NATIONAL CONSTRUCTION INDUSTRY COUNCIL (NCIC) SERVICE CHARTER

MLINGO WA KAGWIRIDWE KATHU KA NTCHITO

Bungwe la NCIC likulonjeza:

- Kutumikira makasitomala ake mwaulemu, komanso modzipereka
- Kuyankha lamya mwachangu ndi kupereka mayankho oyenelera pasanathe mphindi khumi
- Kuthandiza makasitomala ake mwamsanga akangofika ku ma ofesi a bungweli
- Kufika ku misonkhano mosunga nthawi
- Kudziwitsa mwachangu anthu onse oitanidwa pamene msonkhano walephereka, kapena kusinthidwa
- Kuyankha makalata pasanathe masiku asanu ogwira ntchito, ndikudziwitsa makasitomala ngati pangafunike nthawi yowonjezera
- Kusindikiza mu Gazette komanso pa Website malamulo komanso ndondomeko zonse zokhudza nkhani zomangamanga

	NTCHITO ZATHU	UDINDO WANU	MTENGO	NTHAWI YOGWILIRA NTCHITO
1	**KUPEREKA ZIPHASO**			
i	Kuunika makalata ofunsira ziphaso Kudziwitsa zotsatira	• Kupereka makalata onse oyenera, komanso olembedwa bwino • Kuvomereza kuti NCIC ikatsimikize za kampani yanu • Nambala ya foni ndi keyala ya email • Kulipira ndalama za kawuniwuni	Umatengera kalasi lomwe kampani mukulembetsayo ikhale	Osapitilira masiku 38 ogwira ntchito
ii	Kupereka ziphaso kwa kampani zomwe zakwaniritsa ndondomeko zonse zofunika	• Kukhala ndi kalata ya chivomerezo yochokera ku NCIC • Kulipira ndalama zolembetsera	Umatengera kalasi lomwe kampani mukulembetsayo ikhale	Osapitilira masiku 14 ogwira ntchito
iii	Kubwezeretsa ziphaso zikatha ntchito	• Kukhala ndi chiphaso cha kalipiridwe ka msonkho wanu wonse • Chiphaso cha umembala kuchokera ku mabungwe a ukadaulo • Kulipira ndalama yobwezeretsa chiphaso	Umatengera kalasi lomwe kampani mukulembetsayo ikhale	Osapitilira ola limodzi
iv	Kudziwitsa anthu za kaundula wa makampani onse ovomorezeka kugwira ntchito zomangamanga m'Malawi • Kupereka kaundulayu tikapemphedwa	Kupempha	Ulere	Tikapemphedwa – pompopompo
		Mwayi wa intaneti	Ulere	Kusindikiza pa makina a website – kamodzi pa mwezi
		Kufikira ofesi ya Anduna	Ulere	Kupereka kaundula kwa Anduna – miyezi itatu iliyonse

	• Kusindikiza pa tsamba lathu la website • Kupereka kaundulayu kwa Anduna • Kusindikiza mu nyuzipepala kapena *Gazette*	Kupeza nyuzipepala kapena Gazette	Ulere	Kusindikiza kaundula mu nyuzipepela komanso mu Gazette – kamodzi pachaka
2	**KUTHANA NDI MADANDAULO**			
i	Kutsimikiza kulandira madandaulo	Kupereka dandaulo ku NCIC pogwiritsa ntchito njira izi: • Kulemba kalata • Kulemba pa fomu ya madandaulo	Ulere	Osapitilira masiku asanu (5) ogwira ntchito
ii	Kuyankhapo pa madandaulo omwe talandira	Palibe chilichonse choyenera kuchita	Ulere	Osapitilira masiku khumi ndi anayi (14) ogwira ntchito
3	**KUTHETSA KUSAMVANA**			
i	Kukhala m'khalapakati pomwe pali kusamvana	• Kupereka dandaulo • Kukhala ndi kuthekera kopezeka pa zokambirana	Ulere	Nzosiyana potengera ndi kukula kwa nkhani
4	**KUPEREKA UPANGIRI PA NTCHITO YA ZOMANGAMANGA**			
i	Kupereka upangiri, kapena malangizo pa ntchito ya zomangamanga	• Kupempha upangiri ku NCIC	Ulere	• Kudzera pa telefoni – pompopompo • Kudzera njira ya kalata ya pa kompyuta (email) – osapitilira masiku atatu ogwira ntchito • Kalata – osapitilira masiku asanu ogwira ntchito
5	**KULIMBIKITSA MALAMULO**			
i	Kupanga kafukufuku ndi cholinga chochotsa chiletso pa malo a zomangamanga	• Kupereka pempho ku NCIC • Kupereka umboni owonetsa kuti zomwe munapemphedwa zakwaniritsidwa	Umasiyanasiyana	Osapitilira masiku asanu ogwira ntchito
6	**KALEMBERA WA MA PULOJEKITI A ZOMANGAMANGA**			
i	Kulembetsa mapulojekiti onse a zomangamanga	Kudziwitsa NCIC zokhudza pulojekiti kudzera mu ma fomu, kapena kalata pasanathe masiku 21 akangosayinira pulojekiti	Ulere	Osapitilira masiku atatu ogwira ntchito
7	**KUCHITITSA MAPHUNZIRO OSIYANASIYANA**			
i	Maphunziro a uKapitawo (Foremanship)	• Kupereka kalata yofunsira malo a sukulu • Kukhonza mayeso olowera maphunziro • Kulembetsa kuti mukufuna kuyamba nawo maphunziro	• Ogonera konko – K350, 000 • Oyendera – K300, 000	Chaka chimodzi

		• Kulipira ndalama ya maphunziro (fees)		
ii	Maphunziro a masiku ochepa (Short Courses)	• Kupereka kalata yofunsira maphunziro • Kulipira ndalama ya maphunziro (fees)	Ndalama zolipira ndi zosiyanasiyana	Sabata imodzi
iii	Maphunziro oonjezera ukadaulo	• Kupereka kalata yofunsira malo a sukulu • Kulipira ndalama ya maphunziro (fees)	Ndalama zolipira ndi zosiyanasiyana	Sabata imodzi
iv	Maphunziro kwa ofuna kulembetsa kampani zawo	• Kupereka kalata yofunsira malo a sukulu • Kulipira ndalama ya maphunziro (fees)	K10, 000	Tsiku limodzi
v	Maphunziro opemphedwa mwapaderadera	• Kupempha ku NCIC • Kugwirizana ndi ndondomeko yoyendetsera maphunzirowo • Kulipira ndalama ya maphunziro (fees)	Wosiyanasiyana potengera ndi mtundu wa maphunziro	Yosiyanasiyana potengera ndi mtundu wa maphunziro
8	**KUYANKHA MAFUNSO ANU OSIYANASIYANA**			
i	Kuyankha mafunso osiyanasiyana	• Kufunsa ku bungwe la NCIC	Ulere	• Lamya – mphindi imodzi • Kalata yodzera makina a kompyuta (Email) – osapitilira masiku atatu ogwira ntchito • Kalata - osapitilira masiku asanu ogwira ntchito
ii	Kuthandiza alendo obwera ku ofesi ya NCIC	• Kusunga ulemu	Ulere	Osapitilira mphindi zisanu mlendo akangofika

NDIFE ODZIPERekA POGWIRA NTCHITO MWAULEMU KOMANSO MWAKHAMA

Kuti tipitirize kuchita bwino pogwira ntchito yathu, tikupempha komanso kulimbikitsa anthu onse kuti adzitumiza madandaulo pa china chilichonse chomwe sitikuchita bwino; kapena kutilimbikitsa pa zomwe zikuyenda bwino pogwiritsa ntchito njira izi:

The Chief Executive Officer
National Construction Industry Council (NCIC)
Private Bag A146, Lilongwe 3.
Phone: +265 1 725 564
Email: ncic@ncic.mw
www.ncic.mw