matholelo ya landzeleriwa,
 - 1.1 Nawu wa Vuxaka bya le Mintirhweni, 1995 (Nawu wa nomboro ya 66 wa 1995);
 - 1.2 Nawu wa Matikhomelo ya le Ntirhweni, 1997 (Nawu wa nomboro ya 75 wa 1997);
 - 1.3 Nawu wa Ndziho ko Vaviseka entirhweni na Vuvabyi, 1993 (Nawu wa nomboro ya 130 wa 1993);
 - 1.4 Nawu wa Nhlayiseko na Rihanyu entirhweni, 1993 (Nawu wa nomboro ya 85 wa 1993);
 - 1.5 Nawu wo Ndlandlamuxa vutshila, 1998 (Nawu wa nomboro ya 97 wa 1998);

- 1.6 Nawu wa Matirhelo yo Ringana, 1998 (Nawu wa nomboro ya 55 wa 1998);
- 1.7 Nawu wa Ndziho eka Nhluvukiso wa Vuswikoti, 1999 (Nawu wa nomboro ya 9 wa 1999);
- 1.8 Nawu wa Ndzindzakhombo wa lava nga Tirheki, 2001 (Nawu wa nomboro ya 63 wa 2001) na
- 1.9 Nawu wo Ndlandlamuxa Ikhonomi ya Rixaka na wa Huvo ya swa Mintirho, 1994 (Nawu wa nomboro ya 35 wa 1994).

2. **NDZAWULO YA SWA MINTIRHO YI: -**

- 2.1 nyika ku hetiseka ka mfanelo wa vumbiwa ku fambisa vunene bya matirhelo laya kumekaka eka Xiyenge xa 23(1) xa Vumbiwa, hi ku landza milawu leyi lawulaka swiyimo swa le hansi swa mintirho, ku sivela madzolongi na xintshunxo.
- 2.2 vona leswaku ku na ku pfumelelana hi Afrika Dzonga eka hinkwaswo leswi bohaka tanihi xirho xa Nhlanguano wa Matiko wa swa Mintirho ("ILO");
- 2.3 vona leswaku milawu leyi fambelanaka na swa mintirho ya landzeleriwa;
- 2.4 tlakusa mfanelo wa vumbiwa wo ringana na xikongomelo xo herisa ku ka vanhu va nga khomiwi hi ku ringana

emintirhweni hi ku endla leswaku ku simekiwa matirhelo yo ringana ku lulamisa leswi vangiwa hi ku khomiwa hi ndlela yo ka yi nga ringani;

- 2.5 tlakusa ku ndlandlamuka ka ikhonomi na hi ku lulama ka vatirhi hi ku ya mahlweni ku langutisisiwa tipholisi ta mintirho, swiendlo, maendlelo na ndhawu leyi vatirhi va tirhaka kona;
- 2.6 hlayisa xiyenge xa rimba (framework) xa nsimeko wa xiyenge xa rixaka na maendlelo ya le ntirhweni hi vonelo ro ndlandlamuxa no antswisa vuswikoti bya vatirhi va Afrika Dzonga.
- 2.7 lawula mahakelelo ya ndziho wa lava lamaleke hikwalaho ka tinghozi kumbe mavabyi yo vangiwa hi ntirho, kumbe rifu leri vangiweke hi tinghozi na mavabyi hi ku tirhisa timali leti hlayisiweke na ta tinghozi;
- 2.8 fambisa Nkwama wa timali ta Ndzindzakhombo wa lava heleleke hi ntirho lowu lawulaka mali leyi hakeriwaka hi vathori na lava hoxaka xandla eka Nkwama wa timali ta Ndzindzakhombo na wa lava vuyeriwaka, lava nga na mpfuneto, mali leyi hakeriwaka yi suka eka nkwama lowu boxiweke laha henhla;
- 2.9 nyika swiyimo swa rihanyu na vuhlayiseki swa le hansi etindhawini laha ku tirhiwaka kona; na
- 2.10 hi ku landza ku Hluvukisa ikhonomi ya Rixaka na Huvo ya swa Mintirho

- 2.10.1 lwela ku hluvukisa swikongomelo swo kurisa ikhonomi, ku hoxa xandla eku tekeni swiboho na ku ringana ka ximunhu;
- 2.10.2 lava ku fikelela ku twanana no hetisa ntwanano eka mhaka leyi fambelanaka na pholisi ya ximunhu na ikhonomi;
- 2.10.3 langutisa swiringanyeto swa nawu wa swa mintirho yi nga si yisiwa epalamente;
- 2.10.4 langutisa hinkwako ku cinca ka nkoka wa pholisi ya ximunhu na ikhonomi yi nga si simekiwa kumbe ku yisiwa epalamente; na
- 2.10.5 hlohlotela na ku tlakusa ku endliwa ka pholisi leyi kondleteraweke ya timhaka ta ximunhu na ikhonomi.

E. TSALWA LERI KUMEKAKA EKA ' SAHRC'

Khomixini ya Timfanelo ta Vanhu ya Afrika Dzonga yi fanele ku kondletela xiletelo hi tindzimi hinkwato ta ximfumo ta Afrika Dzonga ku pfuna vanhu hinkwavo lava tsakelaka ku fikelela mahungu, lawa vanhu valavo va nga ya lavaka ku fikelela timfanelo ta vona. Xiletelo xa kumeka eka muofisiri wa mahungu wa 'SAHRC'eka tikherefu leti landzelaka:

Muofisiri wa Mahungu

Kherefu ya poso

Khomixini ya Timfanelo ta Vanhu ya Afrika Dzonga

Private Bag X 2700

HOUGHTON

2041

kherefu ya xitarata

nyangwa wa 1

Gondzo ra Boundary

Isle ya Houghton

PARKTOWN

Nomboro ya riqingho: (011) 484-8300

Nomboro ya 'fax': (011) 484-7146

'Website': www.sahrc.org.za

F. **MAHUNGU LAYA NGA MAVOKWENI YA NDZAWULO**

Munhu un'wana na un'wana loyi a tsakelaka ku fikelela mahungu laya nga mavokweni ya Ndzawulo a nga tihlanganisa na Muofisiri wa Mahungu kumbe Xandla xa Muofisiri wa Mahungu.

G. **MUXAKA WA MAHUNGU LAYA NGA MAVOKWENI YA NDZAWULO**

1. **MAHUNGU LAYA NGA NA MULAWURI NKULU WA HOFISI
NKULU YA VUFAMBISI BYO THOLA**

1.1 Mahungu ya vatirhi hinkwavo ya.

2. **MAHUNGU LAYA NGA NA MULAWURI NKULU WA HOFISI
NKULU: VUXAKA BYA LE MINTIRHWENI**

2.1 vumbiwa bya minhlangano ya vatirhi leyi tsarisiweke;

2.2 vumbiwa bya minhlangano ya vathori leyi tsarisiweke;

2.3 vumbiwa bya nhlangelo wa vatirhi lowu tsarisiweke;

2.4 vumbiwa bya nhlangelo wa vathori lowu tsarisiweke

2.5 vumbiwa bya ku bindzula loku tsarisiweke na tihuvo ta
xinawu;

2.6 tikhopi ta switatimende swa timali hi minhlangano leyi nga
laha henhla;

2.7 vuxokoxoko bya vathori lava nyikiweke mintirho yo karhi ku
ya hi Nawu wa Matholelo yo Ringana;

2.8 makungu ya matholelo yo ringana ya vathori lava nyikiweke
mintirho yo karhi

2.9 swiviko swa matholelo yo ringana;

2.10 swiringanyeto swa muholo;

2.11 swiringanyeto swa swiyenge;

2.12 swiringanyeto swa mintirho ya vaholoby;

2.13 ku hambana ka mintirho ya vaholoby

2.14 mintwanano leyi hlanganeriweke hi Tihuvo to Bindzula na ta Xinawu;

2.15 swiviko hi Khomixini ya Matholelo yo Ringana;

2.16 swiviko hi Khomixini ya Swiyimo swa Mintirho na

2.17 Switatimende swa timali na swiyimo swa swiviko swa CCMA.

3. **MAHUNGU LAYA NGA NA KHOMIXINARA YA NDZINDZAKHOMBO WA LAVA NGA TIRHEKI**

3.1 tirhekhodo ta vathori na vatirhi lava hoxeke xandla;

3.2 tirhekhodo ta minkoxo hi vatirhi lava hoxeke xandla; na

3.3 switatimende swa timali ta nkwama.

4. **MAHUNGU LAYA NGA NA KHOMIXINARA WA NDZIRISO**

4.1 tirhekhodo ta vathori na vatirhi lava hoxeke xandla;

4.2 tirhekhodo to londza hi vatirhi lava hoxeke xandla; na

4.3 switatimende swa timali ta nkwama.

5. **MAHUNGU LAYA NGA NA MULAWURI NKULU WA HOFISI NKULU
WA RIHANYU NA NHLAYISEKO ENTIRHWENI**

- 5.1 tirhekhodo ta tinghozi na ku vaviseka emintirhweni;
- 5.2 swiviko swo lavisisa tinghozi ta le mintirhweni.
- 5.4 tinhlayo;
- 5.5 ku kambela swiviko; na
- 5.6 nxaxamelo wa van'waticontiraka na vativi va gezi.

6. **MAHUNGU LAYA NGA NA MULAWURI NKULU WA HOFISI NKULU:
XIYENGE XO HANGANISA VULAWURI BYA DYONDZO NA VULETERI**

- 6.1 vuxokoxoko bya swiyenge hinkwaswo swa makume-mbirhi ntlhanu (25) swa Vulawuri bya Dyondzo na Vuleteri;
- 6.2 swiviko swa lembe swa Xiyenge xa Vulawuri bya Dyondzo na Vuleteri; na
- 6.3 Ntsariso wa vadyondzi.

7. **MAHUNGU LAYA NGA NA MULAWURI NKULU WA HOFISI NKULU
WA NKWAMA WA VUSWIKOTI BYA RIXAKA**

- 7.1 Vuxokoxoko bya tiphurojeke leti pfuniweke hi timali hi Nkwama wa Vuswikoti bya Rixaka; na
- 7.2 Endlelo ro langutisisa timali to suka eka Nkwama wa Vuswikoti bya Rixaka.

**8. MAHUNGU LAYA NGA NA MULAWURI NKULU WA HOFISI NKULU
YA VULAWURI BYA VUSWIKOTI BYA RIXAKA**

- 8.1 Vuxokoxoko bya maendlelo ya ku Ndlandlamuxa Vuswikoto bya Rixaka.

**9. MAHUNGU LAYA NGA NA MULAWURI NKULU WA VUXAKA
BYA MATIKO**

- 9.1 Tinhlengeletano ta Nhlangano wa swa Mintirho ta Matiko; na
- 9.2 Mintwanano ya Matiko leyi hetisisiweke hi Riphapuliki ra Afrika Dzonga na matiko kumbe minhlangano.

**10. MAHUNGU LAYA NGA NA MULAWURI NKULU WA HOFISI NKULU:
VUHLANGANISI**

- 10.1 vuhangalasi bya mahungu
- 10.2 mimbulavulo hi Holobye ya swa Mintirho
- 10.3 Swiviko swa Lembe swa Ndzawulo; na
- 10.4 maphepha, mapapila ya mahungu, swibukwana leswi humesiwaka hi Ndzawulo.

11. MAHUNGU LAYA NGA NA MUOFISIRI NKULU WA TIMALI

11. swiviko swa mimpimanyeto, matirhiselo ya timali na switirhisiwa swa Ndzawulo.

**12. MAHUNGU LAYA NGA NA MULAWURI NKULU WO KAMBELA TIMALI
TA NDZAWULO**

12.1 tirhekhodo ta makungu ya tinghozi

12.2 tirhekhodo ta makungu yo sivela; na

12.3 swikumiwa swa nkambelo wa timali na swiviko.

13 MAHUNGU LAYA NGA NA MUOFISIRI NKULU WA MAHUNGU

12.4 tirhekhodo ta Xinghana xa Xihundla xa Vaaki.

14. MAHUNGU LAYA TIVEKAKA

14.1 maphepha ya rihlaza na yo basa laya fambelanaka na mintirho ya
Ndzawulo;

14.2 tipholisi na maendlelo mayelana na:

- (i) mintolovelovelo ya le ntirhweni;
- (ii) makumelo, swivangelo, na maxavelo; na
- (iii) mintolovelovelo ya mintirho ya swa mintirho

14.3 Swiviko swa Mintirho ya Makete

I. **KU FIKELELA MINTIRHO LEYI NYIKIWAKA HI NDZAWULO**

1. **Ndzindzakhombo wa lava nga Tirheki**

1.1 ku amukela na ku humelerisa swikombelo swa tihakelo ta ndzindzakhombo ya lava nga tirheki; na

1.2 hakelo ya Timali ta Ndzindzakhombo wa lava nga Tirheki.

Mintirho leyi ya kumeka eka Tihofisi ta Xifundza xin'wana na xin'wana xa Ndzawulo, leyi kumekaka eka (9) wa Swifundza.

2. **NDZIHO WA VUVABYI NA TINGHOZI TA LE NTIRHWENI**

2.1 Ku amukela na ku humelerisa swikombelo swa ndziho lowu vangiweke hi mavabyi kumbe ku vaviseka ka le ntirhweni; na

2.2 Hakelo yo riha.

3. **VUXAKA BYA SWA MINTIRHO**

3.1 Ntsariso wa minhlangano ya vatirhi, minhlengelo ya minhlangano ya vatirhi, minhlangano ya vathori, tihuvo to bindzula na ta xinawu;

- 3.2 Ku endla swiyenge leswi ringanyetiweke;
- 3.3 Ku endla ku hambana ka mintirho ya vaholobye; na
- 3.4 Ku vona leswaku ku landzeleriwa swiyimo leswi vekiweke, nawu wa rihanyu no hlayiseka.

Mintirho leyi yi phakeriwa ku suka eka Hofisi Nkulu ya Ndzawulo ePitori na Tihofisi ta Xifundza.

4. **KU NDLANDLAMUXA VUSWIKOTI**

- 4.1 Tirhekhodo ta Swiyenge hinkwaswo swa Vulawuri bya Dyondzo na Vuleteri, ku katsa na vumbiwa; no
- 4.2 Langutisisa matirhelo ya Vulawuri bya Xiyenge xa Dyondzo na Vuleteri.

Vuxokoxoko bya Xiyenge xa Vulawuri bya Dyondzo na Vuleteri bya kumeka eka Tihofisi tin'wana na tin'wana ta Xifundza ta Ndzawulo eka 'website' ya {www.labour.gov.za}.

5. **KU SIVELA NA XINTSHUNXO XA DZOLONGA**

- 5.1 Khomixini yo langutisisa timhaka ta swiphiqo emintirhweni ("CCMA") yi tirha ku sivela dzolonga na mintirho ya swintshunxo; na
- 5.2 Tikhoto ta swa Ntirho ti endla ntirho wo lamula.

Vuxokoxoko bya tihofisi ta 'CCMA' na Tikhoto ta swa Ntirho bya kumeka eka Tihofisi ta Xifundza tin'wana na tin'wana ta Ndzawulo kumbe eHofisini Nkulu

J. **KU FIKELELA MAHUNGU LAYA NGA MAVOKWENI YA NDZAWULO**

1. Mahungu laya nga mavokweni ya Ndzawulo ya nga kumiwa hi ku endla xikombelo hi ndlela leyi vekiweke, leyi kumekaka ku suka eka Tihofisi ta Xifundza hinkwato ta Ndzawulo naswona xikombelo xi kongomisiwa eka Muofisiri wa Mahungu kumbe Swandla swa Vaofisiri va Mahungu eka kherefu leyi boxiweke eka ndzimana ya C laha henhla.
2. Mukomberi wa mahungu u fanele ku tata vuxokoxoko hinkwabyo eka fomo ku endlela leswaku Muofisiri Nkulu a kota ku tiva mahungu laya komberiweke. Mukomberi u fanele ku kombisa swi va erivaleni:
 - 2.1 rhekhodo ya tirhekhodo leti komberiweke;
 - 2.2 loko mahungu laya komberiwaka ya ri ya xiyexe,
 - 2.3 malembe ya mukomberi;
 - 2.4 loko ku ri ku mukomberi u pfuniwile eku kumeni ka mahungu; na

- 2.5 loko ku ri ku tirhekhodo ti fambelana na rihanyu ra swa miri ra muendli wa xikombelo na loko mukomberi a pfuniwa kumbe xikombelo xi endliwa ematshan'wini ya mukomberi.

K. KU HOXA XANDLA EKU VUMBENI KA PHOLISI

- 1 Xirho xin'wana na xin'wana xa vaaki xa pfumeleriwa ku hoxa xandla no hlohlotela ku vumba pholisi, naswona hi ku angarhela va va na rito eka ku tirhisa matimba no endla mintirho eka Ndzawulo:
- 1.1 ku tihlanganisa hi ku kongoma na Holoby eka kherefu leyi nyikiweke;
- 1.2 ku endla vuyimeri eka Komiti ya swa Ntirho ya Hofisi ya Holoby;
- 1.3 ku yisa swiringanyeto swi hundza hi le ka Huvo yo Tlakusa Ikonomi ya rixaka na ya Mintirho; no
- 1.4 kana hi nawu lowu ringanyetiweke, ku yisa minkaneto eka ntsariso wa minhlangano ya vatirhi na minhlangano ya vathori.

L. SWINTSHUXO MAYELANA NA NAWU KUMBE KU HLULEKA KU ENDLA HI NDZAWULO

Eka loko mukomberi wa mahungu a nga enerisiwi hi laha Ndzawulo yi hlulekaka ku n'wi nyika mahungu lawa a ya kombeleke, mukomberi a nga;

1.1 Endla xikombelo eka ndzawulo ku ya hi Swiyenge swa 74 (1) na 75 (1) swa Nawu ehenhla ka xiboho xa Muofisiri wa Mahungu ku nga si hela 60 (makume tsevu) wa masiku ku ariwile xikombelo. Xivilelo xi fanele ku:

1.1.1 yisiwa eka Muofisiri wa Mahungu;

1.1.2 Ku kumisisa nhlokomhaka ya xivilelo na ku longoloxa swivangelo swa xivilelo na mahungu yan'wana laya faneleke;

1.1.3 Xi heleketiwa na mali leyi vekiweke ya xivilelo xexo; no

1.1.4 Katsa vuxokoxoko byo tihlanganisa bya mukomberi.

1.2 endla xikombelo eKhoto ku ya hi Xiyenge xa 82 xa Nawu;

1.3 endla xivilelo na Khomixini ya Timfanelo ta Vanhu.

1.4 Endla xivilelo na Musirheleri wa Vaaki.

M. LESWI TIVEKAKA

Munhu un'wana na un'wana loyi a nga ri ki na vuxokoxoko lebyi tiyeke lebyi kumekaka eka tsalwa leri a nga tihlanganisa na Muofisiri wa Mahungu kumbe swandla swa yena kumbe yin'wana ya Tihofisi ta Xifundza ta Ndzawulo ku kuma ku pfuniwa.

Makumu

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737
Kaapstad-tak: Tel: (021) 465-7531