

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT



RECRUITMENT PORTAL

USER TRAINING MANUAL - (Applicants/Experts)

Version Control

Version	Date	Author	Change description
1.0	28/08/2014	PSRS & eGA	Document created
1.1	01/03/2015	PSRS	Document updated
2.0	20/11/2019	PRRS	System and Document updated

Tips for System Users

The proper use of the Recruitment Portal will simplify, improve value for money and enhance Good Governance in recruitment process for Public Service in Tanzania. Therefore all users must ensure that they use the system with integrity.

Make sure that you have scanned copies of all your certificates in pdf format so as enable you to complete the process of completing your profile.

Help Desk

For support contact PSRS Recruitment Portal help desk Team:-

Tell - +255 784 398 259

E-mail: through feedback button on <http://portal.ajira.go.tz>

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System Overview

This system has been designed in order to simplify the application processes for job seekers as well as improving transparency in the recruitment process for Public Service in Tanzania.

System Users:-

- **Applicant;**
Able to create an Account in the system, the Applicant will also be able to attach necessary document such as Academic certificate, to view the advertised post, to Apply the post advertised, View his application, View and Print CV and to Subscribe and Unsubscribe to new job notifications.
- **Expert;**
Different experts with special skills and knowledge will be able to create account and to attach different documents such as certificates of activities they conducted.
- **Guest;**
Guest are the system user who have not yet registered in the system but can view all advertised post, subscribe and unsubscribe to new job notifications.

Acronyms and Abbreviations

PSRS - Public Service Recruitment Secretariat

URL - Uniform Resource Locator

MDA - Ministries, Independent Department and Agency

LGA - Local Government Authorities

CV - Curriculum Vitae

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Introduction

The objective of Recruitment Portal is to improve the mode of application for all applicants applying for vacancies through Public Service Recruitment Secretariat (PSRS) by introducing a portal (Online application System) whereby, the applicants can register, create profiles, apply for available vacancies and get the feedback on their application status.

Home Page

The Recruitment portal home page is the starting point of your application journey.

The United Republic of Tanzania
President's Office
Public Service Recruitment Secretariat

HOME VACANCIES LOGIN REGISTER FEEDBACK

Job Posts By Categories

- Accounting and Auditings (0)
- Banking, Economics and Financial Services (0)
- CEO and General Management (0)
- Creative and Design (0)
- Education and Training (0)
- Engineering and Construction (0)
- Environmental Sciences and Geography (0)
- Farming and Agribusiness (0)
- Healthcare and Pharmaceutical (0)
- HR & Administration (0)
- International Relations (0)
- IT and Telecoms (0)
- Legal (0)
- Linguistics (0)
- Manufacturing (0)
- Marketing, Media and Brand (0)
- Mining and Natural Resources (0)
- Project, Planning and Policy Management (0)
- Religious Studies (0)
- Research, Science and Biotech (0)
- Security (0)
- Sociology, Political Science, Community and Social Development (0)
- Statistics and Mathematics (0)
- Taxation and Social Protection (0)
- Tourism and Travel (0)
- Trades and Services (0)
- Transport and Logistics (0)
- ACSE (0)
- CSE (0)

How Do I | Tips | Resources


- Apply for Jobs
- Subscribe to Job Alerts
- Write a good CV
- Write a Cover letter

Application General Conditions

- All applicants must be Citizens of Tanzania
- Applicants must attach their detailed relevant certified copies of Academic certificates
- Applicants should indicate three reputable referees with their reliable contacts

[read more](#)

Use your mobile phone

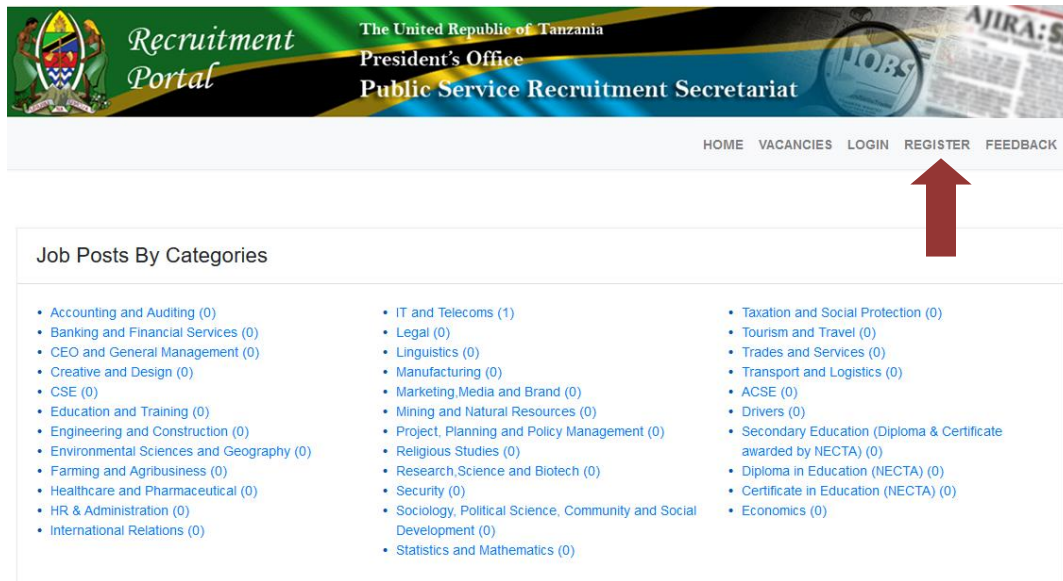
 Dial *152*00#
To Subscribe to Job Alerts

The following features are found at the homepage.

- **Home** – Return you to the home page
- **Vacancies** – Displays the list of all vacancies, the list can be filtered based on job description, job category, opening date and closed date
- **Log in** – This allows user to log in to an existing account, complete profile make application(s) and subscribe to job alerts.
- **Register** – This is where a user register and create an account on the recruitment portal before apply for a vacancy
- **Feedback** – Users can use the *Feedback* link to communicate in case they encounter any issue/problem that need attention/clarifications from the administrator.

- **Application general conditions** – This shows all the conditions which applicants should comply with.

Creating an Account



Click on the '**Register**' button on the recruitment portal home page.

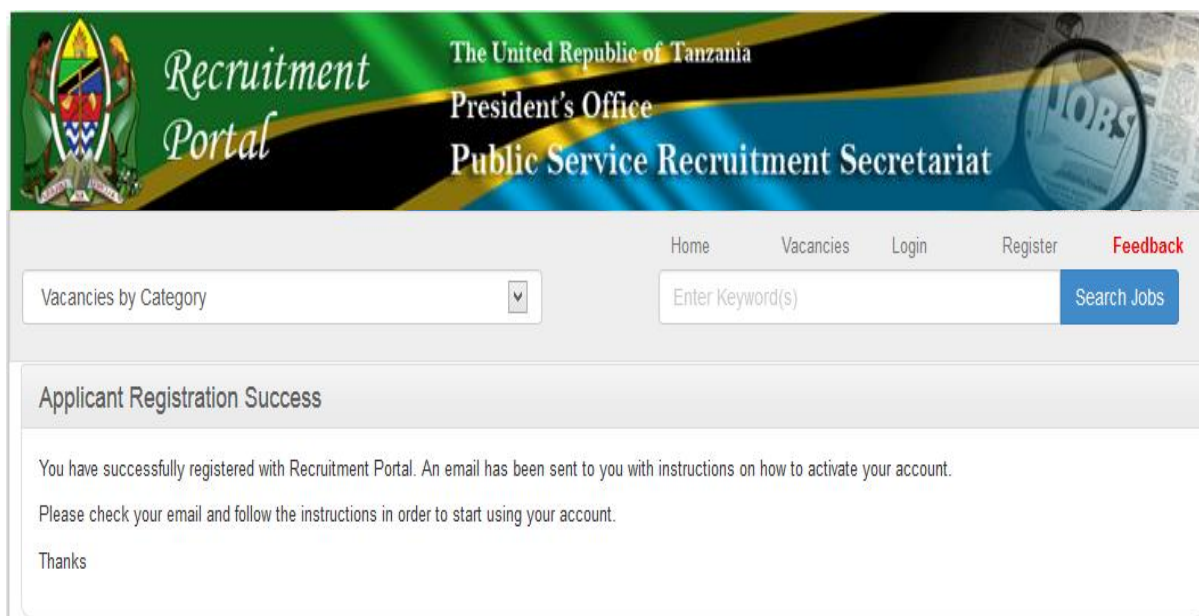
The image shows the 'Applicant Registration' form. It features three input fields: 'Email:', 'Password:', and 'Confirm Password:'. Below these fields is a blue 'Register' button. The form is set against a background that matches the portal's header.

Enter your **email address** and **password** (which will be used as a username and password respectively during log in to the system). Click the '**Register**' button to continue with the registration process.

Important things to note:

1. Confirm the password to make sure it entered correctly. Upon successful creation of an account, you will receive a confirmation email through the email address you have provided with a link to activate your account. Make sure you open your inbox to see this email.
2. Most of the communication between Public Service Recruitment Secretariat (PSRS) and Applicants will be via email.
3. Please ensure you register with a secure and individual email address which you regularly check. You will only need to register **once** and make applications across multiple available vacancies in the portal.
4. Please ensure that you keep your password **safe and secure**

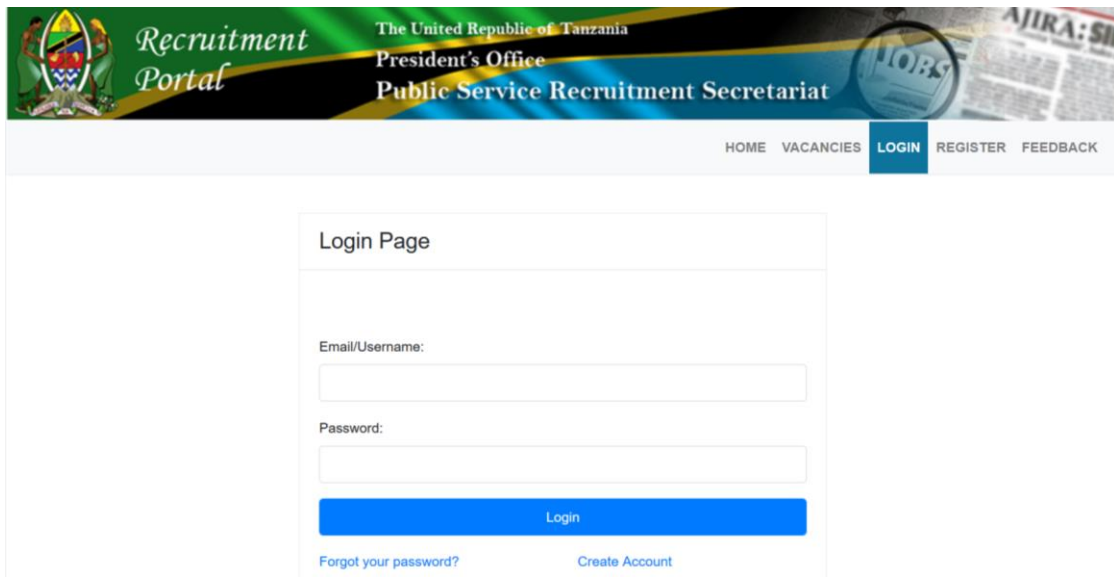
Registration Successful message



NOTE: Only activated account will be usable, if you don't find the email confirmation in your inbox, please try to check it in your junk folder (spam).

Login

Login using the email address and password entered during registration.



The image shows a screenshot of the Recruitment Portal login page. The header features the national emblem of Tanzania on the left, followed by the text "Recruitment Portal" in a stylized font. To the right, it reads "The United Republic of Tanzania", "President's Office", and "Public Service Recruitment Secretariat". A navigation menu includes "HOME", "VACANCIES", "LOGIN" (highlighted in blue), "REGISTER", and "FEEDBACK". The main content area is titled "Login Page" and contains two input fields: "Email/Username:" and "Password:". Below these fields is a blue "Login" button. At the bottom of the form, there are two links: "Forgot your password?" and "Create Account".

Dashboard

After login you will be taken to the applicant Dashboard. The top menu will contain the links to access the *Home, Vacancies, My Applications, Register to Job Alerts, Change Password, logout and Feedback.*

The screenshot displays the Applicant Dashboard interface. At the top, there is a navigation menu with links: HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, and FEEDBACK. On the left side, a vertical menu lists various profile sections: Dashboard (highlighted), Personal Details, Academic Qualifications, Professional Qualifications, Language Proficiency, Working Experience, Training & Workshop, Computer Literacy, Referees, Other Attachments, Declaration, and CV Preview. The main content area is titled 'APPLICATION TIPS' and includes instructions on how to maximize earning opportunities by completing the profile. It outlines two steps: Step 1 (Complete your Profile) and Step 2 (Apply to a vacancy online), with specific actions for each. Below the tips, there is a section for 'Job Posts By Categories' listing various fields such as Accounting and Auditing, Banking, CEO and General Management, Creative and Design, CSE, Education and Training, International Relations, IT and Telecoms, Legal, Linguistics, Manufacturing, Marketing, Media and Brand, Sociology, Political Science, Community and Social Development, Statistics and Mathematics, Taxation and Social Protection, Tourism and Travel, Trades and Services, and Transport and Logistics, each with a count in parentheses.

- **Home** – Return you to the home page
- **Vacancies** – Displays the list of all vacancies, the list can be filtered based on job description, job category, opening date and closed date
- **My application** – This shows applicant’s job applications history
- **Register to job alerts** – This allows the user to register to register to job alerts that can be received through SMS and email address.
- **Change password** - Allows the user to change their password
- **Log Out** – user quits from the system
- **Feedback** – User can use the *Feedback* link to communicate in case they encounter any issue/problem that need attention/clarifications from the administrator.

Applicant Profile

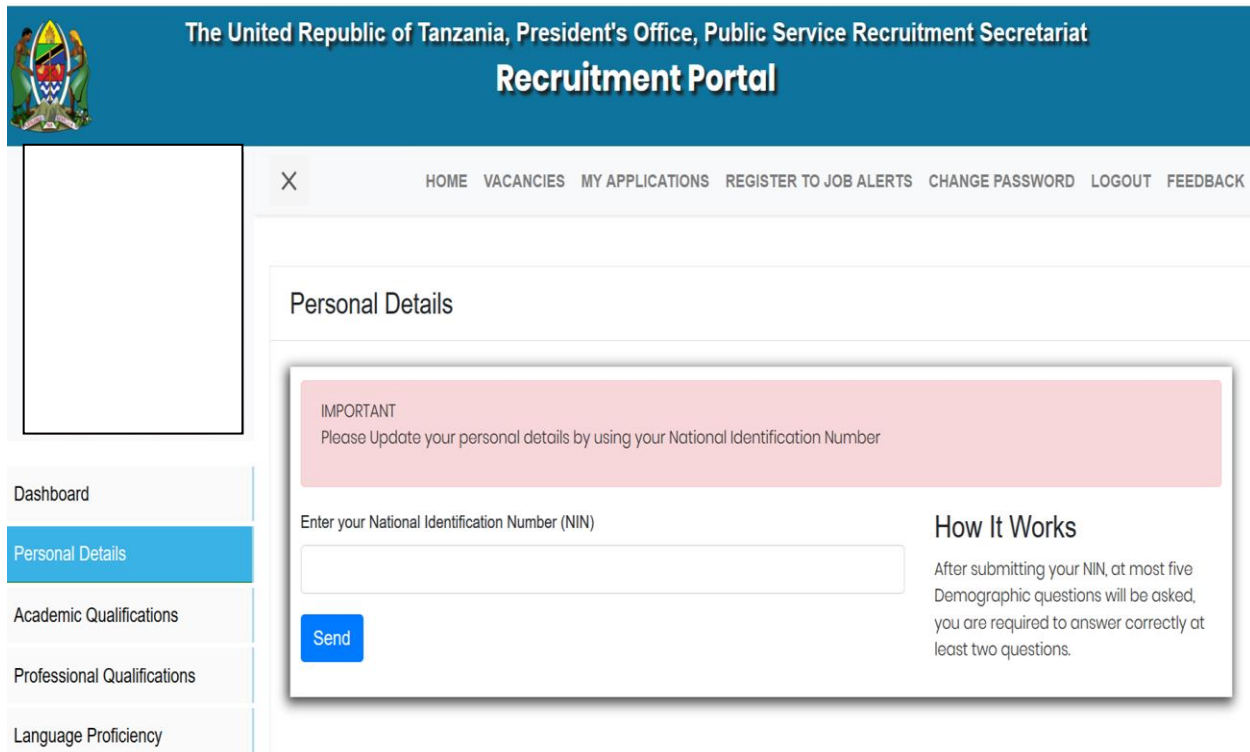
The applicant's information will be filled in the following tabs: Personal details, Contact Details, Academic Qualification, Professional Qualification, Language Proficiency, Working Experience, Training & Workshop Attended, Computer Literacy, Referees, Other Attachments and Declaration.

Applicants completed their profile properly are far more likely to be considered to the next step (shortlisted), so make sure your profile is complete to increase your chance, system tracks your profile completion (percentage of completion) automatically while you fill the details in the mentioned tabs above, the details can be filled anytime regardless there are some vacancies or not, the percent of your profile completion can be seen on the Dashboard.

During the process of filling profile forms you may be asked to upload supporting document to be used on your applications. Make sure that you scan each document separately and save them in PDF format that is the widely supported format in the recruitment portal.

Personal Details

The personal details tab, as shown below will include the applicants names, gender, nationality, date and place of birth etc. The applicant information will be fetched once the correct National Identification Number is entered and verified.



The screenshot shows the 'Personal Details' page of the Recruitment Portal. The header includes the national emblem and the text 'The United Republic of Tanzania, President's Office, Public Service Recruitment Secretariat' and 'Recruitment Portal'. A navigation menu contains links for HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, and FEEDBACK. A sidebar on the left lists menu items: Dashboard, Personal Details (highlighted), Academic Qualifications, Professional Qualifications, and Language Proficiency. The main content area features a pink 'IMPORTANT' banner with the text 'Please Update your personal details by using your National Identification Number'. Below this is a form with the label 'Enter your National Identification Number (NIN)', a text input field, and a blue 'Send' button. To the right of the form is a 'How It Works' section with the text: 'After submitting your NIN, at most five Demographic questions will be asked, you are required to answer correctly at least two questions.'

Once the correct information is fielded, the applicants information will be automatically filled. You will then be required to fill in the form below and click save to upload your information into the system.

Contact details

You will be required to fill in relevant contact information including your telephone number, postal and current address, etc. Click save to upload your information into the system.

Single	
Government Employee ?	
Disability	
No	
Save Personal Details	

Contact Details

Country of Residence *	Current Resident Region	
Tanzania, United Republic of	Dar es Salaam	
Mobile (eg 255799123456) *	Current Resident District	
255713859600	Kinondoni	
Current Postal Address		
PO BOf	Region	District
Box Number	--Select--	--Select--

[Save](#)

Academic Qualification

This tab is used to save your academic certificates that you have scanned in PDF format. These academic qualifications include the following levels; certificate, full technician certificate, diploma, advanced diploma, degree, postgraduate diploma, masters and phd.

Recruitment Portal

× HOME VACANCIES MY APPLICATIONS REGISTER TO JOB ALERTS CHANGE PASSWORD LOGOUT FEEDBACK

Add New Academic Qualification

Education Level	Programme Category
<input type="text" value="---Select---"/>	<input type="text" value="---Select---"/>
Country	Programme Name
<input type="text" value="Tanzania, United Republic of"/>	<input type="text"/>
Institution Name	Date From To
<input type="text" value="---Select---"/>	<input type="text"/> <input type="text"/>

Attach your certificate (max size 2MB)

No file selected.

Fill in all the required information by following these steps:

1. Select education level
2. Select the country of study
3. Select the appropriate ‘**Programme Category**’ (choosing the correct category ensures that you will find the programme names associated with a specific category)

United Republic of Tanzania, President's Office, Public Recruitment Portal

HOME VACANCIES MY APPLICATIONS REGISTER

Add New Academic Qualification

Education Level: Degree

Country: Tanzania, United Republic of

Institution Name: ---Select---

Attach your certificate (max size 2MB): No file selected.

Programme Name: ---Select---

Date From: To:

GPA (eg. 4.5 Out Of 5): Out Of:

4. Select the appropriate 'Programme Name'. This should be the same as what is written on the specific certificate you are trying to upload. If you can not find your 'Programme Name' chances are you choose an incorrect category, there for choose another more related programme category and search through the 'Programme Name' again to find the correct name.

United Republic of Tanzania, President's Office, Public Recruitment Portal

HOME VACANCIES MY APPLICATIONS REGISTER

Add New Academic Qualification

Education Level: Degree

Country: Tanzania, United Republic of

Institution Name: ---Select---

Attach your certificate (max size 2MB): No file selected.

Programme Name: ---Select---

Date From: To:

GPA (eg. 4.5 Out Of 5): Out Of:

5. Select or type in the institution name. If the institution name is not available, type in the full name, no abbreviations are allowed.

6. Input the start and finish date
7. Attach your certificate. Ensure that the certificate you attach is not more than 2MB.
8. Click save to upload the changes into the system.

Note:

1. You are required to enter each certificate individually.
2. While entering information about CSE and ACSE, ensure that you enter the correct index number.
3. Those who have studied outside Tanzania are required to have certificate verification letter or certificate from NECTA (for secondary education), NACTE (for diploma and certificates) and TCU (for university education).

Lost certificates (ACSE or CSE)

Candidates with lost certificate are required to indicate that their certificates have been lost and fill in the required information. Once this information is filled, the system will be able to fill in other relevant information for them.

The screenshot shows a web application interface for adding a new academic qualification. At the top, there is a navigation bar with links: HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, and FEEDBACK. Below this is a header for the form: "Add New Academic Qualification". The form is divided into two columns. The left column contains: "Education Level" (dropdown menu with "Ordinary Level (CSE)" selected), a blue link "Click here if you have lost your certificate" with a red arrow pointing to it, "Country" (dropdown menu with "Tanzania, United Republic of" selected), "Institute Name (specify)" (text input field), and "Attach your certificate (max size 2MB)" with a "Browse..." button and "No file selected." text. The right column contains: "Programme Name" (dropdown menu with "CSE" selected), "Date From" and "To" (dropdown menus), "Index Number(e.g S1234-5678)" (text input field), and "Division (eg. 1 Points 7)" and "Points" (dropdown menus). At the bottom of the form is a large blue "Save" button.

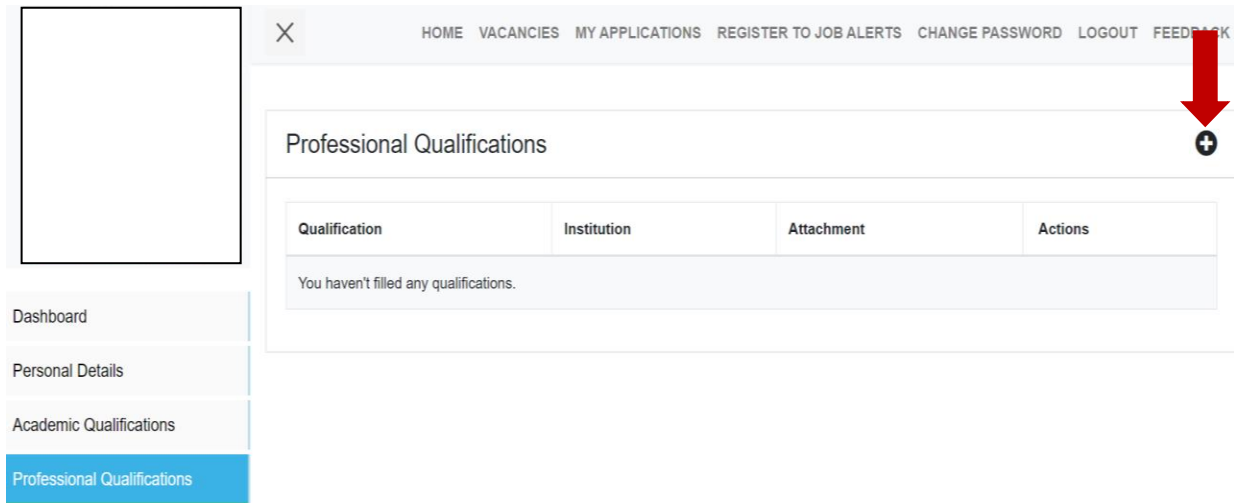
Click on the ‘click here if you have lost your certificate’ button as shown above.

Make sure that you enter your examination index number and year of completion correctly.

A window will appear showing the information of your certificate, if this information is correct then click the 'confirm & save' button so as to upload the changes into the system.

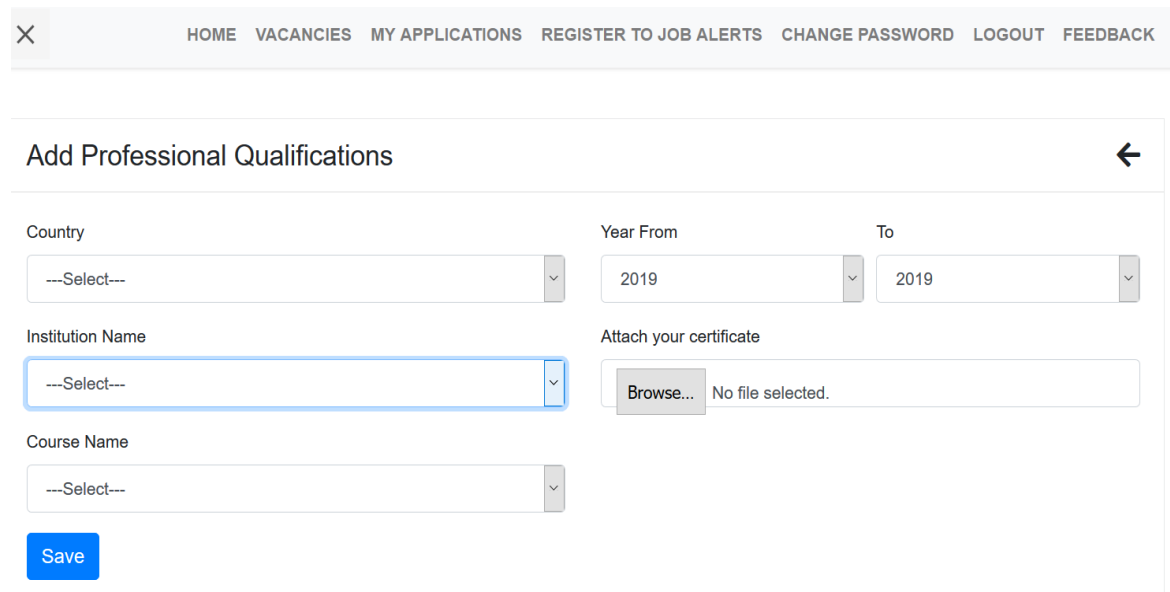
Professional qualifications

In this tab, applicants with professional qualifications such as CPA, ERB, CCNA, CISA, CISM, Medical Practising licences, Driving license (for drivers), Advocate Practising Licences, etc. will be required to fill in the information associated to the said qualifications including its name, the name of the institution that issued it and attach scanned copy of the certificate in pdf format.



The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The navigation menu includes: Dashboard, Personal Details, Academic Qualifications, and Professional Qualifications (highlighted in blue). The main content area has a header with navigation links: HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, FEEDBACK. Below the header is a section titled "Professional Qualifications" with a plus icon in the top right corner, indicated by a red arrow. Below this is a table with columns: Qualification, Institution, Attachment, and Actions. The table contains one row with the text "You haven't filled any qualifications."

Fill in all the necessary information and click 'save' button to upload changes to the system.



The screenshot shows the "Add Professional Qualifications" form. It has a navigation bar at the top with links: HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, FEEDBACK. The form fields are: Country (dropdown menu), Year From (2019) and To (2019) (dropdown menus), Institution Name (dropdown menu), Attach your certificate (Browse... button, No file selected. text), and Course Name (dropdown menu). A blue Save button is at the bottom left.

HOME VACANCIES MY APPLICATIONS REGISTER TO JOB ALERTS CHANGE PASSWORD LOGOUT FEEDBACK

Professional Qualifications +

Qualification	Institution	Attachment	Actions	
Driving License	Tanzania Revenue Authority (TRA)	View	Edit	delete

Dashboard
Personal Details
Academic Qualifications
Professional Qualifications
Language Proficiency

Language Proficiency

The applicant is required to fill in the languages that they know and indicate the different level of proficiency for each language.

HOME VACANCIES MY APPLICATIONS REGISTER TO JOB ALERTS CHANGE PASSWORD LOGOUT FEEDBACK

Language Proficiency +

Name	Speak	Read	Write	Actions
You haven't filled any language.				

Dashboard
Personal Details
Academic Qualifications
Professional Qualifications
Language Proficiency

Select the language you want to fill in then click at level of competency for speaking, reading and writing. Click 'save' button to upload changes to the system.



Language Proficiency



Language

English

Speak

Very Good Good Fair

Read

Very Good Good Fair

Write

Very Good Good Fair

Save



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Recruitment Portal



Language Proficiency



Name	Speak	Read	Write	Actions
Kiswahili	Very Good	Fair	Fair	view delete
English	Good	Good	Good	view delete

Dashboard

Personal Details

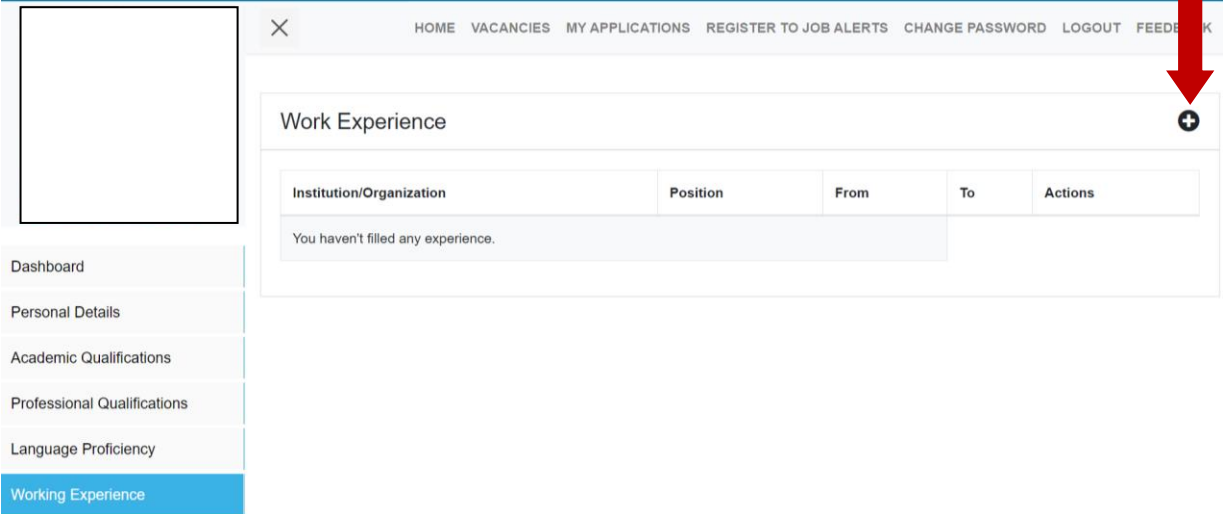
Academic Qualifications

Professional Qualifications

Language Proficiency

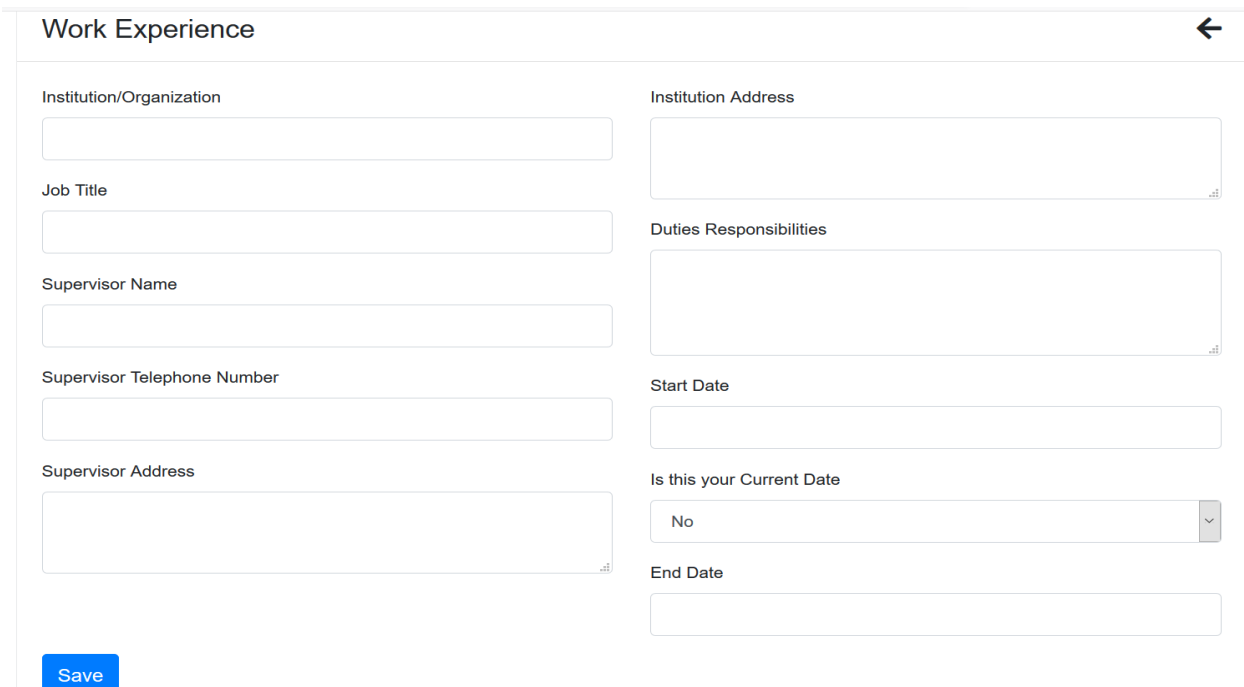
Working Experience

Here the applicant will fill in the different experiences they have in the working. The name of the position, the name of the organization and duration must be clearly indicated.



The screenshot shows a user interface for managing work experience. On the left is a sidebar menu with options: Dashboard, Personal Details, Academic Qualifications, Professional Qualifications, Language Proficiency, and Working Experience (highlighted in blue). The main content area is titled 'Work Experience' and contains a table with columns: Institution/Organization, Position, From, To, and Actions. Below the table, a message states 'You haven't filled any experience.' A red arrow points to a plus sign icon in the top right corner of the 'Work Experience' header.

Fill in all the necessary information and click 'save' button to upload changes to the system.

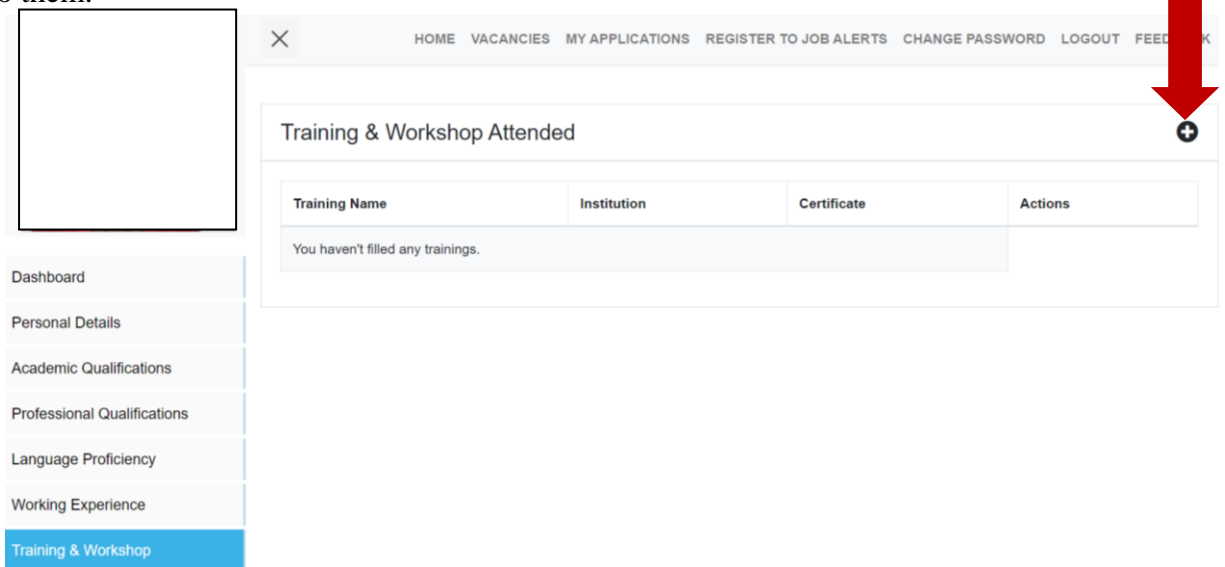


The screenshot shows the 'Work Experience' form. It includes the following fields and controls:

- Institution/Organization: Text input field.
- Job Title: Text input field.
- Supervisor Name: Text input field.
- Supervisor Telephone Number: Text input field.
- Supervisor Address: Text input field.
- Institution Address: Text input field.
- Duties Responsibilities: Text input field.
- Start Date: Text input field.
- End Date: Text input field.
- Is this your Current Date: Dropdown menu with 'No' selected.
- Save: Blue button at the bottom left.

Training and workshops

Applicants that have attended training, workshops and/or seminars will fill in information related to them.



Navigation: HOME VACANCIES MY APPLICATIONS REGISTER TO JOB ALERTS CHANGE PASSWORD LOGOUT FEEDBACK

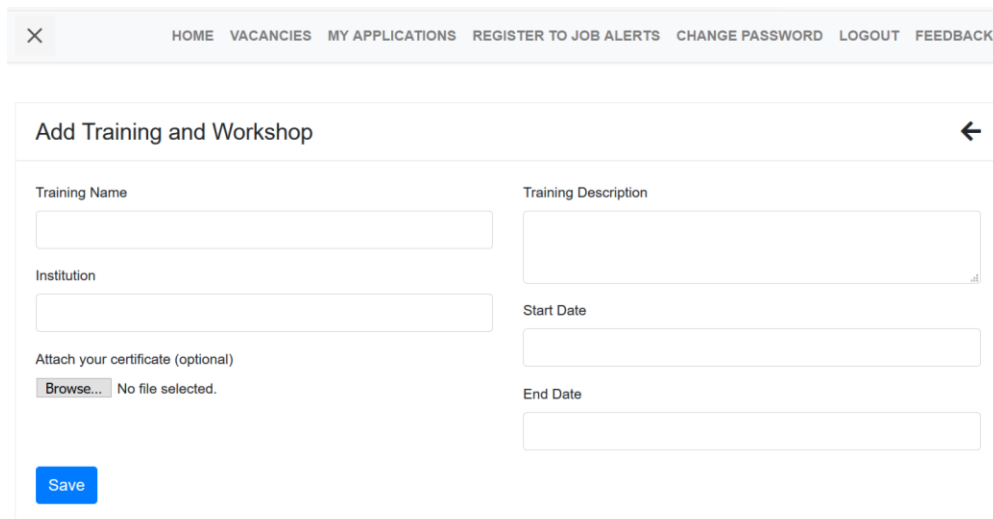
Training & Workshop Attended

Training Name	Institution	Certificate	Actions
You haven't filled any trainings.			

Navigation Menu:

- Dashboard
- Personal Details
- Academic Qualifications
- Professional Qualifications
- Language Proficiency
- Working Experience
- Training & Workshop**

Fill in all the necessary information and click 'save' button to upload changes to the system.



Navigation: HOME VACANCIES MY APPLICATIONS REGISTER TO JOB ALERTS CHANGE PASSWORD LOGOUT FEEDBACK

Add Training and Workshop

Training Name:

Institution:

Attach your certificate (optional): No file selected.

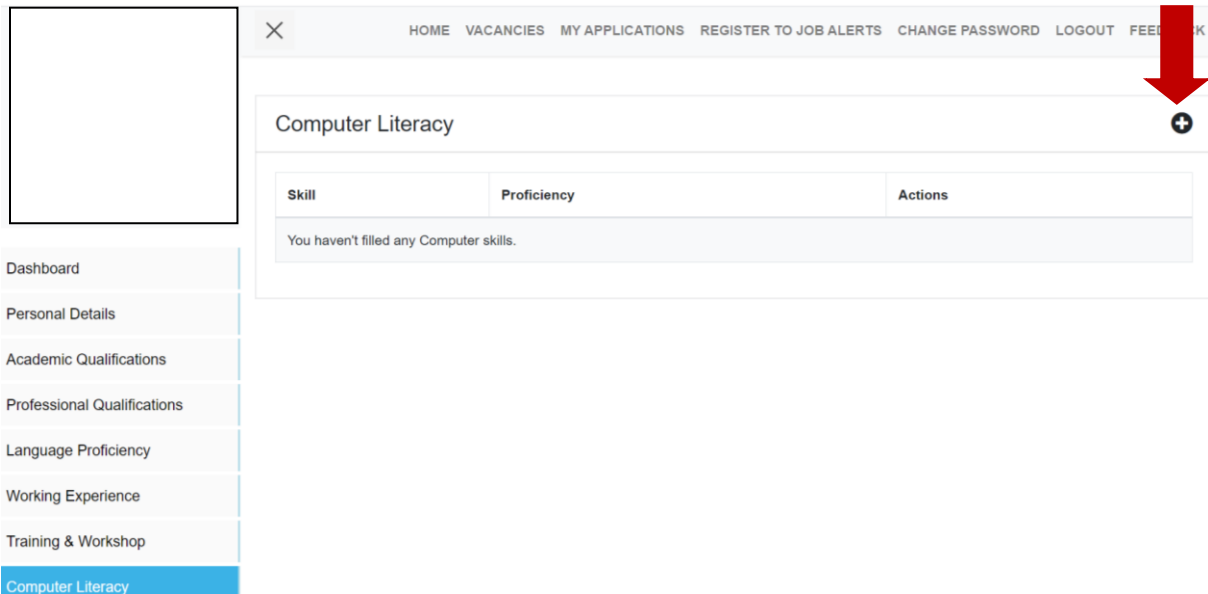
Training Description:

Start Date:

End Date:

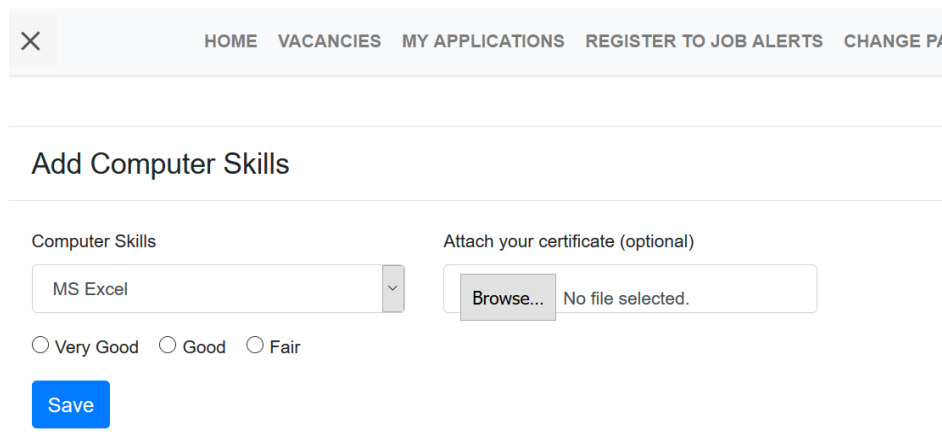
Computer Literacy

In this tab, the applicant will need to indicate their computer literacy in particular in the areas of Ms Word, Ms Excel and Ms PowerPoint. This can also be supported by the attachment of certificate of training.



The screenshot shows a user profile page with a navigation menu on the left and a main content area. The navigation menu includes: Dashboard, Personal Details, Academic Qualifications, Professional Qualifications, Language Proficiency, Working Experience, Training & Workshop, and Computer Literacy (highlighted in blue). The main content area has a header with navigation links: HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, and FEEDBACK. Below the header is a section titled "Computer Literacy" with a plus sign icon in the top right corner, indicated by a red arrow. Below this is a table with columns: Skill, Proficiency, and Actions. The table content is: "You haven't filled any Computer skills."

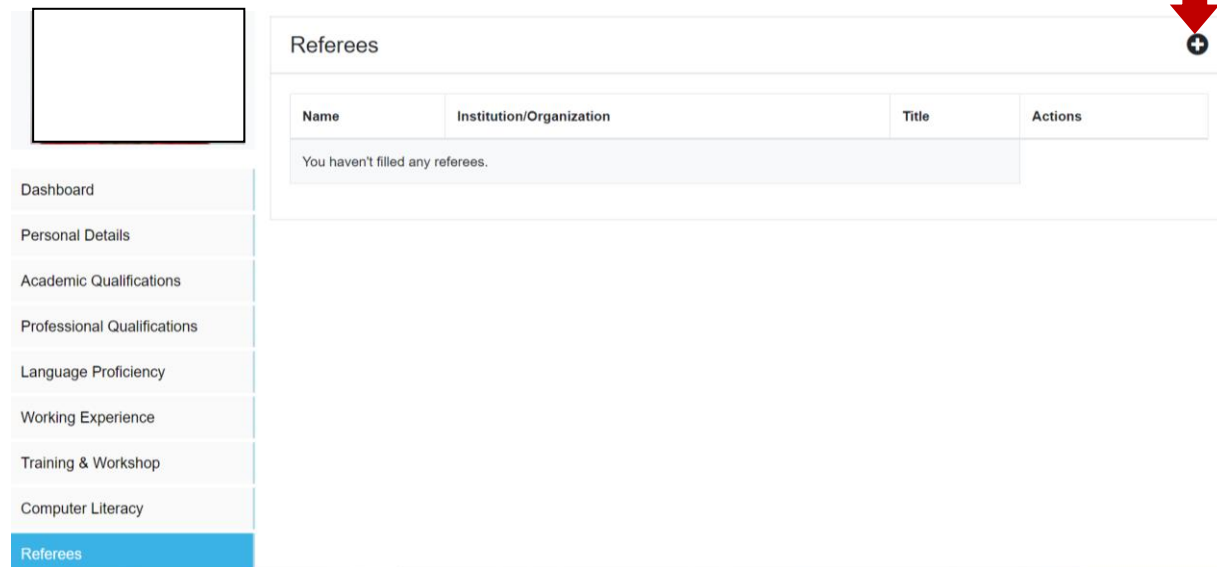
Fill in all the necessary information and click 'save' button to upload changes to the system.



The screenshot shows the "Add Computer Skills" form. It includes a dropdown menu for "Computer Skills" (set to "MS Excel"), a file upload field for "Attach your certificate (optional)" with a "Browse..." button and "No file selected." text, radio buttons for "Very Good", "Good", and "Fair", and a blue "Save" button.

Referees

The applicant needs to identify and fill out information of referees that can verify information given by applicant as well as behaviour of the applicant.



Referees

Name	Institution/Organization	Title	Actions
You haven't filled any referees.			

Dashboard

Personal Details

Academic Qualifications

Professional Qualifications

Language Proficiency

Working Experience

Training & Workshop

Computer Literacy

Referees

Fill in all the necessary information and click 'save' button to upload changes to the system.

×

HOME VACANCIES MY APPLICATIONS REGISTER TO JOB ALERTS CHANGE PASSWORD LOGOUT FEEDBACK

Referees

Referee Full Name

Title

Institution/Organization

Email Address

Telephone Number

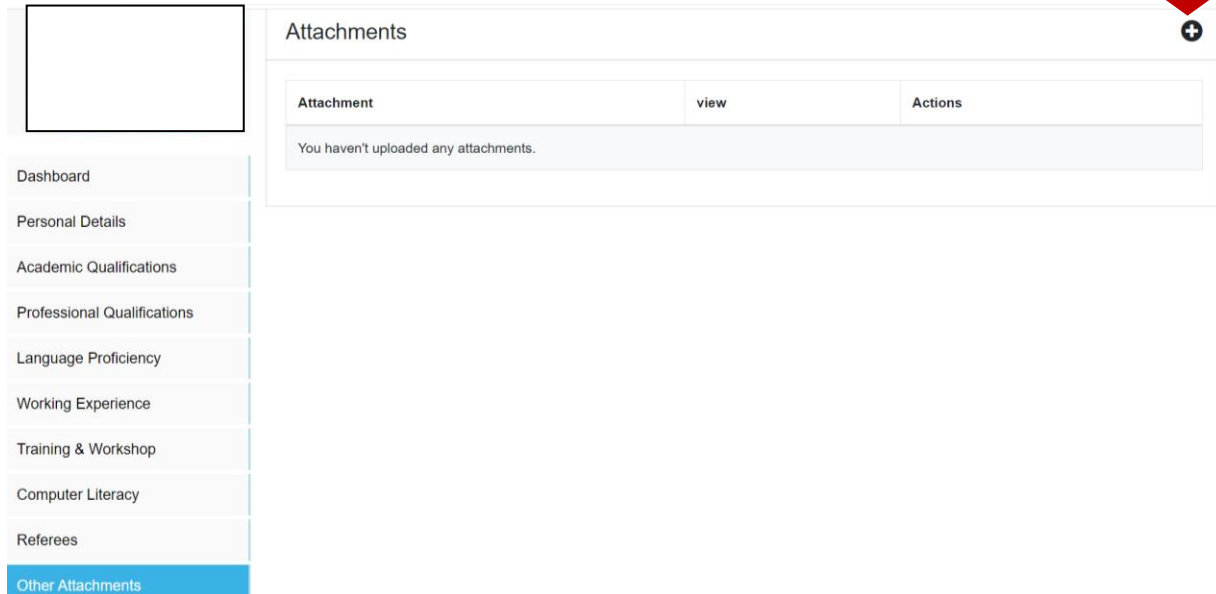
Address

Save

Note: make sure that all information entered is correct so that the refereee can be reached.

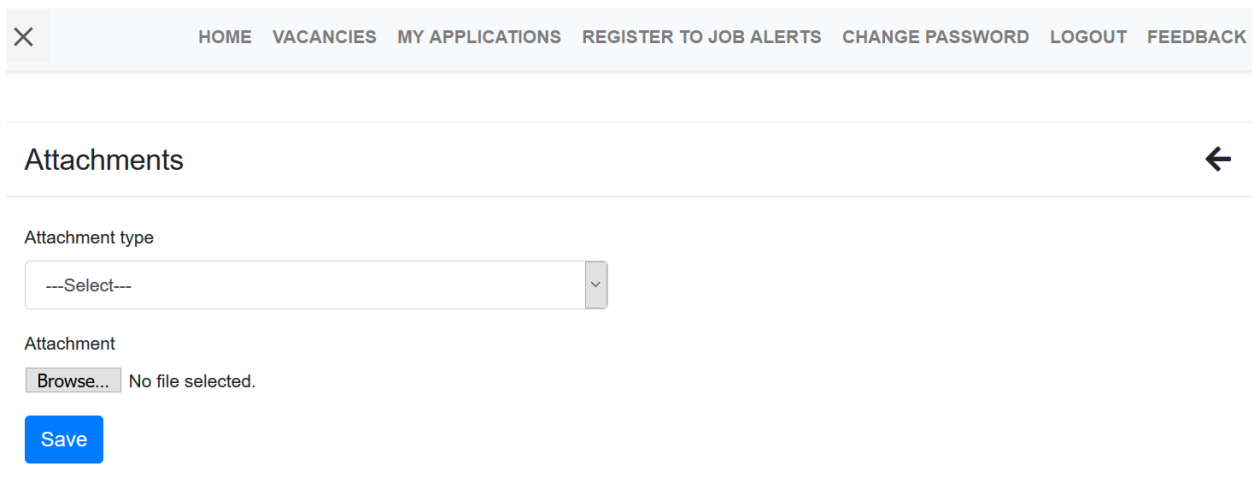
Other attachments

The applicant will need to attach other documents that are relevant to the job application but have not been accommodated in other tabs in this tab. This includes also the application letter, birth certificate, CV and recommendation letters.



The screenshot shows a user profile interface with a sidebar on the left and a main content area. The sidebar contains the following menu items: Dashboard, Personal Details, Academic Qualifications, Professional Qualifications, Language Proficiency, Working Experience, Training & Workshop, Computer Literacy, Referees, and Other Attachments (highlighted in blue). The main content area is titled 'Attachments' and features a table with columns for 'Attachment', 'view', and 'Actions'. The table is currently empty, displaying the message 'You haven't uploaded any attachments.' A red arrow points to a plus sign icon in the top right corner of the 'Attachments' header.

Select the type of you want to attach and then upload the relevant attachment and click 'save' button to upload changes to the system.



The screenshot shows the 'Attachments' form in a user profile interface. At the top, there is a navigation bar with a close icon (X) and links for HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, and FEEDBACK. Below the navigation bar, the form is titled 'Attachments' with a back arrow icon in the top right corner. The form contains the following elements: an 'Attachment type' dropdown menu with the text '---Select---' and a downward arrow; an 'Attachment' section with a 'Browse...' button and the text 'No file selected.'; and a blue 'Save' button.

Declaration

After filling out all the necessary, you are required to declare that all the information is correct and truthful. By clicking this, you have agreed that the information is correct. Entering incorrect or/and false information is grounds for disqualification at any stage of the recruitment process.

Declaration

I declare that the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

N.B Ticking the box will be taken as being as binding as your signature

How to apply for jobs

As soon as you have completed your profile to at least 70%, you will now be able to apply for any job vacancies that are open at the time.

1. Click on the 'Vacancies' button in the main menu

Available Job Vacancies

Show

10

entries

Search:

Description ▲	Closing Date ▼
POST: ADMINISTRATIVE OFFICER II - 5 POST Employer: Tanzania Revenue Authority (TRA) More Details	2019-08-20 Apply
POST: ADMINISTRATIVE OFFICER-SSM - 3 POST Employer: Tanzania Revenue Authority (TRA) More Details	2019-06-04 Apply

2. You can then search for a specific vacancy using any combination of the search keyword or Category filters. Note: if you are not logged in, you will be required to login first then apply for chosen post.
3. On *more details* tab you will find all the details concerning a particular post, these details include, Qualifications, Duties and Responsibilities, Salary Scale and all other relevant information.
4. Click on the 'apply' button.
5. Read the information displayed and if you agree with said information, attach a **signed** application letter and click 'confirm' button to finalize your application process.

The screenshot shows a web application interface. At the top, there is a navigation bar with a close button (X) and several menu items: HOME, VACANCIES (highlighted in blue), MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, and FEEDBACK. Below the navigation bar, the main content area is titled "Attach your Application Letter". The central heading is "Application Confirmation for administrative officer ii". Below this heading, there are three paragraphs of text: "I declare that the information provided in my profile is complete and correct to the best of my knowledge and matches the criteria for this Post (administrative officer ii).", "I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.", and "Please attach your Recommendation letter Here. (File size Max. 2MB, types pdf/jpg/png)". Below the text is a file upload area with a "Browse..." button and the text "No file selected.". At the bottom of the form, there are two buttons: "Cancel" (blue) and "Confirm" (green).

Note:

1. The system will mark '**CLOSED**' vacancies that have already closed and applicants will not be able to apply.
2. You will not be able to apply for a job vacancy if you have not updated your NIDA information in the portal.
3. Ensure that your application letter has been signed by you.



Available Job Vacancies

Error! You have not updated your personal details using your National Identification Number (NIN). Please go to Personal details Menu to update

Show

10

entries

Search:

Description	Closing Date
POST: ADMINISTRATIVE OFFICER II - 5 POST Employer: Tanzania Revenue Authority (TRA) More Details	2019-08-20 Apply
POST: ADMINISTRATIVE OFFICER-SSM - 3 POST Employer: Tanzania Revenue Authority (TRA) More Details	2019-06-04 Apply

My Applications

Through the '[My Applications](#)' you will be able to see all the job applications you have completed. You will be able to see the status of all your application from start of the process to finish.



My Applications

Show

10

entries

Search:

Track Number	Job Title	Application Status	Date Applied	Letter
10	Employer: Tanzania Revenue Authority (TRA) Job Post: REVENUE OFFICER II	SHORTLISTED Interview No:	2017-07-18	View
2018110201	Employer: Local Government Training Institute (LGTI) Job Post: TUTORIAL ASSISTANTS (LOCAL GOVERNMENT ADMINISTRATION AND MANAGEMENT)	Received	2018-10-10	View

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

Through the application status you will be able to see the following:-

1. Whether your application has been received or not. If the job vacancy you have applied for is not visible in this list, it means you did not complete the application process hence you need to repeat it.
2. Whether you have been shortlisted or not shortlisted. If not shortlisted, the reason will be specified.
3. Call for interview (these can be written, practical and oral interviews).
4. If you have been successful, the status will show your placement as well.

Editing your application letter

If you realise that you have made a mistake in attaching your application letter, you can edit the letter that you have attached and add a new correct application letter. Note: this can only be done while the application process is still open

×
HOME
VACANCIES
MY APPLICATIONS
REGISTER TO JOB ALERTS
CHANGE PASSWORD
LOGOUT
FEEDBACK

My Applications

Show

10

entries

Search:

Track Number	Job Title	Application Status	Date Applied	Letter
201970151	Employer: Tanzania Revenue Authority (TRA) Job Post: administrative officer ii	Received	2019-05-21	View Edit
201970150	Employer: MDAs & LGAs Job Post: AFISA MWANDAMIZI MIPANGO MIJI	Written Interview Interview No: PSRS/19/2391/001 SELECTED	2019-05-03	View

After clicking the edit button you will be required to attach the correct application letter and click 'update' button to save the changes into the system.



Edit Application Letter

Edit Application for administrative officer ii

I declare that the information provided in my profile is complete and correct to the best of my knowledge and matches the criteria for this Post (administrative officer ii).

I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

Please attach your Application letter Here.

(File size Max. 2MB)

Browse...

No file selected.

Update

Register to Jobs Alert

You can register to receive Email and SMS notification/alerts to job vacancies immediately after they are posted. In order to get this service click on the ‘Register to Job Alerts’ and choose the categories which you would like to get job alerts in. As the job vacancies will be posted per category, once your subscribed category has a vacancy an alert will be sent to you. You can choose to either receive email/SMS notification or both.

Subscribe to Job Categories

CATEGORY	Email	SMS	Both
Accounting and Auditing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banking, Economics and Financial Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creative and Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CSE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education and Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engineering and Construction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental Sciences and Geography	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Farming and Agribusiness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthcare and Pharmaceutical	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HR & Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sociology, Political Science, Community and Social Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Statistics and Mathematics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taxation and Social Protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trades and Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transport and Logistics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ACSE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drivers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary Education (Diploma & Certificate awarded by NECTA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diploma in Education (NECTA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate in Education (NECTA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Select the categories you would like and choose mode of alerts, then click the ‘subscribe’ button.

You are able to unsubscribe to any of the services at any point in time by clicking the ‘unsubscribe’ button.

Subscribed Categories

IT and Telecoms	Both	<input type="button" value="Unsubscribe"/>
CEO and General Management	Both	<input type="button" value="Unsubscribe"/>
Tourism and Travel	Both	<input type="button" value="Unsubscribe"/>

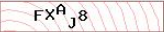
Note: Alerts for a new available vacancy requires applicant to subscribe. The email address and Mobile number provided during registration process will be used to send email and SMS notification to applicant. The SMS notifications will be charged.

Forgot password

If you have forgotten your password, use the *'Forgotten your password?'* button in the Login window.

Forgot Password

Email/Username:

 Type what you see

[Login](#) | [Create Account](#)

Enter your email address and the letters and numbers that you see then press *'Submit'* button. If that email address has been registered on the system then an email will be sent with a link to reset your password. If you have not received your password within 15 minutes, please check your spam/junk folders.

Change password

In order to change your password, click on the 'CHANGE PASSWORD' button on the top right of your screen. Fill in the old password and the new password twice. Click 'submit' button to save changes

[HOME](#)[VACANCIES](#)[MY APPLICATIONS](#)[REGISTER TO JOB ALERTS](#)[CHANGE PASSWORD](#)[LOGOUT](#)[FEEDBACK](#)

Change Password

Old Password:

New Password (at least 8 characters long)

Confirm New Password: