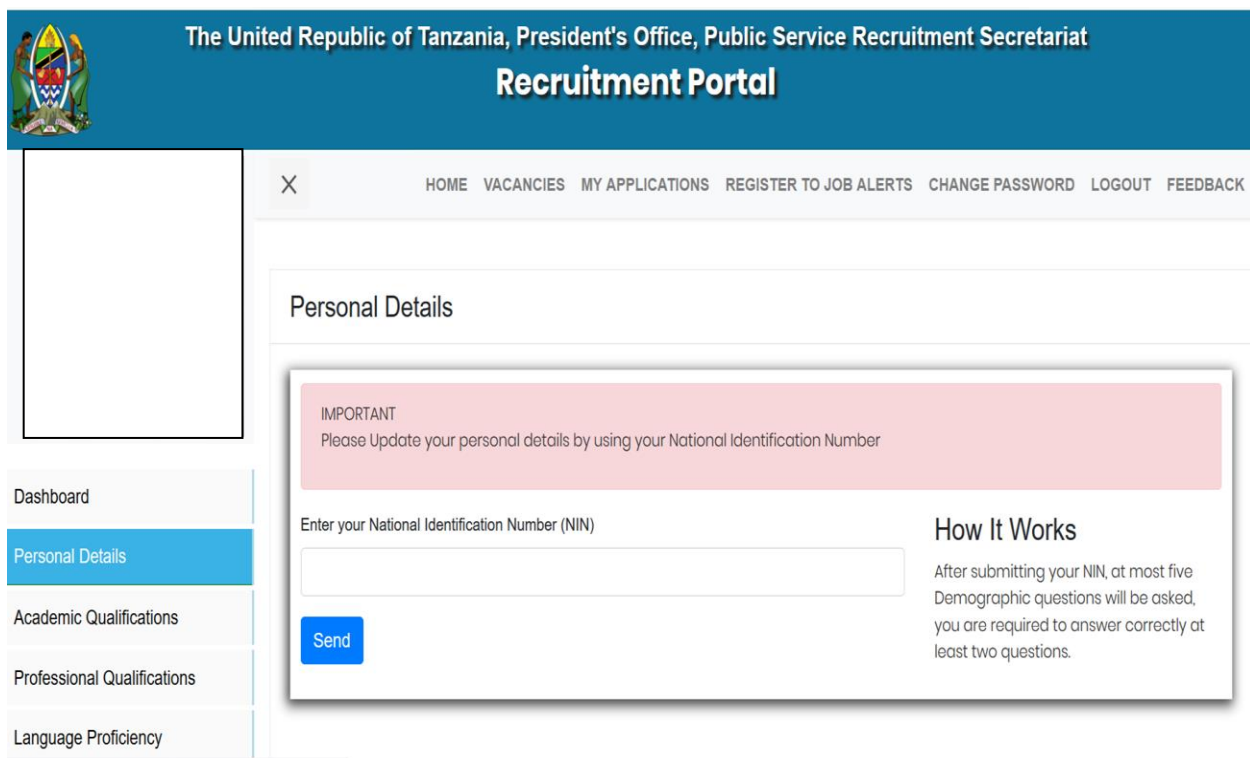


MAIN CHANGES FOR APPLICANTS WHO HAD RECRUITMENT PORTAL ACCOUNT AS OF 06 JANUARY 2020

This document shows the main changes that have been implemented in the Recruitment Portal as of 06 January 2020

1. Personal Details

The applicant is required to enter the correct National Identification Number (commonly known as NIDA number) and once it has been verified, the information will be fetched and filled in the form.



The screenshot shows the 'Recruitment Portal' interface for The United Republic of Tanzania, President's Office, Public Service Recruitment Secretariat. The page is titled 'Personal Details'. On the left is a sidebar menu with options: Dashboard, Personal Details (highlighted), Academic Qualifications, Professional Qualifications, and Language Proficiency. The main content area features a pink banner with the text 'IMPORTANT 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 section titled 'How It Works' which states: 'After submitting your NIN, at most five Demographic questions will be asked, you are required to answer correctly at least two questions.'

Once the information has been filled in, you are then required to fill in all the necessary information to finalise your personal details and click 'save' button to upload changes to the system.

2. Contact details

You will be required to fill in relevant contact information including your telephone number, postal and current address, etc. All the information must be selected from the option available. Only the mobile number can be inputted.

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 BOX		Region	District
Box Number		---Select---	---Select---

Save

3. Academic Qualification

Programme Categories have now been added to the ‘Academic Qualifications’ and you will be required to choose the appropriate category in order to find your relevant programme name. If you do not see the programme name you are searching for, please check with another closely related category. If you have studied outside Tanzania, you will be required to fill in the category and the PSRS administrator will then verify the correctness of your selection.

Recruitment Portal

×HOMEVACANCIESMY APPLICATIONSREGISTER TO JOB ALERTSCHANGE PASSWORDLOGOUTFEEDBACK

Add New Academic Qualification

Education Level

---Select---

Country

Tanzania, United Republic of

Institution Name

---Select---

Attach your certificate (max size 2MB)

Browse...

No file selected.

Programme Category

---Select---

Programme Name

Date FromTo

Save

Fill in all the required information by following these steps:

- 3.1. Select education level
- 3.2. Select the country of study
- 3.3. 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 Service Commission
Recruitment Portal

X
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)
Browse... No file selected.

---Select---
Accounting and Auditing
ACSE
Banking, Economics and Financial Services
CEO and General Management
Certificate in Education (NECTA)
Creative and Design
CSE
Diploma in Education (NECTA)
Drivers
Education and Training
Engineering and Construction
Environmental Sciences and Geography
Farming and Agribusiness
---Select---
Programme Name
Date From
To
GPA (eg. 4.5 Out Of 5)
Out Of

3.4. 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’ it is likely that you chose an incorrect category, therefore 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 Service Commission
Recruitment Portal

X
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)
Browse... No file selected.

---Select---
Bachelor degree in Automobile Engineering
Bachelor of Civil Engineering
Bachelor of Electrical and Electronics 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
Bachelor of Science in Civil Engineering
---Select---
Date From
To
GPA (eg. 4.5 Out Of 5)
Out Of

- 3.5. Select or type in the institution name. If the institution name is not available, type in the full name, no abbreviations are allowed.
- 3.6. Input the start and finish date
- 3.7. Attach your certificate. Ensure that the certificate you attach is not more than 2MB.
- 3.8. Click save to upload the changes into the system.

Note:

- i. You are required to enter each certificate individually.
- ii. While entering information about CSE and ACSE, ensure that you enter the correct index number.
- iii. 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).

4. Lost certificates (ACSE or CSE)

Candidates with lost certificate can now fetch their information.

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

Add New Academic Qualification

Education Level

Ordinary Level (CSE) ▼

Click here if you have lost your certificate

Country

Tanzania, United Republic of ▼

Institute Name (specify)

Attach your certificate (max size 2MB)

Browse... No file selected.

Save

Programme Name

CSE ▼

Date From

To

Index Number(e.g S1234-5678)

Division (eg. 1 Points 7)

Points

--Select-- ▼

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

The screenshot shows a web application interface with a modal window titled "Lost Academic Certificate". The modal contains the following fields: "Examination Level" with a dropdown menu showing "CSEE"; "Examination Index Number Eg. S1234-5678" with a text input field labeled "Enter Index Number"; and "Completion Year" with a dropdown menu labeled "Enter Completion Year". At the bottom right of the modal are "Submit" and "Close" buttons. In the background, a form titled "Add New" is partially visible, showing fields for "Education Level" (with "Ordinary Level" selected), "Country" (with "Tanzania, United Republic of" selected), "Institute Name", and a file upload section labeled "Attach your certificate (max size 2MB)" with a "Browse..." button and a "Save" button at the bottom.

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

The screenshot shows a web application interface with a modal window titled "NECTA Lost Certificate Academic Details". The modal contains the following fields: "Full Name", "Gender", "Index Number", "Center Name/Number" (with "MASASI GIRLS SE" entered), "Graduation Date", "Exam Type", and "Division/Points". Below these fields is a light blue banner with the text: "By clicking the confirm button you agree with **GENERAL CONDITIONS FOR APPLICANTS**". At the bottom right of the modal are "Close" and "Confirm & Save" buttons. In the background, a form titled "Add New" is partially visible, showing fields for "Education Level", "Country", "Institute Name", and a file upload section labeled "Attach your certificate (max size 2MB)".

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.

5. My Applications

Through the '*My Applications*' you will now be able to see the status of all your application from start of the process to finish.

×

HOME

VACANCIES

MY APPLICATIONS

REGISTER TO JOB ALERTS

CHANGE PASSWORD

LOGOUT

FEEDBACK

My Applications

Show

10

Search:

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

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

1. Whether you 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.

6. Editing your application letter

The application letter is edited by removing the previous letter and attaching a new one. This can only be done while the application process is still open.

My Applications

Show Search:

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

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)

No file selected.