***MAGACA NOOTAAYADA/DALKA/MAAMUL GOBOLEEDKA/GOBOLKA AMA DEGMADA***

***Tix: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Taariikh: \_\_\_\_\_\_\_\_\_\_\_\_\_***

**UJEEDDO: HESHIIS SHAQAALE NADAAFADEED**

Waxaa maanta oo ay taariikhdu tahay Xkii \_\_\_\_\_\_\_\_\_, 2021 heshiiskan SHAQAALE NADAAFADEED wada galay labada dhinac ee kala ah:

**DHINACA KOOWAAD: LOO-SHAQEEYAHA** Magaca WakiilkaShirkadda/Xafiiska/Qofka:\_\_\_\_\_\_

ID Lr/Passport Lr:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degenaanshaha/Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DHINACA LABAAD: SHAQAALAHA** Magaca: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID Lr/Passport Lr:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cinwaanka: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telefoonka: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Labadayada dhinac ee hashiiskani waxaanu iyadoo xiskayagu dhanyahay, si niyadsami ah, oo aan dhinacna cidi ku khasbin, ugu heshiiney:

1. **NOOCA SHAQADA:**

Shaqaale Nadaafdeed

1. **SAACADAHA SHAQADA:**

Afar (4) saacadood oo ah maalmaha \_\_\_\_\_\_\_\_\_ ilaa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ toddobaadkii.

1. **MUSHAHARKA:**

Waxaa Loo-shaqeeyuhu siinayaa Shaqaalaha $\_\_\_\_\_\_\_\_\_\_\_\_ [\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollar] bishiiba ama lacagta Somali/Birr ah ee sarrif ahaan u dhiganta.

1. **XILKA IYO WAAJIBAADKA QOFKA SHAQAALAHA AH OO FAAHFAAHSAN (JOB DESCRIPTION)**
2. Ururinta iyo fogeynta qashinka iyadoo la geynayo qashinka goob Shirkaddu ugu talo gashay
3. Xaadhista iyo masaxidda dhulka iyo gidaarada xafiisyada
4. Nadiifinta agabka xafiisyada [Furniture], muraayadaha daaqadaha iyo albaabada xafiisyada
5. Haynta iyo daryeelka agabka nadaafadda ee loo dhiibo
6. Ku dhaqanka tilmaamaha shaqo ee masuulyiinta Shirkaddu siiso.
7. Ilaalinta Asluubta iyo habdhaqanka wanaagsan ee goobta shaqada iyo shaqaalaha dhexdooda
8. **TARIIKHDA AY SHAQADU BILAABMEYSO**

Waxay shaqada heshiiskani bilaabmaysaa \_\_\_\_\_\_\_\_\_\_\_\_, 2021

1. **MUDDADA TIJAABADA AH (PROBATION PERIOD)**

* Waxaa shaqaalahan la gelinayaa muddo tijaabo ah oo Laba (2) bilood ah kana bilaabmaysa maalinta heshiiskan la kala saxeexdo.
* Kadib muddada tijaabada ah, haddii labada dhinac ku qancaan wada shaqayntooda, waxaa Loo-shaqeeyuhu u qorayaa shaqaalaha qoraal ujeedadiisu tahay “Tijaabo ka saarid”, heshiiskanina wuxuu si toos ah u noqonayaa heshiis mudadiisu furantahay *(ama tilmaan muddada heshiiska rasmiga ah ku egyahay).*

1. **HABKA DHEXDHEXAADINTA HADDII IS AFGARAD LA’AANI TIMAADO.**

Haddii khilaaf yimaado, labada dhinac waxay ku dadaali doonaan inay isqancin dhexdooda ah ku dhammaystaan. Haddiise ay suuragal noqon weydo inay is qancin kaga heshiiyaan khilaafka, waxay u yeedhan karayaan ergo dhexdhexaadisa oo ay ku kalsoon yihiin (Arbitration). Haddii dhexdhexaadin khilaafkoodu ku dhammaan waayo, waxaa labada dhinac u bannaan inay ku kala baxaan Shareecada ama sharciga Dalka.

1. **HABKA IYO XAALADA SHAQO KA FADHIISINTA, SHAQO KASAARIDA IYO SHAQO CUSBOONAYSIINTA**

* Muddada tijaabada waxaa labada dhinac u bannaan, dhinacii ku qanci waaya, inuu heshiiskan si toos ah uga noqdo iyadoo dhanka kale la siinayo ogeysiis qoraal ah.
* Muddada heshiiska buuxa (Tijaabada kadib) waxaa labada dhinac u bannaan, dhinacii ku qanci waaya, inuu heshiiskan si toos ah uga noqdo isagoo dhanka kale siinaya ogeysiis qoraal ah oo aan ka yarayn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bilood kana bilaabmaya maalinta ogeysiiska la gudoonsiiyo dhinaca uu ku socdo.
* Heshiiskan dib ayaa loo cusboonaysiin karaa muddo kale, haddii labada dhinac sidaas ku qancaan, qoraalna ku saxeexaan.

**9. WAX-KA-BEDELKA HESHIISKA**

Qodob ama qodobo ka mid ah heshiiskan wax-ka-beddel qoraal ah ayay si wadajir ah ugu samayn karaan labada dhinac, haddii labada dhinac sidaas ku qancaan, iyadoo aan qodobada kale waxba iska beddelin.

**HESHIISKAN WAXAA WADA SAXEEXAY:**

**Dhinaca Koowaad: Loo-Shaqeeyaha Dhinaca Labaad: Shaqaalaha**

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Magaca Magaca

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Saxeex Saxeex

**MARKHAATI:**

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Magaca Magaca

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Suulka/Saxeexa Suulka/Saxeexa

**CADDAYNTA DAMIINKA SHAQAALAHA:**

Anigoo ah \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_], lehna AqonsiLR/Passport Lr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Waxaan halkan ku caddaynayaa inaan damiin ka ahay wixii khasaare hantiyeed ah ee uu ka geysto goobta shaqada Shaqaalaha magaciisu yahay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Waxaan damaanadan aqbalay, saxeexayna iyadoo miyirkayku dhanyahay aanayna jirin cid igu khasabtay.

*Suulka/Saxeexa Damiinka Shaqaalaha*

**CADDAYNTA NOOTAAYADA:**

Waxaan halkan ku caddaynaynaa in kadib markii loo akhriyey Loo shaqeeyaha, Shaqaalaha iyo Damiinkuba heshiiskan ku saxeexeen hortayda Sarkaalka Nootaayada.

Qareen Siciid Maxamed Cilmi (Siradle)

Sarkaalka Nootaayada