**Contract For Employment (Mkataba wa ajira)**

1. XXXX (the “Employer”) (**mwajiri**) and XXXX[[1]](#footnote-1) (the “Employee”) (**mwajiriwa**) do hereby enter into a Contract of Employment **(wanafunga mkataba wa ajira)** on (**tarehe**) January 4, 2019.
2. This Contract begins **(mkataba huu unaanzia)** on (**tarehe**) January 4, 2018 and ends on (**utaishia**) June 4, 2019.
3. The primary place of employment shall be around, but not limited to, (**kituo cha kazi kitakua, ambacho kinaeza badirishwa**), XXXX, Masaki, Dar Es Salaam.
4. Employee’s Job Title/Position (**cheo cha mfanyakazi**): Driver (**dereva)**
5. Employee’s Gross Salary per month **(mshahara kwa mwezi)** is 550,000 TSH.This includes all allowances: transportation (40,000 TSH) and food (40,000 TSH). (**mshahara kwa mwezi umehusisha posho ya usafiri (40,000tsh) na malazi (40,000tsh**)**.** Salary shall be paid twice per month in equal installments.
	1. If required to work on a public holiday, Employee is entitled to double pay of base salary. **(siku za siku kuu mwajiriwa atalipwa mara mbili ya malipo yake ya kila siku endapo atahitajika kufanya kazi)**
	2. Management may choose to implement a bonus scheme in lieu of overtime (time and a half) and public holiday (double) pay. **(Management inaeza tumia mfumo wa bonus kufidia malipo ya overtime tofauti na njia zilizo elezwa awali)**
6. Working hours **(masaa ya kazi)**:

Monday to Friday: 45 hours (as agreed with employer)

1. All statutory salary deductions shall be withheld in accordance with Tanzanian law. (**sheria ya Tanzania itatumika katika makato ya kutoka kwenye mshahara wa mhusika**).
2. Employee shall be paid gross amount salary, which includes Employer 10% matching funds for pension. Employee is responsible for investing these funds in a pension fund scheme if they so desire and as may be required by law. (**Mfanyakazi zitalipwa pato la kiasi mshahara, ambayo ni pamoja na mwajiri 10% ya vinavyolingana fedha kwa ajili ya pensheni. Mfanyakazi ni wajibu kwa ajili ya kuwekeza fedha hizo katika mpango mfuko wa pensheni kama wao ili hamu na kama kutakiwa na sheria).**
3. Employee is entitled to 28 days paid leave on a pro rata basis, inclusive of public holidays, per year in accordance with Tanzanian Law. **(Mfanyakazi ana haki ya siku 28 kulipwa likizo ya pro rata msingi, umoja wa sikukuu za umma, kwa mwaka kwa mujibu wa Sheria za Tanzania).**
	1. The employee is entitled to a maximum sick leave as specified in the laws of Tanzania. All sick days taken should be supported by written documentation provided by a certified medical practitioner.
4. Employee will NOT offer, promise, authorize the payment of or provide any item of value (including, among other things, bribes or other improper payments) to any public officials of the United Republic of Tanzania, its provinces or other political subdivisions, directly or indirectly. (**aina yoyote ya Rushwa atakayotoa au kupokea mfanyakazi itasababisha kukatishwa kwa mkataba huu, hivyo aina yoyote ya Rushwa haitavumiliwa**)**.**
5. Termination of this CONTRACT may take place at any time by either party due to gross negligence on the part of either Employee or Employer or completion of services. **(mkataba huu utakatishwa wakati wowote kwa pande zote mbili kwa sababu maalum au muda wa kutoa huduma utakapoishia.)**
	1. Grounds for immediate dismissal include, but are not limited to: (i) texting while driving, (ii) taking personal calls, with the exception of family emergencies, while driving, (iii) reckless driving, (iv) putting the employer’s family in danger/at risk as a result of driver’s actions.
6. Employee is expected to adhere to the tasks and responsibilities outlined in the Personal Driver Job Description, and the principles of employment:
	1. Timeliness in reporting for duty, appropriate clothing/attire, honest and professional conduct, respectful behavior and communication. **(Wakati mwafaka (malipo ya huduma (mwajiri) na kupiga ripoti kikazi (mfanyakazi)), mavazi sahihi / mavazi, mwenendo waaminifu na kitaaluma, heshima tabia na mawasiliano**.
	2. Use of cellular phone for personal reasons, with the sole exception of family emergency, while driving will result in immediate termination of contract. **(Matumizi ya simu za mkononi kwa sababu binafsi, isipokuwa za dharura za familia, wakati wa kuendesha gari itasababisha kukatisha mkataba.)**

Employee (**Mwajiriwa**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer (**Mwajiri**):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (**Tarehe**)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Witness (**shahidi**)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Driver**

**Job Description**

1. **Duties and Accountabilities:**

To perform according to expectations, the Personal Driver would be expected to:

* Transport family/friends/authorized individuals to/from airports, meetings/appointments, including at times travel to/from locations throughout Tanzania.
	+ Meet family/friends/authorized individuals at the airport
* Drive the provided family vehicles, ensuring the safety of all passengers, vehicle and other road users.
	+ Perform daily inspection of vehicles (oil, tire pressure, gas, etc) every morning
		- Inform employer when tank is at quarter tank of gas or any issues are identified.
	+ Ensure car seats are in appropriate cars as needed for day’s schedule.
	+ Assist or ensure that all passengers have fastened safety belts and/or are in car-seats before initiating drive.
	+ Responsible for the day to day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires etc,
	+ Perform minor routine repairs, and be responsible for maintenance and cleanliness of the vehicle (interior and exterior, including safety belts)
	+ Ensure that the vehicle is equipped with First Aid kit and that s/he is trained in providing first aid. Check expiry date for consumables in the kit and seek replacement as appropriate.
	+ Ensure that the vehicle’s documentation is always current, including display of current insurance cover at all times.
* Make sure car is loaded with items needed for various prearranged activities (sunscreen, water, hat for tennis, schools bags/hats/helmets/skateboards).
* Observe Tanzania’s traffic rules and regulations.
	+ Always check and adhere to security information from the employer for safe passage within and outside the cities.
	+ Report accidents or incidents immediately to the employer and ensure that the steps required by rules and regulations are taken in case of involvement in an accident.
* Maintain confidentiality of any passenger’s discussions or phone conversations
* Respect work and family relationships; inform employer if driving for friend or colleague.
* Assist the employer with caring for the family dog. This includes walking up to twice a day, bathing, and feeding.
	+ On an occasional basis, the employer may request assistance with dog sitting at which time the Personal Driver will make use of the staff room to stay at the property. This task shall be compensated over and above the stated salary.
* Perform any other task assigned by the employer.
* Additional expectations of the Driver:
* Arrive at any destination at least 15 minutes before scheduled departure time
* Be available and ready to help with carrying bags/items purchased.
* Update weekly schedule and list of tasks on an on-going basis.
* Use of phone for personal calls should be limited to only during breaks
1. **Selection Criteria:**
* Valid Driver’s License and capable of Defensive Driving; and a minimum of an intermediate school certificate.

• Thorough knowledge of driving rules and regulations.

• A minimum of 5 years’ professional driving experience with a safe driving record.

• Proficient to effectively communicate in English (verbal and written).

• Possess basic skills in minor vehicle repairs and maintenance. Vocational training in auto maintenance and repair would be a plus.

• Strong interpersonal skills and a commitment to team-oriented work.

• Willingness to drive throughout Tanzania.

1. **Competencies:**
* Lead and Innovate – Shows positive, constructive attitude
* Make smart decisions – makes decisions appropriate to scope of job
* Collaborate with other staff – acts cooperatively
* Deliver results – respond to employer’s requests in a timely manner
* Create, apply, and share knowledge – seeks opportunities to grow and further develop own capabilities
1. XXXX: Born xx/xx/xxxx, Male of xxxx. [↑](#footnote-ref-1)