

C. **ULAWULO LWEZABASEBENZI**
 7.2 **UPhengululo lweZikhundla**

Igama lombutho:

I-Ofisi yeSithili:

1	2	3	4	5	6	7	8		9	10
Indawo ekuyo i-ofisi / indawo ekunikezelwa kuyo iinkonzo / inkonzo exhomekeke kwezinye / isibonelelo	Udidi lwesikhundla	Uhlanga (ngoweBala, uNtsundu, uMhlophe, liNdiya), ²	Isini	Inombolo yokubhalisa ngokwemimiselo yoMthetho ³	Uqinisekiso lobhaliso ⁴	Ukusetyenziswa kwesikhundla ⁵ sesoManejala sesoMphathi, sesoMsebenzi owenza uphando esitalatweni	Inkxaso-mali yesikhundla ✓		Ummandla okanye imimandla/indawo ekuthunyelwe kuyo umsebenzi (nceda uchaze igama lendawo ekuhlalwa kuyo yasedolophini / ilokishi yamatyotyombe, njl. njl.) ⁶	Umvuzo ngonyaka - R
							Ixhaswa liSebe ngezimali	Ayikezwa nkxaso-mali		

¹Umhlathi wesi-2: Akunyanzelekanga ukuba nibhale amagama abasebenzi. Izikhundla maziphawulwe ngamanani, umz., SW 1, Carer 1, njl, njl. ISebe lifuna ukwazi ukuba zingaphi izikhundla eninazo kuhlobo lomsebenzi wenu ukuze limisele amazinga afanelekileyo okubonelela ngeenkono.

²Umhlathi wesi-3: Chazani ukuba umntu ngowaluphi uhlanga – bhakisani kwiZikhokelo

³Umhlathi wesi-5: Ukuba ngaba umntu kufuneka abhalise ngokwemimiselo yomthetho , umz.,oonontlalontle, abongikazi, ncedani niqinisekise ukuba umntu ubhalisiwe ngokubhala inombolo yobhaliso

⁴Umhlathi wesi-6: Qinisekisini ukuba ubhaliso luhlawulelwe kulo nyaka-mali, umz.,ni inombolo yerisithi

⁵Umhlathi wesi-7: Ukuba ngaba isikhundla sisetyenziswa njengesomlawuli okanye esomphathi, ncedani nichaze ngokubhala ukuba “**sesoMlawuli**” okanye “**sesoMphathi**”, okanye seso**Msebenzi** owenza uphando esitalatweni

⁶Umhlathi wesi-9: Chazani ukuba umsebenzi usebenza phi: indawo yokuhlala okuyo umbutho, iindawo asebenza kuzo umsebenzi, njalo njalo.

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