

CONFIDENTIAL



**UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE
NATIONAL BUREAU OF STATISTICS (NBS)**

EMPLOYMENT AND EARNINGS SURVEY 2013

ID No:

Region Code		District Code		Establishment Identification Number			

NAME (Estab.)

**National Bureau of Statistics, P.O.Box 796, Dar Es Salaam,
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**Ofisi ya Taifa ya Takwimu Mkoa,
S.L.P.....
Simu:.....**

FIELD STAFF NAME.....

Tephone No./Simu.....

SURVEY OF EMPLOYMENT AND EARNINGS 2013

EXPLANATORY NOTES

- 1 These statistics are collected under the provision of the “Statistics (Employees in Tanzania) Act 2002”, which makes it legal requirement to complete and return this form within two weeks from the day you receive it.
- 2 If you have not completed the form it must still be returned with the reasons clearly stated below
 - (a) No Employees
 - (b) Business Closed
 - (c) Business Sold (Give name and address of the new owner).....
- 3 If non- citizen salaries are paid abroad; an estimate should be made for salaries remitted to this country. Directors and Partners receiving regular salaries must be included in Part II. Commission works should be shown with average monthly earnings. Where an annual bonus is paid 1/12 should be included with the cost earning.
- 4 Do not include domestic servants in Private households, non- salaried working proprietors and non – salaried family workers.
- 5 All information relating to individual firms is confidential and will not be divulged to any other organization.

UTAFITI WA AJIRA NA MAPATO WA MWAKA 2013

MAELEZO MUHIMU

- 1 Habari hizi hukusanywa kwa mujibu wa sheria iitwayo “Statistics (Employees in Tanzania) Act 2002”. Inakuwa ni kuvunja sheria hiyo mwajiri asiporudisha fomu zote zikiwa zimejazwa ipasavyo wiki mbili tangu tarehe utakapoipokea fomu hii.
- 2 Huenda usiweze kujaza fomu hii, basi eleza wazi sababu zake kwa mfano:
 - (a) Hakuna mwajiriwa
 - (b) Mwajiri amefunga/amesitisha shughuli/kiwanda hiki.
 - (c) Kama kiwanda kimeuzwa (taja jina na anwani kamili ya mnunuzi mpya):.....
- 3 Kama mishahara ya wasio raia hulipwa ng’ambo kadiria kiasi kile wanacholipwa hapa nchini. Wakurugenzi na wabia wanaopokea mshahara wa mwezi wahesabiwe. Pia na wastani wa mapato yao mengine ya mwezi utolewe.
- 4 Watumishi wa nyumbani na wale wote wanaofanya kazi isiyo ya mshahara wasihesabiwe.
- 5 Habari zote zinazotolewa na mwajiri mmoja mmoja huhifadhiwa kwa siri sana na hazitolewi nje ya Ofisi ya Taifa ya Takwimu.

EMPLOYMENT AND EARNINGS SURVEY 2013

This form must be returned to the National Bureau of Statistics within two weeks from the day you receive it even if you have no business or no employees.

Separate form must be completed for employees working in different Administrative Districts.

All persons receiving monthly, weekly or daily wages must be shown on this form even if they are on leave, absent or sick during or on 30th June, 2013

UTAFITI WA AJIRA NA MAPATO 2013

Unapaswa kurudisha fomu hii katika Ofisi ya Taifa ya Takwimu katika Kipindi cha wiki mbili baada ya kupokea fomu hii hata kama huna wafanyakazi au hufanyi shughuli yoyote.

Unahitaji fomu moja kwa kila ofisi, kiwanda au kazi uliyonayo. Mfano: ikiwa una viwanda viwili mbali mbali katika wilaya moja, wahitaji fomu 2. Ikiwa unaendesha kazi ile ile katika wilaya mbili unahitaji fomu mbili pia, moja kwa kila wilaya.

Wote walipwao mshahara iwe kwa mwezi, juma au siku waingizwe katika fomu hii hata wale waliokuwa wagonjwa au likizo tarehe 30 Juni 2013

(a) Identification:

Utambulisho:

NAME (Estab.).....

P.O.Box:

Town:.....

LOCATION:

AREA:.....

WARD:.....

PLOT No:.....

TELEPHONE No:.....

FAX No:.....

REGION

CODE:..... NAME:.....

DISTRICT:.....

FOR OFFICIAL USE ONLY

Reg.Code	Dist. Code	Establishment ID	ISIC Code (Rev 4)

CODE:

SECTOR:

NUMBER OF EMPLOYEES

CLASS SIZE:

**(b) Description of Business:-
Aina ya kazi**

(i) Name **MAIN** crop grown /article made or repaired /type of service provided /etc (Taja ni ZAO gani KUBWA utoalo au UNASHUGHULIKA hasa na kazi ya aina gani.)

.....

(ii) Name **ANY OTHER** crops grown / articles made or repaired / services provided /etc (Halafu taja mazao mengine utoayo / vitu vingine utoavyo /aina nyingine ya kazi ufanyayo)

.....

PART II – REGULAR EMPLOYEES – YAWAHUSU WAFANYAKAZI WA KUDUMU 2013														
INSTRUCTION FOR SECTION A		SECTION A – EMPLOYMENT AND EARNINGS						SECTION B – WAGE RATES OF CITIZENS						
MAELEKEZO – SEHEMU A		AJIRA NA MAPATO						MISHAHARA HALISI YA RAIA TU						
Regular Employees: State the number of employees on the permanent payroll, together with any temporary or seasonal workers who have been employed on a weekly or monthly basis for more than one month		Employment Categories		Number of Regular Employees		Cash earnings during June (to the nearest shillings)		State the number of Citizens (shown in Section A question number 01, 04, 07 & 08) in each of the wage groups shown below						
		CITIZEN OF TANZANIA				Gross Earnings							Basic Earnings	
Wafanyakazi wa kudumu: Onyesha idadi ya watu wote walio kwenye orodha ya ajira ya kudumu, pamoja na walioajiriwa kwa mishahara wa wiki au mwezi ambao wamefanya kazi kwa zaidi ya mwezi mmoja.		Persons aged 25 years and above						Onyesha idadi ya wafanyakazi walio raia wale wa sehemu A. swali namba 01, 04, 07 & 08 jinsi wanavyo gawanyika katika vifungu vya mishahara hapa chini.						
		Males		1		2							3	
Gross Earnings: State the total cash earnings for the month of June of all regular employees before deductions are made for taxes, house rents, loan repayments etc. All cash allowance such as overtime and other allowances should be included.		Females		4		5		6		Wage Rate (TZS per month)				
		Youth aged 15 – 24 YRS												
Mishahara: Onyesha jumla ya mishahara (ya mwezi juni) ya wafanyakazi wa kudumu wote kabla hawajakatwa chochote. Malipo mengine kama ya “masurufu ya safari” na “overtime” yatiwe katika jumla hiyo		Males		7		8a		8b		Persons aged 25 years and above				
		Females		9		10a		10b						
Basic Earnings: Excluded overtime and other additional pay in the Basic Earnings Column		NON – CITIZENS						Persons aged 25 years and above						
		Males		11		12				Below 65,000				
SECTION B.		Females		13		14				65,001 - 150,000				
		Youth aged 15 – 24 YRS						150,001 - 300,000						
Wages Group: Wage groups refer to the agreed wage rates, including pay addition paid regularly but excluding bonus and overtime		Males		15		16				300,001 - 500,000				
		Females		17		18				500,001 - 900,000				
Vifungu vya mishahara: Vifungu vya mishahara huonyesha mishahara halisi pamoja na nyongeza za kawaida kama ilivyokubaliwa wakati wa kuingia kazini. Malipo ya “overtime” na “allowances” hapa hayaonyeshwi		TOTAL REGULAR EMPLOYEES AND CASH EARNINGS						900,001 - 1,200,000						
		Males		DM						1,200,001 - 1,500,000				
DISABILITY:		Females		DF						Above 1,500,000				
		DISABILITY AMONG REGULAR EMPLOYEES IN QN.19						TOTAL						
Disability involves persons with Albinism, difficulty in seeing, hearing even after using aiding tools, walking or climbing steps, remembering or concentrating, self-care; such as washing all over or dressing, communicating; for example under- standing or being understood		Males		DM						Below 65,000				
		Females		DF						65,001 - 150,000				
Ulemavu unajumuisha watu wenye ulemavu wa ngozi (Albino), matatizo ya kuona hata kama akitumia miwani, matatizo ya kusikia hata kama akitumia kifaa cha kusaidia kusikia, matatizo ya kutembea au kupanda ngazi, matatizo ya kukumbuka au kufanya kitu kwa umakini, matatizo ya kujihudumia kama vile kuoga au kuvaa nguo, matatizo ya kuwasiliana kwa mfano kuelewa au kueleweka.		BENEFITS:-		Total Number		Cash paid				150,001 - 300,000				
		a) Free Housing								300,001 - 500,000				
Ulemavu unajumuisha watu wenye ulemavu wa ngozi (Albino), matatizo ya kuona hata kama akitumia miwani, matatizo ya kusikia hata kama akitumia kifaa cha kusaidia kusikia, matatizo ya kutembea au kupanda ngazi, matatizo ya kukumbuka au kufanya kitu kwa umakini, matatizo ya kujihudumia kama vile kuoga au kuvaa nguo, matatizo ya kuwasiliana kwa mfano kuelewa au kueleweka.		b) Paid leave								500,001 - 900,000				
		c) Maternity Leave								900,001 - 1,200,000				
Ulemavu unajumuisha watu wenye ulemavu wa ngozi (Albino), matatizo ya kuona hata kama akitumia miwani, matatizo ya kusikia hata kama akitumia kifaa cha kusaidia kusikia, matatizo ya kutembea au kupanda ngazi, matatizo ya kukumbuka au kufanya kitu kwa umakini, matatizo ya kujihudumia kama vile kuoga au kuvaa nguo, matatizo ya kuwasiliana kwa mfano kuelewa au kueleweka.		d) Free Ration								1,200,001 - 1,500,000				
		e) Any type of Social Security Scheme								Above 1,500,000				
Ulemavu unajumuisha watu wenye ulemavu wa ngozi (Albino), matatizo ya kuona hata kama akitumia miwani, matatizo ya kusikia hata kama akitumia kifaa cha kusaidia kusikia, matatizo ya kutembea au kupanda ngazi, matatizo ya kukumbuka au kufanya kitu kwa umakini, matatizo ya kujihudumia kama vile kuoga au kuvaa nguo, matatizo ya kuwasiliana kwa mfano kuelewa au kueleweka.								TOTAL						

PART III – CASUAL WORKERS – YAWAHUSU VIBARUA							
INSTRUCTIONS – MAELEKEZO All persons receiving daily wages and other employees who have not worked for a full month must be included in this section. Person - days means the sum of total number of days worked by each person during the month, whether he/she was actually employed on 30th June or not. e.g. if one employee has worked for 10 days and other two employees have EACH worked for 20 days, the total person – days worked = (1x10) + (2x20) = 50 person days. Watu wote wanaolipwa kila mwisho wa siku ya kazi na wengine wote waliofanya kazi kwa muda usiofikia mwezi kamili waingizwe hapa. Jumla ya siku za vibarua hupatikana kwa kujumlisha siku za vibarua wote wa mwezi ule. MFANO:- Kibarua mmoja amepata siku kumi mwezi June, wengine wawili siku 20 kila mmoja, basi vibarua watatu wamefanya kazi ya siku (1x10) + (2x20) = 50	Employment Categories	Number of casual workers employed as on 30th June, 2013		Total person – days worked during June, 2013		Total cash earnings for the month of June, 2013	
	Persons aged 25 years and above						
	Males	40		41		42	
	Females	43		44		45	
	Youth person's 15 – 24 YRS						
	Males	46		47		48	
	Females	49		50		51	
	TOTAL	52		53		54	

TOTAL TURNOVER /MAPATO [For Profit Making Institutions - Parastatol and Private]		
[Kwa Taasisi Zenye Lengo la Kupata Faida - Mashirika ya Umma na Binafsi]		
This is the business gross income before reducing operating cost and taxes. (Provide Best estimate in Tshs if the financial statement is not available)		TOTAL TURNOVER IN Tshs
KIASI CHA MAUZO Haya ni mapato yatokanayo na biashara kabla ya kuondoa gharama ya uendeshaji (uzalishaji) na kodi. (Andika makadirio sahihi kwa Tshs. iwapo hakuna taarifa ya fedha).	What is the total turnover/sales of your business based on the latest available financial statements for June 2013	55

PART IV: NUMBER OF NEW WORKERS RECRUITED DURING THE LAST 12 MONTHS:

INSTRUCTIONS

If new employees recruited have the same occupational title, sex, level of education, main subject of training, citizenship, employment status and the starting salary, record their information in one row, if it happens employees possess at least one different item of characteristics mentioned above, record employees with similar characteristics in different rows.

Q. 55. OCCUPATIONAL TITLE:

State clearly the occupational title for the new employees recruited within the survey period i.e. during the last 12 months, starting from 1st July last year to 30th June this year

Q. 56. WORKERS BY SEX:

Record number of employees recruited in the same occupational title by sex.

Q. 57. HIGHEST LEVEL OF EDUCATION:

Indicate clearly the highest level of education code that the new recruited employee attained e.g. *Primary Education = code 7*.

Q. 58. MAIN SUBJECT OF TRAINING:

State clearly the main subject of training attained by the new recruited employees e.g. *Accounting Technician Grade 1 (ATEC. 1)*.

Q. 59. CITIZENSHIP:

State clearly the country of origin for the new recruited employees e.g. *Kenya*.

Q. 60. EMPLOYMENT STATUS:

State clearly the Employment status of the new recruited employees e.g. *Permanent Employees*.

Q. 61. STARTING SALARY:

State clearly the amount of money in Tanzanian Shillings, which a new employee earns at the commencement of the service contract

PART IV: NUMBER OF NEW WORKERS RECRUITED DURING THE LAST 12 MONTHS

IDADI YA WAFANYAKAZI WAPYA WALIOAJIRIWA KATIKA KIPINDI CHA MIEZI 12 ILIYOPTITA

55. Occupational Title (Write in full) e.g. Accountant	For Official Use TASCO				56. Number of Workers by Sex		57. Highest level of education Tertiary University.....1 Tertiary Non University.....2 Teacher Education/College....3 Vocational Education.....4 Secondary: O-Level.....5 Secondary: A-Level.....6 Primary Education.....7	58. Main Subject of Training	For Official Use (SUBJECT OF TRAINING)				59. Citizenship Tanzania.....1 Kenya.....2 Uganda3 Other.....4	60. Employment Status Permanent.....1 Contract.....2 Casual.....3 Apprentices.....4 Other.....5	61. Starting salary (TZS)
					Male	Female									
Eg1.Account Assistant						3	6	Accounting					1	2	350,000/=
eg2. Primary School Teacher					2	7	5	Teaching					2	1	230,000/=
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															

Note: If you have more than 13 occupation titles with different characteristics, list the additional titles with their related information in a separate sheet

PART V: CURRENT JOB VACANCIES:

INSTRUCTIONS

Q. 63. NUMBER OF VACANCES:

State clearly the number of prevailing vacant posts in your organization.

Q. 64. REQUIRED LEVEL OF EDUCATION:

Indicate clearly the required level of education code that has to be attained to enable the new employees recruited e.g. *Tertiary non University = code 1.*

Q. 65. MAIN QUALIFICATION/SKILL REQUIRED:

State clearly the main qualification/skill required by the new recruited staff to fill the vacant posts e.g. *vocational certificate grade 1 (G 1) .*

Q. 66. REQUIRED WORK EXPERIENCE:

Please indicate the working experience code of the new recruited staff in terms of total duration in each organization e.g. *1 to 2 years = code 2 .*

Q. 67. EXISTING VACANCES ARE DUE TO:

Indicate clearly factors code which lead to the availability of vacant posts e.g. *New position created in the organization code = code 3 .*

Q. 68. GENDER PREFERENCE:

Mark (X) the gender preference column.

PART V: CURRENT JOB VACANCIES (NAFASI ZA KAZI AMBAZO ZIPO WAZI KWA SASA)													
62. Occupational Title (Write in full) e.g. Accountant	For Official Use TASCO				63. Number of vacancies	64. Required level of education	65. Main Qualification /Skill required (Write in full)	For Official Use (SUBJECT OF TRAINING)			66. Required work experience	67. Existing vacancies are due to:	68. Gender Preference
						Tertiary University.....1 Tertiary Non University.....2 Teacher Education/College...3 Vocational Education.....4 Secondary: O-Level.....5 Secondary: A-Level.....6 Primary Education.....7							Male1 Female.....2 None3
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
Note: If you have more than 12 occupation titles with different characteristics, list the additional titles with their related information in a separate sheet													

I certify that to the best of my knowledge the information stated on this form is correct.

Nathibitisha kuwa habari zote nilizotoa katika fomu hii ni za kweli kabisa.

Name/Jina:.....

Position/Cheo:.....

Signed/Saini:.....

Date/Tarehe:.....

Tephone No. /Simu:.....

ASANTE KWA USHIRIKIANO WAKO.

THANK YOU FOR YOUR CO – OPERATION.