NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

Melao ya go tlhomiwa ga Bommenejara ba Bagolo

Nommoro ya Tshupiso	1P/1.4
Motsamaisi-Khuduthamaga yo o Ikarabelang	Mokwadisi wa Setheo le Mokaedi Khuduthamaga: Tlhabololo ya Bokgoni Jwa Jwa Badiri
Mong wa pholisi	Mokaedi wa: Botsamaisi Jwa Lefapha laTsa Badiri le Ditiro Bolaodi Jwa Setheo le Ditirelo Tsa Bokwaledi
Lefapha le le ikarabelang	Ditiro Tsa Lefapha la Tsa Badiri le Bolaodi Jwa Setheo le Ditirelo Tsa Bokwaledi
Boemo	Amogetswe
E amogetswe semmuso ke	Lekgotla
Letlha la kamogelosemmuso	16 Mopitlwe 2007
Diphetogo	
Letlha la diphetogo	
Letlha la poeletso	2011
Aterese ya webo ya pholisi eno	http://www.nwu.ac.za/opencms/export/NWU/html/gov-man/policy/index.html
Aterese mo pholising ya polokelotshedimosetso	HSCAVDM r:\2. management\2.1.3 policy development and review\2.1.3.2 review\policy documents\1p-1.4-snr managers_t.docx

Melao ya go tlhomiwa ga Bommenejara ba Bagolo

1 Polelo ya matseno

Jaaka yunibesithi e e itsegeng mo Aforika, e e gagamalelang kitso le go nna le mokgwa o mosha wa go dira dilo, e setheo sa yone se nang le setso se se tlhomologileng se se theilweng mo melaong e Yunibesithi e dirang dilo go ya ka yone, Yunibesithi ya Bokone-Bophirima e ile ya tlhoma Pholisi eno ya Melao ya go tlhomiwa ga Bommenejara ba Bagolo ka 16 Mopitlwe 2007.

2 Ba pholisi eno e dirang mo go bone

2.1 Go dira ga pholisi eno go akaretsa go tsoma bommenejara ba bagolo, go ba tlhopha le go ba tlhoma ka go dirisana mmogo le lefapha la Tsa Badiri.

3 Diteng

3.1 Molao o letla gore go kwale Melao e e amanang le mekgwa-tsamaiso ya go tlhomiwa ga bommenejara ba bagolo.

3.2 Go ya ka Molao, go tshwara dipuisano e tshwanetse go nna dingwe tsa dithulaganyo tse di dirwang tsa go tlhomiwa ga bommenejara ba bagolo.

3.3 Ditaelo tsa Molao ke tse di utlwalang sentle tsa gore setlhopha kgotsa lefapha la botsamaisi le tshwanetse go rulaganngwa jang le go tshwanetseng ga buisanwa le lone jaaka nngwe ya thulaganyo ya go tlhoma bommenejara ba bagolo.

4 Melao

4.1 **Thulaganyo ya go tlhoma bommenejara ba bagolo e tshwanetse go akaretsa dilo tse di latelang**:

4.1.1 Phanele e tshwanetse go nna le mmenejara yo e leng tlhogo, fa go kopilwe jalo, e bile a dirisane mmogo le Mokaedi: Lephata la Tsa Badiri (Leba 3.2 ya gore maloko a phanele e tshwanetse go nna bomang).

4.1.2 Go kwalwa ga papatso go akanyediwa mofuta wa tiro e e tlileng go dirwa, tshekatsheko ya boleng jwa tiro, dipatlafalo tsa Lekgotla le/kgotsa mmenejara yo e leng tlhogo le kgakololo go tswa mo phaneleng. (Leba 3.3.1)

4.1.3 Go sekaseka pele bakopatiro ga Mokaedi malebana le dipatlafalo tsa phatlhatiro: Lefapha la Tsa Badiri, ka pego e e yang kwa phaneleng.

4.1.4 Tshekatsheko ya bobedi e e dirwang ke phanele ya go kwala lenaane le le khutshwane.

4.1.5 Go amogelwa ga ditshwaelo le dikgakololo go tswa kwa mafapheng jaaka go tlhalosiwa mo Melaong eno e e leng maleba le phatlhatiro e e rileng.

4.1.6 Fa kgakololo e e tswang go le/mafapha e bontsha gore phanele ga e a amogela kopo epe e e tshwanelegang, mmenjara yo o maleba yo e leng tlhogo kgotsa Lekgotla le tshwanetse go dirwa tshwetso ya gore a go tshwanetse ga simololwa thulaganyo e ntša.

4.1.7 Tshekatsheko ya diteko tsa tlhaloganyo fa di batlwa ke Lekgotla le/kgotsa ke mmenejara yo e leng tlhogo, morago ga go buisa le phanele.

4.1.8 Dipotsolotso.

4.1.9 Go buelelwa ga dikopo go lebesiwe go mmenejara yo o maleba yo e leng tlhogo kgotsa (fa go tlhomiwa Motlatsa-Mokanseliri, Motlatsa-Mogokgo, Bareketoro ba Khamphase le Bakwadisi/Bakaedi ba mo Setheong di lebesiwe go bommenejara ba mafapha) go Lekgotla.

4.1.10 Go tlhomiwa ke mmenejara yo o maleba yo e leng tlhogo kgotsa Lekgotla.

4.1.11 Fa e le gore ga go a bonwa motho ope yo o tshwanelegelang tiro eo, Lekgotla kgotsa mmenejara yo o maleba yo e leng tlhogo (fa go tshwanela tiro eo) a ka nna a dira tshwetso ya go simolola thulaganyo boša.

4.2 Maloko a phanele

4.2.1 Lekgotla kgotsa mmenejara yo o latelang wa lefapha yo o batlang gore go tladiwe phatlhatiro o simolola thulaganyo ka go kopa Mokaedi wa: Lefapha la Tsa Badiri go kopa mafapha a a maleba a go ka buisanwang le one gore a tlhophe maloko a phenele. Motlatsa-Mokanseliri, Moreketoro wa Khamphase, Motlatsa-Moreketoro wa Khamphase le Modini ba kopiwa go nna maloko a phanele fa go kgonega. (Leba 4.2.1 to 4.2.4 fa tlase)

4.2.2 Setlhopha le/kgotsa lefapha le laolwa ke Melao go tlhopha mongwe fa Mokaedi a le kopa go dira jalo: Lefapha la Tsa Badiri le batla leloko le e tla nnang leloko la phanele. Leloko le le tlhophilweng ga le a tshwanela go bo e le leloko la lengwe la mafapha a a maleba. Fa go batliwa Bakaedi mo go Tsa Thuto leloko la phanele ya sekolo/lefelo le go tlhomilweng mogopolo mo go lone/yuniti le tshwanetse go nna leloko la phanele.

4.2.3 Mokaedi wa: Lefapha la Tsa Badiri kgotsa motho yo o tlhomilweng ke ene o tshwanetse go nna leloko la phanele.

4.2.4 Motho yo o mo maemong ao, fa Lekgotla le swetsa jalo kgotsa (fa e le maemo a a kwa tlase ga IM) mmenejara wa lefapha yo go latelang ene le ene a ka nna a kopiwa gore a nne mogakolodi mo phaneleng.

4.2.5 Maloko a a kwa ntle (a diyunibesiti tse dingwe) kgotsa leloko le lengwe la badiri le le tshwanelegang sentle la mo teng ga setheo le ka tlhophiwa gore le nne leloko la phanele fa setlhopha sa botsamaisi se swetsa jalo.

4.2.6 Mo kgannyeng ya Bakaedi ba Tsa Thuto Modini wa Legoro ke leloko la phaneje mme a ka dira tshwetso ya go tlhopha leloko mo botong ya legoro kgotsa go tswa mo setlhopheng se se tshwanang, sa bakaedi ba tsa thuto, bakaedi ba tsa patlisiso, ditlhogo tsa dirutwa le/kgotsa baeteledipele ba lenaneo gore le nne leloko la phanele.

4.3 Maikarabelo a phanele

Phanele:

4.3.1 e ikarabela ka go gakolola Mokaedi wa: Lefapha la Tsa Badiri ka mofuta wa tiro gore go kwalwe papatso e e tshwanetseng ka tiro;

4.3.2 e sekaseka dikopo gore e kwale lenaane le le khutshwane;

4.3.3 e amogela ditshwaelo le kgakololo go tswa kwa mafapheng a a tlhophang. Fa go batliwa Bakaedi mo go Tsa Thuto go tshwanetse ga amogelwa kgakololo go tswa go badiri ba mo sekolong/lefelo le go tlhomilweng mogopolo mo go lone/yuniti kgotsa lefapha le le tshwanang. Maloko a phanele a a tlhophilweng ke phanele a tla bo a tshwere lenaane la batho ba go tshitshintsweng gore go tlhophiwe mo go bone le di-CV tsa bone gore ba di sekaseke;

4.3.4 e ka amogela ditshwaelo go tswa kwa bathong ba e sneg maloko a lefapha le le maleba. Maloko a mafapha a ka nna a naya phanele dipotso gore a di sekaseke le go di dirisa mo dipotsolotsong;

4.3.5 e tshwara dipotsolotso le ba go tlhophiwang mo go bone morago ga ditshekatsheko tsa tlhaloganyo;

4.3.6 E romela ditshitshinyo tsa yone kwa go mmenejara yo e leng tlhogo, e tla e akanye le ditshwaelo mmogo le kgakololo e e di amogetseng go kwa lefapheng le maloko a phanele a tlhomilweng go tswa mo go lone. (Leba 4.2 fa tlase).

4.3.7 E romela ditshitshinyo tsa yone kwa Lekgotleng fa e tlhopha Motlatsa-Mokanseliri, Motlatsa-Mogokgo, Bareketoro ba Khamphase le Bakwadisi/Bakaedi ba mo Setheong; (Leba 4.1 fa tlase).

4.4 Kgakololo le ditshwaelo tsa setlhopha le mafapha

4.4.1 Fa go tlhomiwa Motlatsa-Mokanseliri, Motlatsa-Mogokgo, Bareketoro ba Khamphase le Bakwadisi/Bakaedi ba mo Setheong, tumalanong le kopo ya Lekgotla, setlhopha kgotsa lefapha le tlhoma leloko ka go dirisana mmogo le Mokaedi wa: Lefapha la Tsa Badiri e le leloko la phanele.

4.4.2 Setlhopha le/kgotsa lefapha le tlhoma leloko la lefapha fa le kopiwa go dira jalo ke Mokaedi: Lephata la Tsa Badiri

4.4.3 Setlhopha le/kgotsa lefapha le naya phanele ditshwaelo le kgakololo malebana le go tshwanelega ga ba go tlhophiwang mo go bone go ntse go akanyediwa mofuta wa tiro le tshekatsheko ya tiro e e umakilweng mo go 3.1.2 fa tlase.

4.4.4 Kokoano le/kgotsa lefapha le dira tshwetso go ya ka ditshwaelo le kgakololo e le e neilweng ke phanele.

4.4.5 Setlhopha le/kgotsa lefapha le tsone di na le maikarabelo a go tlhagisa ditshwaelo le dikgakololo, go sa kgathalasege kgakololo e e umaikilweng mogo 3.3.3, go ya ka kopo ya mmenejara yo e leng tlhogo fa phanele e sena go ntsha tshitshinyo ya yone.

4.4.6 Fa go tlhomiwa Motlatsa-Mokanseliri, Motlatsa-Mogokgo, Bareketoro ba Khamphase le Bakwadisi/Bakaedi ba mo Setheong setlhopha le/kgotsa lefapha le tsone di na le maikarabelo a go tlhagisa ditshwaelo le dikgakololo, go sa kgathalasege kgakololo e e umaikilweng mogo 3.3.3, go ya ka kopo ya Lekgotla fa phanele e sena go ntsha tshitshinyo ya yone.

5 Lefapha le setlhopha se go ikgolaganngwang le sone

5.1 Fa Lekgotla e le lone le nang le taolo ya go tlhoma mafapha le/kgotsa motho yo o supilweng fa tlase ke ene yo o tshwanetseng ga ikgolaganngwa le ene:

	Tshupiso mo Molaong	Maemo	Lefapha le go ikgolaganngwang le lone	Taolo ya go tlhoma
4.1.1	Ser 50	Motlatsa-Mokanseliri	Senate Setlhopha	Lekgotla
4.1.2	Ser 56	Motlatsa-Mogokgo	Motlatsa-Mokanseliri Senate Setlhopha	Lekgotla
4.1.3	Ser 58	Moreketoro wa Khamphase	Motlatsa-Mokanseliri Senate Komiti ya Senate ya Khamphase Setlhopha	Lekgotla
4.1.4	Ser 60	Mokwadisi wa mo Setheong le Bakaedi	Motlatsa-Mokanseliri Senate Setlhopha	Lekgotla

5.2 Fa motho a tlhomiwa ke Motlatsa-Mokanseliri kgotsa ke Moreketoro wa Khamphase kgotsa ke Motlatsa Moreketoro wa Khamphase lefapha le go tshwanetseng ga ikgolagannga le lone le bontshitswe fa tlase

	Tshupiso mo Molaong	**Maemo**	**Lefapha le go ikgolaganngwang le lone**	**Taolo ya go tlhoma**
4.2.1	Ser 62	Motlatsa-Moreketoro wa Khamphase	Moreketoro wa Khamphase Komiti ya Senate ya Khamphase Maloko a khamphase a Setlhopha	Motlatsa-Mokanseliri
4.2.2	Ser 64	Mokwadisi wa mo Setheong le Bakaedi	Moreketoro wa Khamphase Komiti ya Senate ya Khamphase Maloko a khamphase a Setlhopha	Motlatsa-Mokanseliri
4.2.3	Ser 65	Badini	Motlatsa-Moreketoro wa Khamphase Boto le legoro kgotsa setlhopha se se tshwanang Komiti ya Senate ya Khamphase Maloko a khamphase a Setlhopha	Moreketoro wa Khamphase
4.2.4	Ser 67	Bakaedi ba Tsa Thuto	Modini Boto le legoro kgotsa setlhopha se se tshwanang (Mo)Bakaedi ba Sekolo le Patlisiso Badiri ba sekolo se se maleba / lefelo le go tlhomilweng mogopolo mo go lone	Motlatsa-Moreketoro wa Khamphase

Dintlha tsa kwa tshimologong: AMANDA.VANDERMERWE r:\2. management\2.1.3 policy development and review\2.1.3.2 review\policy documents\1p-1.4-snr managers_e.docx
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