URhulumente weNtshona Koloni

ISebe leMfundo leNtshona Koloni
ICandelo lokuGaya nokuKhetha aBasebenzi
Recruitment.Office@westerncape.gov.za
Recruitment.Institution@westerncape.gov.za | 021 467 2510

ISIKHOKELO SOKWENZA ISICELO SESITHUBA SOMSEBENZI KWIKHOMPYUTHA

Amalungiselelo

Inombolo ye-*ID* (eye-*RSA* kuphela)	Ilayisensi yokuqhuba (Ikhowudi nomhla wokuphelelwa)	Amabanga emfundo	**Funda isandulela :** Ngena kwi-*WCED online* Khetha u-"*Vacancy Lists*". Kuya kuvela i-*landing page of eRecruit.* Klikha ku-"*Vacancy List*". Kuvela isandulela .
Iinkcukacha zabantu abathathu abanokungqina ngawe.	Inombolo yerhafu i-*SARS tax reference number*	Inkcazo ngembali yengqesho yakho	

Bhalisa njengomsebenzisi

Ngena kwisistim ngokusebenzisa u-*Google Chrome*.

Bonke abaqalayo ukusebenzisa isistim, baklikha u-"***Register***" (obomvu) *button*. Zalisa ifom yobhaliso.

Faka okanye ukhethe oku kulandelayo:

Khetha u-*User Type*, oko kukuthi. "*Normal*"

Igama & ifani

Idilesi ye-imeyili (le mayibe yidilesi ye-imeyili esemthethweni)

Qinisekisa idilesi ye-imeyili.

Inombolo ye-ID (I-*ID* yase-*RSA* kuphela)

I-*Password*

Qinisekisa i-*password*.

N.B. Funda isaziso esibhalwe bomvu yaye tikhisha ibhokisi "*Read*" *box*.

Klikha u-*Register* no-"*Close*".

I-*OTP code* iya kuthunyelwa kwidilesi ye-imeyili yakho ebhalisiweyo. (*Gmail, webmail, yahoo*, njl.njl..)

Fumana i-*OTP code kwi-imeyili yakho* (ukuba ayifumanekanga, tshekisha kwibhokisi ye-imeyili yakho eyi-*junk/spam mailbox*) uze ubuyele umva uye kwi-*eRecruit Login page*.

Faka idilesi ye-imeyili ne-password, klikha u-"*Login*".

Isistim iya kunika indawo yokufaka i-*OTP code*.

Faka i-*OTP code* yaye klikha u-"*Submit*".

Musa ukubhalisa kaninzi - iprofayili yakho iya kuhlala ingaphelelanga. Sebenzisa u-"*forgot password*/uqhagamshelane nathi" ukuba uyilibele idilesi ye-imeyili owawubhalise ngayo kuqala.

Yenza iprofayili

Zalisa iikhathagori njengoko zibonakalisiwe kwicala lasekhohlo leprofayili:

Iinkcukacha zakho (*Personal details*)

Iinkcukacha zoqhagamshelwano

Amabanga emfundo

REQV (yenzelwe ootitshala kuphela)

Ubuchule bokuluthetha uLwimi (*Language Proficiency*)

Imbali yengqesho (*Employment History*)

UQeqesho nokuPhuchula izakhono *(Training and Development)*

ULwazi ngeKhompyutha (*Computer Literacy)*

Abantu abangqina ngawe(*Referees)*

ISibhengezo (masiphindwe kuLuhlu lweZithuba ganye)

Makuqatshelwe: Ingcaciso ifakwa ngokusebenzisa iqhosha i-"*Add*" *button*.

Ukwanako ukuhlela ingcaciso.

Ingcebiso: Faka iingcaciso emalunga nawe kangangoko.

Nika imbali ngengqesho yakho ngokugqibeleleyo - ingabi malunga nesi sithuba ukuso ngoku qha. Musa ukusebenzisa iibhulethi kunye/okanye ushiye izithuba nemigca phakathi kwezivakalisi; awuyi kukwazi ukuyiseyiva (*save)* ikhontenti. Ikhontenti ibaluleke ngaphezulu kune-*layout*.

Kunyanzelekile ukuba ootitshala babhale isigaba nebakala abalifundisayo kwisithuba ngasinye abasebenze kuso.

Jonga izithuba uze wenze isicelo

Klikha iqhosha i-"*Vacancies PS*" *button* kwimenyu yaye ziya kuvela zonke izithuba zemisebenzi.

Izithuba zemisebenzi zinako ukukhangelwa ngokusebenzisa umz. *Rank*, *Centre Name*, *Directorate*.

Khetha isithuba somsebenzi ofuna ukufaka isicelo somsebenzi kuso.

Klikha ku-"*View Post Details*".

Ngqinisisa inombolo yesithuba somsebenzi yaye klikha u- "*Apply*".

Zalisa ngempendulo "*Why are you applying for this post?*" (ngokufanayo nokubhala ileta ehamba nesicelo somsebenzi). Kucetyiswa ukuba kubhalwe ku-*MS Word* ileta ehamba nesicelo somsebenzi okanye inkcazelo ngokufaneleka kwakho ekuqeshweni kwesi sithuba emva koko ukope uyifake kwicandelo elichaphazelekayo kwi-*eRecruit* ngethuba lenkqubo yokwenza isicelo somsebenzi ukuthintela ukuphelelwa lixesha (*time-out function)*.

Makuqatshelwe: Ileta ehamba nesicelo somsebenzi kufuneka ingadluli kumagama ayi-3900, okt. unobumba omnye / isithuba = igama elinye. Musa ukusebenzisa iibhulethi kunye/okanye ushiye izithuba nemigca phakathi kwezivakalisi; awuyi kukwazi ukuyiseyiva (*save)* ikhontenti.

Funda umyalezo ovela uphume (*Pop-up message*).

Klikha u-*OK* no-*submit*.

Kuya kuvela isaziso kwiskrini (*On screen notification*).

I-imeyili yesiqinisekiso iya kuthunyelwa kwidilesi ye-imeyili ebhalisiweyo. (*N.B.* ukuba awuyifumenanga, tshekisha kwibhokisi ye-imeyili *i-Junk/Spam mailbox*).

- Klikha ku-*PDF* ukuze ujonge iprofayili (*generic*) yakho egqibeleleyo. Oku akubandakanyi eli candelo lithi-"*Why did I apply*?" njengokuba iyeyodwa kwisithuba ngasinye owenza isicelo kuso.
- Xa usenza amalungiselelo odliwano-ndlebe klikha ku-"*My applications*" ukuze ubone izithuba zomsebenzi owenza isicelo somsebenzi kuzo yaye ujonge necandelo elithi- "*Why did I apply*?" (ileta ehamba nesicelo somsebenzi nesibhengezo somsebenzi).
- Ikhona imfuneko yokuhlela iprofayili yakho emva kokuba wenze izicelo zomsebenzi kwizithuba zemisebenzi? Akukho mfuneko yokusirhoxisa isicelo somsebenzi. Isistim iyihlela ngokwayo iprofayili yakho yaye isetyenziswa kuzo zonke. izithuba zomsebenzi owenze isicelo somsebenzi kuzo ezikulo bhulethini ikhethekileyo (qinisekisa ukuba uhlela phambi komhla wokuvalwa.