UGWALO LOKUSEBENZELANA KWETHU LABATHENGI

OKUMUNYETHWEYO

1.0 ISANDULELO 2

2.0 MAYELANA LE *ZIMSTAT* 3

3.0 IZISEKELO-MQOKA

UMBONO 3

3.2 UTHUMO 3

3.3 IZIMISO-MQOKA 4

4.0 ABATHENGI/ABASEBENZELANA LE *ZIMSTAT* 4

5.1 INHLANGOTHI LENGATSHA ZE *ZIMSTAT* 4

UMSEBENZI WENHLANGOTHI LEZINGATSHA ZE *ZIMSTAT* 5

UHLANGOTHI OLUBONA NGAMANANI EZOKUBALWA KANYE LEZENHLALAKAHLE YABANTU 5

5.1.1 UHLANGOTHI LWEZEZOMNOTHO OLUBANZI 5

5.1.2 UHLANGOTHI LWEZAMANANI OKUSETSHENWAYO 5

5.1.3 UHLANGOTHI LWENSIZAKALO ZOKUBALWAYO 5

5.1.4 UHLANGOTHI LWEZEZIMALI LEZOBUTHUNGAMELI 5

5.1.5 UHLANGOTHI LWEZOKUQHATSHWA KWEZISEBENZI 6

5.1.6 UGATSHA LOKUCUBUNGULA NGOKUSETSHENZISWA KWEZIMALI OLWANGAPHAKATHI 6

5.1.7 UGATSHA LWEZOKUXHUMANA NGEMITSHINA 6

5.1.8 UGATSHA LWEZOKUDLELANA LOZULUKANYE LOKUKHULUMISANA 6

UGATSHA LWEZEMITHETHO LEZAMANKAMPANI 6

UGATSHA LWEZOKUTHENGA 6

6.0 INSIZAKALO KUBATHENGI 7

7.0 UMLANDU WEZIMSTAT KUBOBONKE ABATHENGI BABO7

8.0 AMALUNGELO ABASEBENZI LABASEBENZISELANA LE ZIMSTAT 8

9.0 INSOLO LEMIBONO YABATHENGI 8

10. 0 INGQUBO

1.0 ISANDULELO

Ugwalo Lokusebenzelana Kwethu Labathengi lukhangelelwe ukwazisa uzulu mayelana lempahla kanye lensizakalo ezitholakala e*Zimbabwe National Statistics Agency* (*ZIMSTAT*). Njengobukhokheli, sizizwa silentokozo ukuphawula lolugwalo lwakuqala oLokusebenzelana Kwethu Labathengi olusivumela ukuthi sibazise ngokuzimisela kwethu kulabo abasebenzelana lathi.

Ugwalo lolu luyatshengisa ukuzimisela kwe*ZIMSTAT* ukunikeza insizakalo ngesikhathi, ngokuphelela langokufaneleyo mayelana lamanani ukwenzela ukuphathisa ekwenzeni izinqumo ezilobufakazi, ukuhlela, ukubumba imithetho, ukuhlola ingqubo yokusebenza, ukunanzelela lokuchwayisisa.

Ugwalo Lokusebenzelana Kwethu Labathengi lolu lulotshwe malungana lemithetshwana ye*Census and Statistics Act* [Isahluko 10:29], i*Public Entities Corporate Governance Act* [Isahluko 10:31], i*African Charter* mayelana lezokubalwa kanye le*United Nations Fundumental Principles of Official Statistics*.

Ngokunjalo, i*ZIMSTAT* izimisele ukutholisa insizakalo ezilohlonzi njalo iyathakazelela ukuzwa imibono mayelana lensizakalo ezinikezayo ukuze yenelise ukuqhubeka ithuthukisa impahla lezinsizakalo zayo.

UGwalo lolu luzabe lulondwa njalo lukhangelisiswa ukuze luqondiswe zikhathi zonke

UMkhokheli -
Omkhulu

2.0 **MAYELANA LE*ZIMBABWE NATIONAL STATISTICS AGENCY***

I*Zimbabwe National Statistics Agency* (*ZIMSTAT*) yinhlanganiso eyasungulwa kulandelwa umthetho we*Census and Statistics Act*. Ukusebenza kweNhlanganiso le kweyeme kusekelo elunikezwa yiBhodi. UMthetho unikeza amandla ku*ZIMSTAT* ukuthi ibe yiyo yodwa inhlanganiso enikeza inani lokubalwa eZimbabwe.

Umsebenzi weZIMSTAT yiku:

3.0 **IZISEKELOMQOKA**

Inqgubo yokusebenza kwe*ZIMSTAT* igxile kuzisekelomqoka ezilandelayo:

4.1 **ABASEBENZELANA/ABATHENGI BE*ZIMSTAT* ABAMQOKA**

(i) Uhulumende
(ii) Abezamabhizimusi
(iii) Abasisekela kwezeNtuthuko
(iv) Amaqembu azimele wodwa
(v) Abezemfundo Labachwayisisi
(vi) Uzulu

5.1 **INHLANGOTHI LEZINGATSHA ZE*ZIMSTAT***

Ingqubo yokusebenza kwe*ZIMSTAT* ihleleke kunhlangothi eziyisikhombisa ezilandelayo:

(a) Ezokubalwa kwabantu lamanani ezenhlakakahle kaZulu;
(b) Insizakalo zamanani ezokubalwa ;
(c) Ezomkhonomi ezibanzi;
(d) Amanani kwezisetshenzwayo;
(e) Izimali lobukhokheli; kanye
(f) Leziphathelene Lokuqhatshwa kweZisebenzi.

Phezu kwalokho, kulezingatsha eziyisithupha ezitholakala ngaphansi kweWofisi kaMkhokheli Omkhulu ezibalisela;

(a) Insizakalo zezoMthetho lezamaNkampani;
(b) Ezokucubungula ngokusetshenziswa kwezimali olwangaphakathi;
(c) Ubungozi;
(d) Ezokuthenga;
(e) Ezokukhulumisana ngemitshina; kanye
(f) Lezobudlelwano loZulu kanye leZokukhulumisana.

5.1 UKUSEBENZA KWEZINHLANGOTHI KANYE LENGATSHA

5.1.1 Uhlangothi lolu lukhangelane lokulungisa ulwazi ngezokubalwa kwabantu, olumqoka (kubalisela ukuzalwa, ukufa, imitshado, kanye lokwehlukana kwabantu), lamanani ezenhlalakahle (ezemfundo, ubulili, ezempilakahle, ezemithetho, kanye lezokudalwa kwamacala).

5.1.2 Uhlangothi lweZomnotho Olubanzi

Uhlangothi lweZomnotho Olubanzi lukhangelane lokulungisa amanani ezokubalwa kwezomnotho ezibanzi, ezibalisela Izimali Zelizwe Ezitholakalayo zingene eBhanga, Intengo yalokho okuthengiswayo, Izimali, Imali esala nxa sokuholiswe abantu, kanye lenani labantu abasebenzayo kumbe abangasebenza.

5.1.3 Uhlangothi lwamanani kwezisetshenzwayo

Loluhlangothi lubhekane lokulungiswa kwamanani ezigaba ezilandelayo ezemisebenzi yabaqhatshiweyo kanye labangaqhatshwanga: Abalungisa impahla, Abezembiwayo lezaMandla, Abezokulima, Abezemvelo, Abezokuhambisa, Abezokukhulumisana, Abezakhiwo, Abezokwethekelela, Abezokuxhumana ngemitshina, kanye lezinye njalo insizakalo.

Uhlangothi lolu lubhekane lokusempula, ukudweba amamephu, kanye lokuqoqa lonke ulwazi ukwenzela isensasi lokubalwa kwabantu. Phezu kwalokho, ugatsha lolu yilo

olukhokhelela Ingqubo Yelizwe eyeZokubala.

5.1.4 Uhlangothi LwezeziMali Lobukhokheli

Uhlangothi lolu lubhekane lokuhlelwa kwezezimali kanye lokuceba ngokusebenza kwazo, ukubuthanisa, ukwabiwa, ukugcina lokulondolozwa kwezinto zokusebenzisa, ezokuhambisa lokuhlela ngezinkambiso kanye lokunika imbiko mayelana lokusebenza kwemali.

5.1.5 Uhlangothi Lwezokuqhatshwa kweZisebenzi

Uhlangothi lolu lubhekane lokubona ngokuqhatshwa kwezisebenzi lokumaneja ukusebenza kwazo kuhle, ukuwelelana emsebenzini, ezeholo, ukuqeqetshwa lokuthuthukiswa, ukugcina ulwazi, ezokubala lokuhanjiswa kwemibiko.

5.1.6 Ugatsha Lokucubungula Ngokusetshenziswa kwezimali Olwangaphakathi

Umsebenzi wohlangothi lwezokucutshungulwa kwezimali olwangaphakathi yikunikeza umbiko ongela kuphoqelelwa ukuze uncedise ukuqinisa ukulungiselelwa kobungozi enkampanini, ukubuswa kuhle kanye lokulolonga indlela okusetshenzwa ngayo. Lolu hlangothi njalo luyanikeza uncedo lokwabelana ulwazi.

5.1.7 Ugatsha Lwezokukhulumisana ngeMitshina (IT)

Ugatsha lolu lukhangelane lokuthuthukisa ingqubo zenkampani, ukubutha lokuloba phansi ulwazi lokululolonga, kanye lokuthuthukisa imitshina yezokukhulumisana. Phezu kwalokho, ugatsha lusebenza ukunanzelela ukusebenza kuhle kwewebhusayithi letafula yokunikeza uncedo kuzulu.

5.1. 9 Ugatsha Lwezobudlelwano loZulu leZokukhulumisana

Ugatsha lolu lubhekane lokudlelana kwenkampani loZulu, ukukhulumisana, ukukhankasa lokwazisa abantu ngenkampani.

5.1.10 Ugatsha lweZemithetho leZokusebenza Kwamankampani

Ugatsha lunikeza uncedo mayelana lensizakalo ezitholakala enkampanini, kwezemithetho, ukuhlaziya lokuhluzwa ezemithetho kanye lokuqondisa imithetho, ukulungisa amakhontiraka,/ukuwacubungula kanye lokunikeza uncedo ngezemithetho..

5.1.11 Ugatsha Lwezokuthenga

Ugatsha luyathenga impahla, lemisebenzi lensizakalo zenkampani. Luyasebenza njalo ukulondoloza inkonxa ezingasela msebenzi kulandelwa imithetho ye*Public Procurement* le *Disposal of Public Assets Act* [Isahluko 22:23].

6.1 INSIZAKALO EZINIKEZWA YI*ZIMSTAT*

I*ZIMSTAT* inikeza insizakalo ezilandelayo:

a) Ukulungisa amaSaveyi
b) Ukuthatha amasempuli
c) Ukunikeza amaMephu okuBala
d) Ukulungisa izikhali zokubebenzisa ukusaveya
e) Ukuqeqetsha ababali
f) Ukubuthanisa ulwazi, ukululungisa lokuluchwayisisa
g) Ukunakekela ukunika insizakalo ezilohlonzi
h) Ukuncedisa ukubhala imbiko

7.1 OKUFANELE KWENZELWE ABATHENGI

Lokho okufanele sikwenzele abathengi kuveziwe ngezansi:

I*ZIMSTAT* izimisele:

a) Ukunikeza insizakalo ezilohlonzi njalo ezipheleleyo ngesiphangiphangi ukuze zifinyelele ukusuthisa abathengi.

b) Ukugcina imfihlo kulo lonke ulwazi ngomuntu njengokuphoqelelwa yi*Census and Statistics Act*.

c) Ukusebenza ngaphansi komumo olenhlonipho lobungcwethi obukhulu .

d) Ukuphatha abathengi ngesineke.

e) Ukuqakathekisa yonke indlela yokusazisa.

f) Ukunikeza ulwazi oluqotho njalo oluhambelana lokudingwa ngabathengi mayelana lokutsha okuyabe sokwenzakele ekusebenzeni kwenkampani.

g) Ukunikeza impendulo yezikhalazo phakathi kwamalanga amahlanu.

Ekusebenziseni ucingo, i*ZIMSTAT* izimisele:

a) Ukuphendula ucingo olungenayo lungakakhali kathathu ngesikhathi somsebenzi phakathi kuka 0745 kusiya ku 1645 emini kusukela ngoMvulo kusiya ngoLwesihlanu.

b) Ukuqondisa abathengi abafonileyo kanye qho kulowo ongabancedisa ngabakufoneleyo.

c) Ukuphendula izicelo zemafonini phakathi kwamahola angamatshumi amabili lane belethe izicelo zabo.

Nxa kubhalwe phansi kumbe ebulenjini i*ZIMSTAT* iyazimisela:

a) Ukuthumezela ulwazi olumqoka kubathengi phakathi kwamahola angamatshumi amabili lane ngemva kokuthola izicelo ngesikhathi somsebenzi kusukela ku 0745 kusiya ku1645 ngoMvulo kusiya ngoLwesihlanu.

a) Ukuphendula izincwadi zezicelo, phakathi kwamalanga amathathu, lezo ezidinga ukuchayisisa okujulileyo loba ukulandelelwa okungaba yisikhathi esilingana amalanga angadlula ayisikhombisa okusebenza. Lapho okuvuma khona, ukunikeza isikhathi sokuqeda lowo msebenzi kanye lolwazi ngesisebenzi esiyiso esiqondane lokukhangela ngalolo daba sinike impendulo.

Nxa kusetshenziswe I *inthanethi* loba ezokuxhumana ezakulezinsuku, i*ZIMSTAT* izimisele:

a) Ukugcina iwebhusayithi yayo ihambelana lesikhathi, inikeza ulwazi olumqoka njalo lutholakala lula, mahala okwamahola angamatshumi amabili lane ngosuku kanye lamalanga ayisikhombisa ngeviki.

b) Ukuthumela ulwazi olumqoka, oluhambelana lesikhathi, olugqugqquzela imicabango njalo olumnandi olutholakala kundlela zakulezinsuku zokuxhumana olwenza kube lokwabelana imbono kanye lezikhalazo kumbe isibongo.

c) Ukuphendula imibuzo loba okuthunyeziweyo kusetshenziswa indlela zokuxhumana zakulezinsuku masinyane njalo ngendlela elobungcwethi.

d) Ukuhlala ihambelana lesikhathi endabeni zensizakaloezitholakala kundlela zokuxhumana kanye lokusebenzelana lomphakathi.

e) Ukuqhubeka iguqula iwebhusayithi yenkampani kanye lamapheji ayo awezokuxhumana ngendlela zakulezinsuku ukuze iqhubeke igqugqquzela ukusebenzelana lokudlelana labathengi njalo inikeze ulwazi ngendlela zokuziphathiswa komuntu eyedwa ebulenjini lakumakhompiyutha.

8.1 AMALUNGELO ABATHENGI/ESISEBENZELANA LABO

Abathengi bethu balalawa amalungelo alandelayo:

a) Ukutholiswa insizakalo ezilohlonzi ngesikhathi

b) Ukwaziswa nxa sebethumele izicelo zabo zafika kithi

Ngokunjalo, abathengi bayacelwa ukuthi:

a) Banikeze izisebenzi ze*ZIMSTAT* ulwazi oludingakalayo ukuze kulungiswe uluhlu lwamanani.

b) Banikeze imbono yabo nxa insizakalo abazicelileyo zingahambelani lokukhangelela kwabo.

9.0 INGQUBO YEMIBONO LEZIKHALAZO ZABATHENGI

I*ZIMSTAT* iyaqakathekisa imibono evela kubathengi. Ngenxa yalokho, abathengi bayakhuthazwa ukuthi banikeze imibono yabo, izikhalazo lokusuthiseka kwabo mayelana lensizakalo eziqanjwe ngaphezulu ukuze kuthuthukiswe indlela okutholiswa ngayo insizakalo.

Nxa abathengi bengasuthisekanga ngezimpendulo loba izenzo zaloba yisiphi isisebenzi se*ZIMSTAT,* bayakhuthazwa ukuthi bakhulumisane laleso sisebenzi bazame ukuzwisisana balungisise izikhalazo zabo kumbe njalo bacele ukukhuluma lomaqhuzu waleso sisebenzi oseduze. Lanxa kunjalo, nxa abathengi beyabe belokhu bengasuthisekanga njalo befisa ukuqhubekela phambili ngaleyo ndaba, bayakhuthazwa ukubhala phansi izikhalazo zabo bahambise kuGatsha lweZobudlelwano loZulu besebenzisa inombolo ezilandelayo:

I *Email:* *pr@zimstat.co.zw*

Izikhalazo zonke zizabanjwa ngobunono obukhulu. Izikhalazo zonke zizalungisiswa phakathi kwamalanga okusebenza alitshumi lane zifikisiwe.

10.0 ULWAZI LOKUXHUMANA

Ukuxhumana lathi, sebenzisa ulwazi olulandelayo**:**

(a) Inombolo Zocingo	+263 242 706681-8/ 703971-7
(b) Ikheli ye Imeyili	*pr@zimstat.coz.w (general correspondence)* *dg@zimstat.co.zw (official correspondence)*
(c) Iwbhusayithi	*www.zimstat.co.zw*
(d) Indlela zokuxhumana Zakulezinsuku	*@zimstat* *Zimstat Zimstat*
(e) Ikheli Yendawo	*20th Floor, Kaguvi Building Cnr. Simon V. Muzenda and Ahmed Ben Bella Ave Harare*
(f) Ikheli Yeposo	*P. O. Box CY342, Causeway, Harare*

Nxa ufuna ukukhulumisana labemawofisini eZIMSTAT awesabelweni, xhumana labaBali beSabelo usebenzisa inombolo ezingezansi:

Isabelo	Ucingo	**Ikheli Yalapho Abatholakala Khona**
Bulawayo	0292-71245 or 0292-882595	*Magnet House, 2nd Floor, between 10th & 11th Ave, Main St, Bulawayo*
Harare	0242-703727	*Makombe Complex, Harare Street, Block 3 Room 25, Harare*
Masvingo	039-262827 or 039-262256	*Office No. 111/112 Public Works Building, Chrome Road, Industrial Sites, Masvingo*
Midlands	0542-223384	*42 Lobengula Ave, DDC's Complex, Gweru*
Manicaland	02020-62645 or 02020-62526	*1st Floor, Government Composite Building, RG Mugabe Street, Mutare*
Mashonaland Central	066-210-6749 or 066-201-7551	*Ground floor, Mutungagore Building, Thurlow Ave Bindura*
Mashonaland East	06523-23125 or 06523-23032	*1st Floor, Government Complex, 2nd Street, Marondera*
Mashonaland West	06721-22732 or 06721-22432	*Room 22, Ground Floor, Seven Heroes Building Park Street, Chinhoyi*
Matabeleland North	08128-23038 or 08128-23143	*c/o D.A.'s Office Complex, Coronation Drive, Hwange*
Matabeleland South	0284-22565/6 or 0284-22567	*1st Floor, New Government Complex, 4th Ave & Queen Street*