

CONFIDENTIAL



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



EMPLOYMENT AND EARNINGS SURVEY 2017

ID No:

Region Code		District Code		Establishment Identification Number				

NAME OF ESTABLISHMENT

**National Bureau of Statistics,
18 Kivukoni Front, P.O.Box 796, 11992 Dar Es Salaam
Telegram: STATISTICS, Telephone: 2122722/3
Fax: 2130852, Website: www.nbs.go.tz, Email: dg@nbs.go.tz**

**Ofisi ya Taifa ya Takwimu Mkoa,
S.L.P.....
Simu:.....**

FIELD STAFF NAME.....

Telephone No./Simu:.....

EMPLOYMENT AND EARNINGS SURVEY 2017

EXPLANATORY NOTES

- 1 These statistics are collected under the provisions of the Statistics Act 2015, which among other things, make it legal requirement to complete the form. Employers are required to complete and return this form within two weeks from its receipt.
- 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 person or organization.

UTAFITI WA AJIRA NA MAPATO WA MWAKA 2017

MAELEZO MUHIMU

- 1 Taarifa hizi hukusanywa kwa mujibu wa Sheria ya Takwimu ya mwaka 2015, inakuwa ni kuvunja sheria hiyo mwajiri asiporudisha fomu zote zikiwa zimejazwa ipasavyo. Mwajiri anatakiwa kujaza na kuirudisha fomu hii katika kipindi cha muda wa wiki mbili tangu kuipokea.
- 2 Endapo hujajaza 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 Taarifa zote zinazotolewa na mwajiri mmoja mmoja huhifadhiwa kwa siri sana na hazitatolewa kwa mtu au taasisi yoyote.

EMPLOYMENT AND EARNINGS SURVEY 2017**Explanatory notes continue.....**

This form must be returned to the National Bureau of Statistics within two weeks from the day you received it

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,2017

UTAFITI WA AJIRA NA MAPATO 2017

Unapaswa kurudisha fomu hii katika Ofisi ya Taifa ya Takwimu katika Kipindi cha wiki mbili baada ya kuipokea.

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 2017

(a) Identification:**Utambulisho:**

NAME OF ESTABLISHMENT

P.O.Box: Town:.....

LOCATION:

AREA:..... WARD:..... PLOT No:.....

TELEPHONE No:..... FAX No:.....

REGION

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

FOR OFFICIAL USE ONLY

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

CODE:

SECTOR:

NUMBER OF EMPLOYEES

CLASS SIZE:

**(b) Description of Activity:-
Aina ya Shughuli**

(i) Name **the MAIN activity that is the activity which accounts for the major portion of gross output or turnover (eg the crop grown, article made or repaired, type of service provided etc).**
(Taja shughuli kuu inayokuingizia na kipato kikubwa (kwa mfano; zao linalolimwa, bidhaa inayozalishwa au huduma inayotolewa n.k).....

(ii)Name **ANY OTHER ACTIVITY** (crops grown, articles made or repaired, services provided ,etc)
Taja shughuli nyingine (kwa mfano; zao linalolimwa, bidhaa inayozalishwa au huduma inayotolewa n.k)
.....

PART II – REGULAR EMPLOYEES – YAWAHUSU WAFANYAKAZI WA KUDUMU 2017

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 Wafanyakazi wa kudumu: Onyesha idadi ya watu wote walio kwenye orodha ya ajira ya kudumu, pamoja na walioajiriwa kwa mshahara wa wiki au mwezi ambao wamefanya kazi kwa zaidi ya mwezi mmoja. 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. Mapato: Onyesha jumla ya mapato (ya mwezi juni) ya wafanyakazi wa kudumu wote kabla hawajakatwa chochote. Malipo mengine kama ya “masurufu ya safari” na “overtime” yajumuishwe katika jumla hiyo Basic Salary: Total cash earnings before deduction are made excluded overtime and other additional payment in the Gross Earnings Column DISABILITY: 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 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.		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 &09) in each of the wage groups shown below.				
		CITIZEN OF TANZANIA		Gross Earnings		Basic salary		Onyesha idadi ya wafanyakazi walio raia wale wa sehemu A. swali namba 01, 04 , 07 & 09 jinsi wanavyo gawanyika katika vifungu vya mishahara hapa chini.				
		Persons aged 36 years and above						Wage Rate (TZS per month)	Number of Males	Number of Females		
Males	1		2		3							
Females	4		5		6							
Youth aged 15 – 35 YRS						Persons aged 36 years and above						
Males	7		8a		8b		Below 100,000	22a		31a		
Females	9		10a		10b		100,001 - 150,000	23a		32a		
NON – CITIZENS						150,001 - 300,000				24a		33a
Persons aged 36 years and above						300,001 - 500,000				25a		34a
Males	11		12				500,001 - 900,000	26a		35a		
Females	13		14				900,001 - 1,200,000	27a		36a		
Youth aged 15 – 35 YRS						1,200,001 - 1,500,000				28a		37a
Males	15		16				Above 1,500,000	29a		38a		
Females	17		18				TOTAL	30a		39a		
TOTAL REGULAR EMPLOYEES AND CASH EARNINGS		19		20		21						
						Youth aged 15 – 35 YRS						
						Below 100,000				22b		31b
						100,001 - 150,000				23b		32b
Males	DM						150,001 - 300,000	24b		33b		
Females	DF						300,001 - 500,000	25b		34b		
BENEFITS FOR REGULAR EMPLOYEES						500,001 - 900,000				26b		35b
			Number of Employees Paid in cash		Number of Employees Paid in kind	Total Amount Paid in Cash (TZS)	Total Amount Paid in Kind (TZS)					
BENEFITS:-								900,001 - 1,200,000	27b		36b	
a) Housing								1,200,001 - 1,500,000	28b		37b	
b) Paid leave								Above 1,500,000	29b		38b	
c) Maternity Leave								TOTAL	30b		39b	
d) Food												
e) Pension Contribution from the Employer												
f) Transport												
g) Health Service												

PART III – CASUAL WORKERS – YAWAHUSU VIBARUA						
<p>INSTRUCTIONS – MAELEKEZO</p> <p>Casual workers are those workers whose contracts are not expected to continue for more than one month.</p> <p>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.</p> <p>Vibarua ni watu wote ambao mikataba yao haitarajiwi kuendele baada ya kipindi cha mwezi mmoja. 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</p>	Age group	Number of casual workers employed as on 30th June, 2017		Total person – days worked during June, 2017		Total cash earnings for the month of June, 2017
	Persons aged 36 years and above					
	Males	40		41		42
	Females	43		44		45
	Youth person's 15 – 35 YRS					
	Males	46		47		48
	Females	49		50		51
	TOTAL	52		53		54

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

INSTRUCTIONS

Record the information in one row of the newly recruited employees with the same occupation title, level of education, main field of study, citizenship, employment status, starting salary and filled positions.

If it happens employees possess at least one different item of characteristics mentioned above, record employees with different characteristics in different rows.

Q. 55. OCCUPATION TITLE:

State clearly the occupation title for the new employees recruited within the survey period i.e. during the last 12 months, starting from 1st July 2016 year to 30th June 2017

Q. 56. EMPLOYEES BY SEX:

Record number of employees recruited in the same occupation 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:

Record clearly the main field of study attained by the new recruited employees e.g. *Accounting Technician Grade 1 (ATEC. 1)*.

Q. 59. CITIZENSHIP:

Record the citizenship of the newly recruited employees e.g. *Kenya*.

Q. 60. EMPLOYMENT STATUS:

Record Employment status of the newly recruited employees e.g. *Permanent Employees*.

Q. 61a. STARTING BASIC SALARY/WAGE:

Record the basic salary/wage per month, which a new employee earns at the commencement of the service contract

Q. 61b. FILLED POSITIONS

Indicate the code for the nature of the filled position.

PART IV: NUMBER OF NEWLY RECRUITED EMPLOYEES DURING THE LAST 12 MONTHS(1st July, 2016 to 30th July, 2017)

IDADI YA WAFANYAKAZI WAPYA WALIOAJIRIWA KATIKA KIPINDI CHA MIEZI 12 ILIYOPITA

55. Occupation Title (Write in full) e.g. Accountant	For Official Use TASCO					56. Highest level of education attained	57. Main Field of Study	For Official Use (SUBJECT OF TRAINING)			58. Citizenship	59. Employment Status	60a. Starting Basic salary /Wage per month (TZS)	60b. Filled positions were due to:	61. Number of Employees by Sex	
						Tertiary University.....1 Tertiary Non Univers..ity....2 Teacher Education/College....3 Vocational Educational.....4 Secondary: A-Level.....5 Secondary: O-Level.....6 Primary Education.....7 No Education.....8					Tanzania.....1 Kenya.....2 Uganda3 Burundi.....4 Rwanda.....5 Other.....6	Permanent contract.....1 Specific task contract....2 Fixed term contract.....3 Casual.....4 Apprentices.....5 Other.....6		Replacement1 New position2	Male	Female
Eg1.Account Assistant						1	Accounting				1	2	350,000/=		2	4
eg2. Primary School Teacher						5	Teaching				2	1	230,000/=		7	7
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 VACANCIES:

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

Q. 64. REQUIRED LEVEL OF EDUCATION:

Record the code of the required level of education that has to be attained to enable the new employee to be 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 code of the working experience of the new recruited staff in terms of total duration in each organization e.g. *1 to 2 years* = code 2.

Q. 67. EXISTING VACANCIES ARE DUE TO:

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

Q. 68. SEX PREFERENCE:

Write the appropriate code.

PART V: CURRENT JOB VACANCIES (NAFASI ZA KAZI AMBAZO ZIPO WAZI KWA SASA)													
62. Occupation 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. Sex Preference
						Tertiary University.....1 Tertiary Non University.....2 Teacher Education/College.....3 Vocational Education.....4 Secondary: A-Level.....5 Secondary: O-Level.....6 Primary Education.....7							
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

PART VI: FUTURE JOB VACANCIES:

INSTRUCTIONS

Q. 70. NUMBER OF VACANCIES:

Record clearly the number of job vacancies that will be available for the next three years in your organization.

Q. 71. REQUIRED LEVEL OF EDUCATION:

Record the code of the required level of education that has to be attained to enable the future vacant post to be recruited e.g. *Tertiary non University = code 1*.

Q. 72. MAIN QUALIFICATION/SKILL REQUIRED:

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

Q. 73. REQUIRED WORK EXPERIENCE:

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

Q. 74. FUTURE VACANCIES WILL BE DUE TO:

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

Write the appropriate code of the gender preference.

PART VI: FUTURE JOB VACANCIES IN THE NEXT THREE YEARS (NAFASI ZA KAZI AMBAZO ZITAKUWA WAZI KWA MIAKA MITATU IJAYO)										
69. Occupation Title (Write in full) e.g. Accountant	For Official Use TASCO	70. Number of vacancies	71. Required level of education		72. Main Qualification /Skill required (Write in full)	For Official Use (SUBJECT OF TRAINING)			73. Required work experience	74. Future vacancies will be due to:
			Tertiary University.....1 Tertiary Non University.....2 Teacher Education/College...3 Vocational Education.....4 Secondary: A-Level.....5 Secondary: O-Level.....6 Primary Education.....7							
2018										
1										
2										
3										
2019										
1										
2										
3										
2020										
1										
2										
3										
<i>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>										

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.