**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**) April 16, 2018.
2. This Contract begins **(mkataba huu unaanzia)** on (**tarehe**) April 16, 2018 and ends on (**utaishia**) October 1, 2018. The Contract may be renewed on mutual agreement of both parties.
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**): Housekeeper/nanny (**dada)**
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. Employee is entitled to overtime pay at a rate of time and a half. **(mwajiriwa atalipwa mara moja na nusu ya mshahara wake wa kila siku endapo atafanya kazi masaa ya ziada)**
	2. 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)**
	3. 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)**
	4. The Employer shall reimburse up to a maximum of TSH 120,000 per year on a pro rata basis towards the medical costs of the Employee and registered dependents. Any additional health related costs above this amount shall be the responsibility of the employee.
6. Working hours **(masaa ya kazi)**:

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

Saturday: 4 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 shall be provided with an initial 60,000 TSH to set up a social security fund through NSSF for herself and immediate family dependents (husband and children under 18 years). The employer will match employee contributions in the amount of 25,000 TSH per month, with original receipts provided. **(Mfanyakazi atapatiwa TSH 60,000 ya awali ya kuanzisha mfuko wa usalama wa kijamii kupitia NSSF kwa ajili yake mwenyewe na familia inayomtegemea (mume na watoto chini ya miaka 18). Mwajiri atamchangia mfanyakazi kiasi cha TSH 25,000 kwa mwezi, kutokana na  risiti halali zitakazotolewa).**
4. 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.
5. 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**)**.**
6. 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.)**
7. Employee is expected to adhere to the following principles of employment:
	1. Timeliness (payment for services (employer) and reporting for duty (employee), 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. Matters in the home are to remain private and confidential.  **(Mambo yote ya nyumba yanatakiwa kubaki faragha na siri.)**

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

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

1. XXXX: Born xx/xx/xxxx, Female, of xxxxx. [↑](#footnote-ref-1)