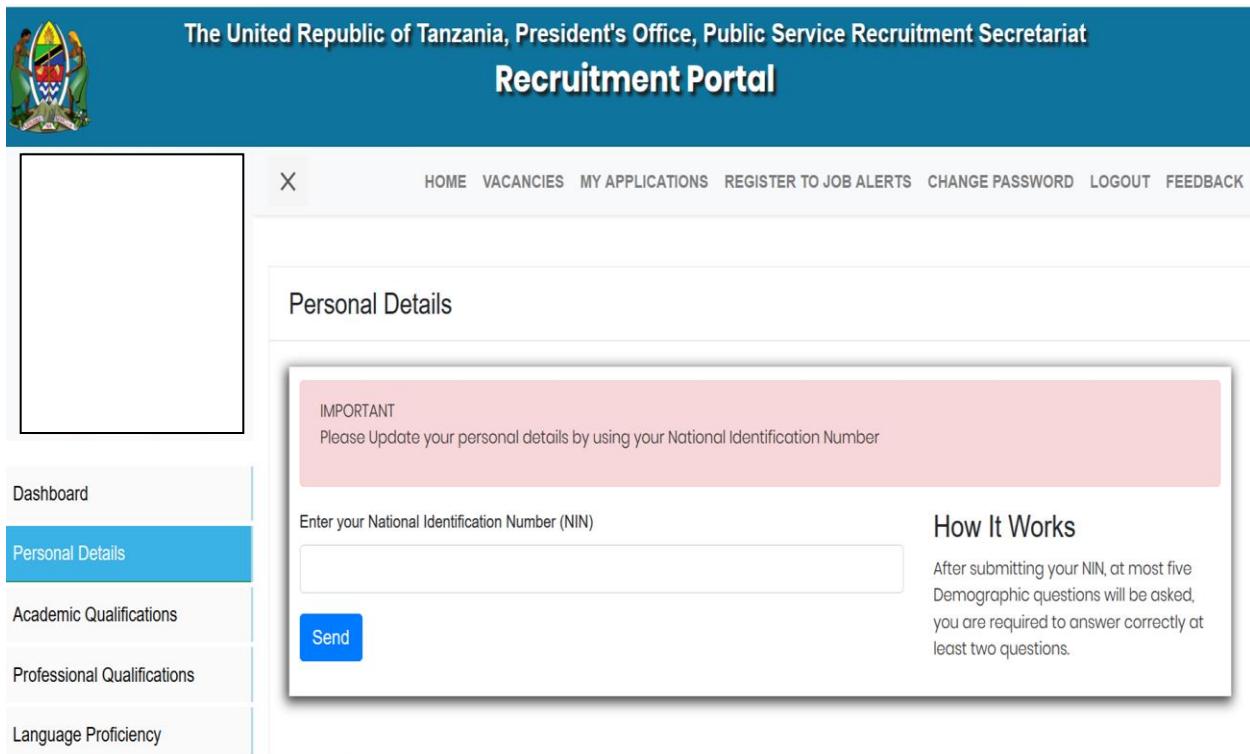


**MABADILIKO YALIYOFANYWA KWA WAOMBaji KAZI AMBAO WANA
AKAUNTI KWENYE MFUMO WA MAOMBI YA KAZI KUANZIA TAREHE 6
JANUARI, 2020**

Mwongozo huu unaonyesha mabadiliko/maboresho ya msingi yaliyofanywa kwenye mfumo wa maombi ya kazi kuanzia tarehe 6 Januari, 2020.

1. Taarifa Binafsi (Personal Details)

Mwombaji kazi anatakiwa kuingiza namba sahihi zilizoko kwenye kitambulisho chake cha Taifa (NIDA) na baada ya kuingiza, mfumo utamuuliza maswali machache ili kuthibitisha kama namba hiyo ni yake na zikithibitishwa mfumo utachukua taarifa kutoka NIDA na kuziingiza kwenye mfumo wa maombi ya kazi.



The screenshot shows the 'Personal Details' section of the recruitment portal. On the left, there's a sidebar with links: Dashboard, Personal Details (which is highlighted in blue), Academic Qualifications, Professional Qualifications, and Language Proficiency. The main area has a header with the logo of The United Republic of Tanzania, President's Office, Public Service Recruitment Secretariat and 'Recruitment Portal'. Below the header, there's a navigation bar with links: HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, and FEEDBACK. A red box contains the text: 'IMPORTANT Please Update your personal details by using your National Identification Number'. Below this is a form field labeled 'Enter your National Identification Number (NIN)' with a placeholder 'Enter NIN' and a 'Send' button. To the right, there's a 'How It Works' section with text: 'After submitting your NIN, at most five Demographic questions will be asked, you are required to answer correctly at least two questions.'

Mara baada ya taarifa kuingizwa kwenye mfumo wa ajira, mwombaji kazi anapaswa kumalizia kuingiza taarifa zote muhimu ili kukamilisha taarifa binafsi na kubonyeza sehemu ya hifadhi (save) ili taarifa zake ziweze kuhuishwa kwenye mfumo.

2. Anwani/mawasiliano (Contact Details)

Mwombaji kazi anatakiwa kuingiza taarifa za mawasiliano muhimu ikiwemo sanduku la posta, namba ya simu, barua pepe, anuani ya makazi kuanzia nchi, mkoa, wilaya kwa kuchagua majibu yaliyoko kwenye mfumo isipokuwa namba ya simu itabidi uingize mwenyewe.

Single

Government Employee ?

Disability

No

Save Personal Details

Contact Details

Country of Residence *

Tanzania, United Republic of

Mobile (eg 255799123456) *

255713859600

Current Resident Region

Dar es Salaam

Current Resident District

Kinondoni

Current Postal Address

PO BOx

Box Number

Region

--Select--

District

--Select--

Save

3. Taarifa za Kitaaluma (Academic Qualifications)

Katika eneo hili, mwombaji wa ajira anapaswa kuchagua kiwango cha elimu kwenye eneo la “educational level”. Inashauriwa mwombaji kazi aanze na taarifa za kidato cha nne na kuendelea kulingana na kiwango chake cha elimu. Wakati wa kuingiza taarifa za kiwango cha elimu baada ya zile za elimu ya sekondari, mwombaji kazi anatakiwa kuchagua kundi la kozi yake (programme category). Endapo umechagua kundi la kozi yako na usipoiona tambua kuwa hukuwa umechagua kundi stahiki na hivyo itakulazimu kurudi na kupitia makundi hayo upya. Aidha, kama mwombaji amesoma nje ya Tanzania atatakiwa kujaza kwenye eneo la kundi la kozi husika na Sekretarieti ya Ajira itathibitisha usahihi wa chaguo aliloliweka.

The screenshot shows a web-based recruitment portal with a dark blue header bar containing the text "Recruitment Portal". Below the header is a navigation bar with links: HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, and FEEDBACK. The main content area has a light gray background and features a form titled "Add New Academic Qualification". The form includes fields for "Education Level" (dropdown menu), "Programme Category" (dropdown menu), "Country" (dropdown menu), "Programme Name" (text input field), "Institution Name" (dropdown menu), "Date From" (text input field), "To" (text input field), and a file upload section for "Attach your certificate (max size 2MB)" with a "Browse..." button and a message "No file selected.". At the bottom of the form is a large blue "Save" button.

Jaza taarifa zote muhimu kwa kuzingatia mpangilio huu:

- 3.1. Chagua ngazi yako ya Elimu
- 3.2. Chagua nchi uliyosoma.
- 3.3. Chagua fani sahihi kulingana na taaluma yako ili uweze jina sahihi la fani yako uliyohitimu.

3.4. Chagua fani uliyofuzu na inatakiwa jina lake lifanane na kilichoandikwa kwenye cheti chako cha kuhitimu ambacho unataka kukiambatisha kwenye mfumo, endapo hujapata jina linaloendana na kozi uliyomaliza huenda umechagua sehemu isiyo sahihi na taaluma yako, hivyo tafuta sehemu nyingine kwa kutumia jina la fani uliyofuzu kama ilivyoandikwa kwenye cheti chako.

The screenshot shows a web-based application for adding academic qualifications. The main header reads "President's Republic of Tanzania, President's Office, Public Sector Recruitment Portal". Below the header, there are navigation links: HOME, VACANCIES, MY APPLICATIONS, and REGISTER. The main content area is titled "Add New Academic Qualification". It contains several input fields: "Education Level" (Degree dropdown, currently set to "Degree"), "Country" (Tanzania, United Republic of dropdown, currently set to "Tanzania, United Republic of"), "Institution Name" (dropdown, currently set to "---Select---"), and "Date From" and "To" fields. There is also a "GPA (eg. 4.5 Out Of 5)" field and an "Out Of" field. At the bottom, there is a file upload section for "Attach your certificate (max size 2MB)" with a "Browse..." button and a message "No file selected.". A dropdown menu for "Education Level" is open, listing various degree options such as Bachelor of Civil Engineering, Bachelor of Electrical and Electronics Engineering, Bachelor of Electronics and Communication Engineering, Bachelor of Engineering in Civil and Irrigation Engineering, Bachelor of Engineering in Civil Engineering, Bachelor of Engineering in Electrical Engineering, Bachelor of Engineering in Electronics And Telecommunication Engineering, Bachelor of Engineering in Mechanical Engineering, Bachelor of Mechanical Engineering, Bachelor of Science in Building Economics, Bachelor of Science in Building Surveying, Bachelor of Science in Chemical and Processing Engineering, Bachelor of Science in Civil Engineering, and Bachelor of Science in Civil Engineering.

- 3.5. Chagua au jaza jina la chuo na kama chuo ulichosoma hakipo andika jina kamilii kwa kirefu, usitumie vifupisho havikubaliki.
- 3.6. Onyesha uliana lini na ulihitimu lini.
- 3.7. Ambatisha nakala ya cheti kilichothibitishwa na mwanasheria na hakikisha cheti chako unachokiweka hakizidi 2MB.
- 3.8. Bonyeza sehemu ya hifadhi (save) ili taarifa na nyaraka zako ziweze kuhuishwa na kuhifadhiwa kwenye mfumo.

Mambo muhimu ya kuzingatia/kukumbuka:

- Unatakiwa kuingiza cheti kimoja kimoja katika mfumo bila ya kuvijumuisha eneo moja. (PDF)
- Wakati wa kuingiza taarifa za elimu ya sekondari kidato cha nne na sita hakikisha unaingiza namba sahihi (index number) iliyoko kwenye cheti cha kuhitimu.
- Endapo umesoma nje ya Tanzania unatakiwa kuweka barua ya uthibitisho kutoka Baraza

la Mitihani la Taifa (NECTA) kwa elimu ya sekondari na kwa elimu ya astashahada, stashahada uweke barua kutoka Mamlaka ya Elimu (NECTA) kwa waliomaliza Shahada nje ya nchi waweke nakala ya cheti cha Tume ya Vyuo Vikuu (TCU).

4. Endapo umepoteza cheti cha sekondari kidato cha nne (CSE) au cha sita ACSE) (Lost certificates)

Mwombaji kazi aliyepoteza cheti cha sekondari anaweza kuingiza taarifa hizo kwa kubofya eneo limeandikwa “Click here if you lost your certificate”.

The screenshot shows a web-based application for managing academic qualifications. At the top, there is a navigation bar with links: HOME, VACANCIES, MY APPLICATIONS, REGISTER TO JOB ALERTS, CHANGE PASSWORD, LOGOUT, and FEEDBACK. Below the navigation bar, the main content area has a title "Add New Academic Qualification".

The form fields include:

- Education Level:** A dropdown menu currently showing "Ordinary Level (CSE)".
- Programme Name:** A dropdown menu currently showing "CSE".
- Date From:** A date input field.
- To:** A date input field.
- Index Number(e.g S1234-5678):** An input field.
- Institute Name (specify):** An input field.
- Division (eg. 1 Points 7):** A dropdown menu currently showing "--Select--".
- Points:** An input field.
- Attach your certificate (max size 2MB):** A file upload section showing "Browse..." and "No file selected."
- Save:** A large blue button at the bottom.

Lost Academic Certificate

Examination Level: CSEE

Examination Index Number Eg. S1234-5678" Enter Index Number

Completion Year: Enter Completion Year

Submit Close

Attach your certificate (max size 2MB) --Select--

Browse... No file selected.

Save

Hakikisha umeingiza namba yako ya mtihani inayofahamika kama (index number) ukiainisha mwaka uliohitimu kwa usahihi na kisha bonyeza sehmu ya kuwasilisha (submit)

NECTA Lost Certificate Academic Details

Full Name

Gender

Index Number

Center Name/Number **MASASI GIRLS SE**

Graduation Date

Exam Type

Division/Points

By clicking the confirm button you agree with **GENERAL CONDITIONS FOR APPLICANTS**

Close Confirm & Save

Baada ya kuwasilisha maombi, mfumo utaleta taarifa zako kutoka Baraza Mitihani na endapo utajiridhisha kuwa taarifa hizo ni sahihi, utathibitisha taarifa hizo kwa kubonyeza yehemu imeandikwa thibitisha na kuhifadhi (confirm and save).

5. Sehemu ya Maombi ya kazi.

Eneo hili ndilo litakuwezesha kuona au kujua hatua za maombi yako ya kazi. Taarifa ya kila hatua ya usaili mrejesho utaiona katika eneo hili na endapo utafaulu na kupangiwa kituo cha kazi, taarifa hizo zitaonekana katika eneo hili. Pia, ukifungua eneo hili na usione taarifa yoyote, tambua kuwa hujaomba kazi na unapaswa kuhakikisha taarifa zako zimejazwa vizuri na kurudia zoezi la kuomba kazi.

X	HOME	VACANCIES	MY APPLICATIONS	REGISTER TO JOB ALERTS	CHANGE PASSWORD	LOGOUT	FEEDBACK
My Applications							
Show							
10							
entries							
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		

Kupitia eneo hili ndio unaweza kuona hatua za maombi yako ya kazi na kufahamu endapo maombi yako ya kazi yamefanikiwa au yako katika hatua gani ikiwemo:-

1. Kujua endapo maombi yako yamepokelewa au lah. Endapo nafasi ya kazi uliiomba haipo kwenye orodha, inamaana maombi yako hayajapokelewa hivyo utatakiwa kuomba tena.
2. Kujua kama umechaguliwa kuingia katika orodha fupi au lah. Ikiwa hujachaguliwa, eneo hili litaonyesha sababu za kutoka kuchaguliwa kwako.
3. Kujua endapo umeitwa kwa ajili ya usaili na itakuwa imeainisha kama ni usaili wa kuandika, vitendo ama mahojiano ya ana kwa ana.
4. Kujua kituo cha kazi ulichopangiwa iwapo utafanikiwa katika usaili wa ana kwa ana.

6. Kuhariri barua ya maombi ya kazi.

Unaweza kuhariri barua yako ya maombi ya kazi kwa kuondoa uliyokuwa umeweka awali na kuweka barua nyingine. Utaweza kufanya hivi tu endapo bado tangazo la maombi ya kazi bado liko hewani na muda wa kuwasilisha maombi haujamalizika.



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

Baada ya kubonyeza kitufe cha kuhariri (edit) utatakiwa kuambatisha barua inayotakiwa na kubonyeza sehemu iliyoandikwa huisha (update) ili kuhifadhi (save) barua yenye mabadiliko katika mfumo.



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)

No file selected.