GWARO

REMASHANDIRO EDU

NERUZHINJI

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1.0 NHANGANYAYA

Gwaro rino chemashandiro atinoita nevanhu chinotarisirwa kuti chibatsire ruzhinji kuti rwuzive mabasa atinoita nezvatinogadzira *seZimbabwe National Statistics Agency (ZIMSTAT).* Sehutungamiri hweZIMSTAT, tiri kufara zvikuru neChisungo chino chekutanga chemashandiro atinoita nevanhu nekuti chinotiita kuti tivazivise zvatinovavimbisa.

Gwaro rino chinosimbisa kuzvipira kweZIMSTAT kuti iwanise ruzivo rwemanhamba e*Statistics* nenguva, rwuri rwechokwadi uyewo rwakakodzera nechinangwa chekubatsira kutora matanho anotsigirwa neruzivo, kuronga, kuumbwa kwemashandiro anotarisirwa, kuongorora mafambiro, kupima pamwechete nekuita tsvakurudzo.

Chisungo chino chemashandiro atinoita nevanhu chakanyorwa chichitevedzera zviri mumutemo *weCensus and Statistics Act, [Chapter 10:29], Public Entities Corporate Governance Act, [Chapter 10:31], African Charter on Statistics,* uyewo *neUnited Nations Fundamental Principles of Official Statistics.*

Nekudaro, ZIMSTAT yakazvipira kuti ipakurire ruzhinji basa remhando yepamusoro uye inokurudzira kuti veruzhinji vape pfungwa dzavo pamusoro pebasa rayo kuitira kuti basa rainoita rirambe richiwedzera kunaka nekufamba zvakanaka.

Gwaro rino richapota richiongororwa nekunatsurudzwa nguva nenguva.

Director-General

2.0 **ZVIRI PAMUSORO pe*ZIMBABWE NATIONAL STATISTICS AGENCY***

Zimbabwe National Statistics Agency (ZIMSTAT) isangano rakaumbwa nemutemo wenyika we*Census and Statistics Act.* Basa resangano iri rinotungamirirwa nedare re*Board*. Mutemo we*Census and Statistics Act* unoti ZIMSTAT ndiro sangano rakabata zvese zvine chekuita neruzivo rwuri pamutemo rwemanhamba e*Statistics* muZimbabwe.

Mabasa eZIMSTAT ndeanoti:

3.0 **HWARO HWEMAFAMBISIRWO EBASA**

Mashandiro eZIMSTAT akagara pahwaro hwemafambisirwo ebasa anotevera:

4.1 VANONYANYOSHANDA neZIMSTAT

(i) Hurumende
(ii) Vemabhinesi
(iii) Vanoshanda muzvikamu zvebudiriro
(iv) Masangano anoshanda akazvimiririra
(v) Vezvedzidzo nevanoita tsvakurudzo
(vi) Ruzhinji rwevanhuwo zvavo

5.1 MAPAZI neZVIKAMU zveZIMSTAT

Basa reZIMSTAT rinoitwa kubudikidza nemapazi anotevera:

a) Zvekuverengwa kwehuwandu nezvemagariro evanhu;
b) Mabasa eruzivo rwemanhamba e*Statistics*;
c) Zvekugadzirwa kwehupfumi hwenyika nemari dzemainderesti;
d) Ruzivo rwemanhamba e*Statistics* ezvinogadzirwa;
e) Zvemari nekufambiswa zvakanaka kwebasa; uye

f) Zvine chekuita nevashandi

Pamusoro pazvo, kune zvikamu zvitanhatu (6) zviri pasi pehutungamiri hwa*Director-General* zvinoti;

a) Zvemutemo nekufambiswa kwakanaka kwebasa;
b) Vanoita odhiti vari mukati meZimstat
c) Kudzivirirwa kwenjodzi nekurasikirwa;
d) Kutsvagwa nekutengwa kwezvinhu;
e) Zveruzivo rwetekinoloji; uyewo
f) Zvehukama nekudyidzana kwakanaka neveruzhinji, nekufambiswa kwemashoko.

5.1 MABASA eMAPAZI neZVIKAMU zveZIMSTAT

5.1.1 Bazi rezveKuverengwa kweHuwandu nezveMagariro eVanhu

Bazi iri rine basa rekuburitsa ruzivo rwezvekuverengwa nezvemumagariro evanhu zvinosanganisira vazvarwa, vafa, vachata nevarambana. Uyewo vanotarisa zvine chekuita nedzidzo, kuve munhukadzi kana munhurume, zvehutano, zvematare ekutongwa, uyewo nezvekuparwa kwemhosva.

5.1.2 Bazi rezveKugadzirwa kweHupfumi hweNyika neMari

Bazi iri rine basa rekuburitsa ruzivo rwemanhamba e*Statistics* ane chekuita nezvekugadzirwa kwehupfumi hwenyika nemari dzemainderesti, mitengo, mari dzinosara kana tabhadhara zvikwereti kune dzimwe nyika, uyewo zvemanhamba e*Statistics* ane chekuita nekuwanikwa, nehuwandu hwevari mumabasa nevasiri.

5.1.3 Bazi reRuzivo rweManhamba e*Statistics* eZvinogadzirwa

Bazi iri rinoona nezveruzivo rwemanhamba eStatistics ezvinogadzirwa mumaindastiri akanyoreswa neasina anoita zvekugadzira, zvekuchera zvicherwa, zvekurima nekupfuya, zvenharaunda, zvezvinhu zvekutakura nekufambiswa kwevanhu nezvinhu, zvekufambiswa kwemashoko, zvekuvakwa, zvekushanya nekushanyirwa, zvetekinoloji nezvimwewo.

5.1.4 Bazi reZvemari neKufambiswa Zvakanaka kweBasa

Bazi iri rine basa rekuronga mabhajeti nekushandiswa kwakanaka kwemari, kutsvagwa kwemari, kugoverwa kwayo, zvekuchengetedzwa kwemidziyo yeZimstat, zvekutakurwa nekufambiswa kwevanhu nezvinhu, uyewo nekuita maripoti ezvekushandiswa kwemari.

5.1.5 Bazi reZvine cheKuita neVashandi

Bazi iri rinoona zvenyaya dzevashandi nemashandiro avo, zvehukama hwavo nekambani, zvemari dzavanotambira, zvekudzidziswa basa nekuvandudzwa kwavo, nezvekuchengetedzwa kwakanaka kweruzivo nemashoko eZimstat.

5.1.6 Chikamu cheVanoita odhiti vari muZimstat

Basa ravo nderekupa maonero anobatsira kuti Zimstat irege kusangana netsaona kana njodzi mukuita basa kwayo. Chikamu ichi chinoitirawo vamwe vasiri Zimstat basa.

5.1.7 Chikamu chezveRuzivo rweTekinoloji

Chikamu ichi chine basa rekugadzira nzira dzekushandiswa kwemakombiyuta, kuiswa kweruzivo nekurongwa kweruzivo, pamwechete nekuona mashandiro akanaka ezvetekinoloji muZimstat. Ndivowo zvakare vanoita kuti webhusaiti reZimstat rirambe richishanda, uyewo nekubatsira vashandi vanenge vaita dambudziko nezvetekinoloji.

5.1.8 Chikamu chezveHukama neKudyidzana Kwakanaka neveRuzhinji, neKufambiswa kweMashoko

Chikamu ichi ndicho chinoona zvehukama nekudyidzana kwakanaka neveruzhinji, kugadziriswa kwepasina kumira zvakanaka, uyewo nekufambiswa kwemashoko nekushambadzira basa reZimstat.

5.1.9 Chikamu chezveMutemo neKufambiswa Kwakanaka kweBasa

Chikamu ichi chinoona nezvekuti basa reZimstat rifambe zvakanaka, kubatsira panoda zvekuenda kumatare, kuona zvekuongorora nekunatsurudzwa kwemitemo, zvekugadzirwa kwezvibvumirano, nekupa mazano ezvemutemo.

5.1.10 Chikamu cheKutsvaga neKutenga Zvinhu

Chikamu ichi chinotenga zvinodiwa mubasa reZimstat. Ndicho chinoona nezvekutengeswa kwezvinhu zvisisashandiswe vachitevedza mutemo we*Public Procurement and Disposal of Public Assets Act [Chapter 22: 23].*

6.1 MABASA ANOITWA neZIMSTAT

ZIMSTAT inoitira vanhu nemasangano mabasa anotevera:

a) Kuronga matsvagirwo eruzivo
b) Kusarudza vanhu kana zvinhu zvichatsvagwa ruzivo
c) Mamepu anoshandiswa mukutsvaga huwandu hwezvinhu
d) Kuronga nzira dzingashandiswe mukutsvagwa kweruzivo
e) Kudzidzisa vanhu vanoenda kunotsvaga huwandu hwezvinhu
f) Kutsvaga, kuongorora nekugadzira ruzivo kuti rushandisike
g) Kuita kuti basa rifambe sezvinotarisirwa
h) Kunyora maripoti

7.1 ZVATINOVIMBISA KUVANHU

Zvinhu zvatinovimbisa kuvanhu ndizvo zvakadonongodzwa pano: ZIMSTAT yakazvipira kuita zvinotevera:

a) Kuita basa redu nekukasika uye zvinogutsa vatiri kuitira basa.
b) Kusafumura zvinhu pamusoro pevanhu zvisingafanire kushambadzirwa sezvinosungirwa nemutemo we*Census and Statistics Act*.
c) Kuita basa nehunyanzvi nenzira inotarisirwa.
d) Kubata vanhu vatinoitira basa zvine hunhu.
e) Kukoshesa zvese zvinotaurwa nevanhu.
f) Kupa ruzivo rwechokwadi uye rwunobatsira pazvinhu zvitsva zvinenge zvichiitika mumashandiro ayo.

g) Kupindura mibvunzo kana zvichemo nekukasika mazuva mashanu asati adarika.

Kune vanoshandisa runhare, ZIMSTAT inovimbisa izvi:

a) Kudaira nhare dzese dzisati dzarira kanodarika katatu panguva dzebasa kubva na0745 kusvika na1645 misi yeMuvhuro kusvika Chishanu.
b) Kuendesa nhare dzevari kufona kuvanhu vacho chaivo vakakodzera kuti vavabatsire.
c) Kupindura zvese zvinenge zvabvunzwa pafoni pasina kupera maawa 24.

Kune vanonyora tsamba kana email, ZIMSTAT inovimbisa izvi:

a) Kutumira mhinduro mumaawa 24 kubva pagashirwa tsamba munguva dzebasa kubva na0745 kusvika na1645 misi yeMuvhuro kusvika Chishanu.
b) Kupindura vanenge vatumira tsamba kana email mazuva matatu asati adarika, uye kana zvakumbirwa zvichida tsvakurudzo kana zvimwe zvingade mazuva anodarika manomwe (7) ebasa. Nepese panokwanisika tinopa musi watinotarisira kupedza basa uyewo nekuti ndeupi mushandi weZimstat ari kuona nezvebasa iroro.

Kune zvinouya neindaneti kana social media, ZIMSTAT inovimbisa izvi:

a) Kuita kuti webhusaiti yedu ive inobatsira, inodzidzisa uye isinganetse kushandisa nguva dzese, misi yese.
b) Kuisa pama*Social media* edu mashoko matsva, anobatsira, anonakidza uye anokurudzira kutaurirana nekunzwa zviri kufungwa nevanhu.
c) Kukasika kupindura zvinenge zvabvunzwa pa*Social media* nenzira inoratidza kugona basa.
d) Kuramba tichifambirana nemashandiro ekufambiswa kwemashoko kwenguva ino nezvinotipa kuramba tine hukama nevanhu.
e) Kuramba tichitsvaga nzira dzemashandiro ewebhusaiti nema*Social Media* eZIMSTAT nechinangwa chekuwedzera hukama nevanhu tichivapa zvimwe zvavangagone kushandisa vega vasina kutifonera, kutinyorera tsamba, kana kutishanyira.

8.1 KODZERO DZEVANOSHANDISA RUZIVO rweZIMSTAT

Vanhu vanoshandisa ruzivo rwedu kana zvatinogadzira vane kodzero dzinotevera:

a) Kuwana ruzivo nebasa remhando yepamusoro nenguva
b) Kuziviswa kuti zvavatumira kana zvinyunyuto zvavo zvagashirwa

Kudivi ravo, vanhu vanoshandisa ruzivo kana zvinogadzirwa neZIMSTAT vanokumbirwa kuti vaite izvi:

a)Vazivise vashandi veZIMSTAT zvacho chaizvo zviri kudiwa kuti vagone kugadzirirwa ruzivo rwemanhamba e*Statistics.*
b)Vataure kana rubatsiro rwavanenge vapihwa rwusina kuvagutsa.

9.0 NZIRA DZEKUTEVEDZA PAKUPA MAONERO KANA KUNYUNYUTIRA ZIMSTAT

ZIMSTAT inokoshesa maonero nepfungwa dzevanhu vanoshandisa ruzivo kana basa rayo. Nekudaro, vanhu vanoshandisa ruzivo kana basa reZIMSTAT vanokurudzirwa kupa pfungwa dzavo, kunyunyuta kana kurumbiza zvese zvinoitwa neZIMSTAT. Izvi zvinobatsira kuti basa reZIMSTAT rinatsurudzwe kuti rinyatsogutsa vanhu.

Kana vanhu vasina kugutsikana nemhinduro kana zvinhu zvinenege zvaitwa nemushandi upi zvake weZIMSTAT, vanokurudzirwa kuti vataure nemunhu iyeye vachigadzirisana, kana kuti vataure nemukuru wake. Asi kana vasina kugutsikana mushure meizvi, vanokurudzirwa kuzivisa kunyunyuta kwavo kubudikidza nekunyorera chikamu cheZvehukama nekudyidzana kwakanaka neveruzhinji, nekufambiswa kwemashoko (Public Relations and Communications Unit) vachishandisa kero inoti:
Email: pr@zimstat.co.zw

Hakuna chinyunyuto chichanzi hachina basa. Zvinyunyuto zvichagadziriswa mazuva gumi nemana (14) ebasa asati adarika kubva pazvakagashirwa.

10.0 NZIRA DZEKUTIBATA NADZO

Kuti mutibate, shandisai nzira dzinotevera:

Nhamba dzerunhare	+263 242 706681-8/ 703971-7
e-mail	*pr@zimstat.coz.w (general correspondence)* *dg@zimstat.co.zw (official correspondence)*
Webhusaiti	*www.zimstat.co.zw*
Social Media	*@zimstat* *Zimstat Zimstat*
Patinowanikwa	*20th Floor, Kaguvi Building Cnr. Simon V. Muzenda and Ahmed Ben Bella Ave Harare*
Tsamba dzeposvo	*P. O. Box CY342, Causeway, Harare*

Kuti mutibate kumahofisi eZIMSTAT ekumapurovhinzi, batai nyanzvi dzedu dzezvemanhamba (Provincial Statisticians) muchishandisa zviri pazasi pano:

Nzvimbo	Runhare	Kero yepanzvimbo
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*