

MKATABA WA AJIRA
(CONTRACT OF EMPLOYMENT)
WA
(FOR)
KAZI MAALUM
(SPECIFIC TASK)

Jina la Mfanyakazi:

(Name of Employee:) kilanga sungura Kiluwa

Nafasi ya kazi:

(Position:) Biologist

Nambari ya Usajili:

(Registration Number:) 9031

Namba ya Nssf Nambari:

(NSSF Number:) 46

Nambari ya Banki (CRDB):

(CRDB Account Number:) 1234567777

Mkataba huu ni kati ya (this contract is between)

MWAJIRI: Gold Mine ambaye; atafuata Sheria ya Ajira na mahusiano Kazini za Jamuhuri ya Muungano wa Tanzania na kuhakikisha hafanyi ubaguzi wa dhahiri au usiokuwa wa dhahiri kwa mwajiriwa, katika sera au mazoea katika moja ya sababu zifuatazo: Rangi, Utaifa, Kabila au sehemu anayotoka, Asili au Uasili wa Taifa, Asili ya kijamii, Maoni ya kisiasa au kidini, Jinsia, Ujauzito, ulemavu, VVU/UKIMWI, Umri; au Maisha anayoishi.

EMPLOYER: Gold Mine who will follow the Employment and The Labor Relations Act of the United Republic of Tanzania and making sure that he does not discriminate intentionally or unintentionally to the employee in policies or behavior in the following places: - Color, Nationality, Tribe, or place they come from, ethnicity, political views, religious views, sex, pregnancy, disabled, HIV/AIDS, age, or the life one is living.

NA / AND

kilanga sungura Kiluwa wa (of) mayombo(hapa kama mfanyakazi/herein as employee.)

Tarehe ya Kuzaliwa:
(Date of Birth) 2022-08-10

Namba ya Simu:
(Mobile Number) 0761200200

Jinsia:
(Sex) ME

NA
KWAHIYO: Mwajiri yupo kwenye biashara ya ujenzi.

WHEREAS: The Employer is in the business of construction.

NA
KWAHIYO: Umeajiriwa katika idara ya **Equipment** kitengo cha **Equipment** kama **Biologist**. Utatakiwa kufanya kazi zote zinazohusiana na **Biologist** katika kitengo cha **Equipment** kama utakavyopangiwa na msimamizi wako

The Employee is expected;
You are employed to undertake Technician work as **Biologist** at
WHEREAS: **Equipment** Department, packaging **Equipment**. You will be handling all **Biologist** work at **Equipment** as per instruction from your supervisor.

1 **Kuanza Kazi**
Start Date

Mkataba huu unaanza/ulianza tarehe **2024-03-03** na utafikia kikomo pale tu “Kazi Maalumu” itakapofikia ukomo/kukamilika ambapo utaratibu wa Sheria ya Ajira na Uhusiano Kazini [SURA 366 MAREJEO YA 2019] ikisomwa kwa Pamoja na Kanuni za ajira na Mahusiano Kazini [KANUNI ZA UTENDAJI BORA] T.S. Na 42/2007 utafuatwa. Mwajiri wako atakupa notisi ya siku ishirini na nane (28) kwamba kazi maalumu inakaribia kuisha na dhamira ya kuvunja mkataba huu.

(This Employment contract will start/started on **2024-03-03** and it will end then when the “Specific Task” reached to an end, whereas the Employment and Labour Relations Act [CAP 366 R.E. 2019] read together with The Employment and Labour Relations Rules [CODE OF GOOD PRACTICE] G.N No. 42/2007 will guide. Your employer will give you a twenty-eight (28) days’ notice that the specific task is about to end and intention to end this contract)

2 **Mahali Pa Kuajiriwa:**
(Place of Recruitment) gfgdfgb

3 **Mahali Pa Kazi:**
(Place of Work) kasweli

4 **Kitengo:**
(Department) Equipment

5 **Msimamizi:**
(Supervisor) dsdassa

Ujira na Marupurupu yanayotolewa na Mwajiri

Mshahara wako Kwa mwezi utakuwa **Tshs. 4500000** Ambao utajumuisha yafuatayo:-

Ujira:	67000
Nyumba	gxvx
Chakula	vcvcvv
Usafiri	45000
Posho ya KuishiKufanya Kazi Mazingira Magumu	test

Salary and Benefits given by the employer

The employees’ monthly salary is **Tshs. 4500000** which will include the following: -

Basic Salary:	67000
Housing Allowance	gxvx
Meal Allowance	vcvcvv
Transport Allowance	45000
Risk / Bush Allowance	test

6 Saa za Kazi (Hours of Work)

Masaa ya kazi yataanza saa 08:00 Asubuhi mpaka saa 17:00 jioni (Jumatatu Mpaka Ijumaa) na Saa 08:00 Asubuhi mpaka saa 13:00 mchana (Siku za Jumamosi). Kama mfanyakazi atatakiwa kufanya kazi usiku masaa ya kazi yataanza saa 18:00 mpaka 03:00 usiku (Jumatatu Mpaka Ijumaa) na saa 18:00 mpaka saa 00:00 usiku (Siku za Jumamosi). Jumla ya masaa ya kazi 45 kwa wiki.

- a. (Working hours shall be from 08:00 AM in the morning until 17:00 PM in the evening (Monday to Friday) and 8:00 AM in the morning until 13:00 PM in the afternoon (Saturday). As an employee who will work the night shift working hours shall be from 18:00PM in the evening until 03:00 AM in the morning (Monday to Friday) and 18:00 PM until 00:00 AM midnight (Saturday). Total working hours shall be 45 in a week).

Kazi katika saa za ziada zitafanyika kwa makubaliano na kwa ruhusa kutoka kwa msimamizi wako husik.

- b. (Any overtime work shall be first agreed and approved by your supervisor)

Mfanyakazi anaweza kutakiwa kufanya kazi Jumapili/ Siku za mapumziko au baada ya masaa ya kazi, na atalipwa stahiki zake kama ilivyoainishwa kwa kuzingatia sheria za Kazi na Ajira za Jamuhuri ya Muungano wa Tanzania.

- c. (The employee may be required to work on Sundays or overtime and they will be paid their overtime dues in accordance with the Employment and Labour Relations Act of Tanzania and its Regulations).

7 Likizo ya Mwaka (Annual Leave)

Likizo ya mwaka mzunguko wake ni miezi 12 na likizo nyingine zilizobakimzunguko wake ni miezi 36 (Annual Leave is in the 12 months' cycle and other leave's remaining are in 36 months)

Mfanyakazi atatahili kupewa likizo ya siku 28 mfululizo katikamzunguko wa miezi 12 kama kazi hii maalumu itachukua Zaidi ya muda huo au kama muda huo.

- a. (The employee shall be entitled to 28 days leave in a row from the 12 months' cycle and if this specific task shall take more than that time or equal)

Siku za likizo zinaweza kukatwa na mwajiri iwapo mfanyakazi alipewaruhusa mbalimbali.

- b. (Leave days can be deducted if the employee has received leaves or day offs several times)

Mwajiri anaweza kuamua siku ya kuanza likizo mfanyakazi ndani yamiezi sita kuanzia siku ambayo mfanyakazi alistahili kuanza likizo.

- c. (The employer can decide the start date of the leave for the employee within six months from the day the employee is entitled to start leave).

Muda wa kuanza likizo baada ya miezi 6 unaweza kuongezwa kwamakubaliano iwapo yapo mahitaji ya uendeshaji na nyongeza ya mudawa kuanza likizo isizidi miezi 12.

- d. (The leave days' start date after six months can be moved forward after six months in agreement if there is a need in the project and the leave can be added to start in not more than twelve months).

Mfanyakazi hapaswi kufanya kazi wakati wa likizo.

- e. (The employee is not allowed to work during leave days).

Hairuhisiwi kumlipa mfanyakazi pesa badala ya likizo (kununua likizo) isipokuwa tu wakati wa kusitisha ajira.

- f. (It is not allowed to pay the employee instead of leave days (buying leave days) only when the employment contract comes to end).

Likizo ya mwaka haitakiwi kuchukuliwa wakati wa likizo nyingine au wakati wa kipindi cha notisi ya kusitisha ajira.

- g. (Annual leave will not be taken during another leaves or during the period of notice of ending the employment).

Mwajiri ni lazima amlipe mfanyakazi mshahara wake wakati wa likizo.

- h. (The employer will pay the employee during the annual leave).

8 Likizo ya Ugonjwa (Sick Leave)

Mfanyakazi anastahili likizo ya ugonjwa ya angalau siku 126 kulingana na sheria za kazi za Tanzania.

- a. (The employee is entitled to sick leave of at least 126 days in accordance with the Employment and Labour Relations Act of Tanzania)

Katika siku 63 za kwanza mfanyakazi anastahili kulipwa mshahara kamili na katika siku 63 zinazofuata anastahili kulipwa nusu mshahara

- b. (In the first 63 days the employee is entitled to be paid full salary and the following 63 days the employee is entitled half salary).

Kabla ya kuchukua likizo ya ugonjwa mfanyakazi anapaswa kuwasilisha kwa Mwajiri uthibitisho wa Daktari.

- c. (Before taking the sick leave the employee must submit proof to the employer from the Doctor).

9 Usitishaji Ajira Likizo ya Mwaka (Termination of Employment)

Usitishaji ajira ni kukoma kwa mkataba wa ajira, kutokana na sababu mbalimbali kama vile
(Termination of the agreement will come to be due to the following reasons)

- a. Usitishaji ajira kwa sababu ya uwezo mdogo wa kazi/ Utendaji usioridhisha.
(Termination due to poor performance)

- b. Usitishaji wa ajira kwa sababu ya mahitaji ya uendeshaji.
(Termination due to Operational Requirements).

- c. Kujiuzulu au kuacha kazi mfanyakazi kwa kutoa noti ya siku 28 au malipo badala ya noti hiyo.
(Resignation of his employee at his own will be by giving employer a notice of 28 days or payment in lieu of that notice).

- d. Mfanyakazi kuachishwa kazi na mwajiri wake kwa kupewa NOTISI,
(Employee termination after receiving a notice from the employer).

- e. Kumaliza kazi ya mkataba wa muda maalum
(The end of the Specific Task).

- f. Kuachishwa kazi kwa sababu yautovu wa nidhamu, kwa tukio litakalofanya vigumu kuendelea na mkataba, kifo nk.
(Termination due to Misconduct, any other reason that will make it impossible for the contract to continue, death and others).

- g. Kwa makubaliano
(Termination by agreement).

10 Malipo ya Mwisho wa Mkataba (Payment to be paid upon Termination of the Contract)

Mwajiriwa atalipwa malipo yake mwisho wa mkataba huu kulingana na Sheria za Kazi za Jamhuri ya Muungano wa Tanzania.

(The Employee shall be paid his dues at the end of this contract in accordance with the Employment and Labour Relations Act of Tanzania).

11 Mengineyo au Jumlaa (Others or General)

Mkataba huu upo katika lugha mbili Kiswahili na kingereza kwa faida ya mwajiri na mwajiriwa na endapo kutatokea utata wa tafsiri ya lugha katika mkataba huu, Kiswahili kitasimama kama lugha sahihi ya makubaliano

- a. (This contract is written in English and Swahili for the benefits of both the employer and employee and when it happens that the translation of the language in this contract is in question, the Swahili language will prevail as the correct language in this agreement)

Uishapo mkataba huu wa kazi maalumu, muajiri ataamua kama atamuajiri muajiriwa katika kazi nyingine maalumu au mahusiano yao kuishia hapo mkataba huu uishapo..

- b. (Upon termination of this contract of specific task, the employer will decide to hire the employee for another specific task or end the employment relationship with the employee at the end of this contract).

Mkataba huu maalumu utaisha pale ambapo msimamizi wa kitengo hapo juu atathibitisha kumalizika kwa kazi maalumu tajwa hapo juu..

- c. (This contract of specific task shall end when the supervisor of the department mentioned above shall certify that the task mentioned above is completed).

12 Sheria, Mkataba (Governing Law and Contract)

Mkataba huu utaendeshwa na kutafsiriwa chini ya sheria za Jamuhuri ya Muungano wa Tanzania.

(This Employment Contract will be guided and translated under the laws of the United Republic of Tanzania)

Mfanyakazi anahaki/ anahitajika kurejelea masharti ya mkataba wa ajira ambayo ni sehemu ya mkataba huu wa ajira.. Masharti ya mkataba yanaweza kubadilika na ni lazima yatumwe kwa maandishi na kusainiwa na pande zote mbili (Mwajili na Mwajiliwa).

(The Employee has the right or is required to refer to the terms of the contract which is part of this contract. The terms of this contract can change and they must be in writing and signed by both parties (Employer) and (Employee).)

Tafadhali sahihi Mkataba huu (Nakala 2)

Mwajiriwa:

Employee:

Sahihi:(Signature)

Tarehe:

(Date)

Mwajiri :

Employer

Sahihi:(Signature)

Tarehe:

(Date)