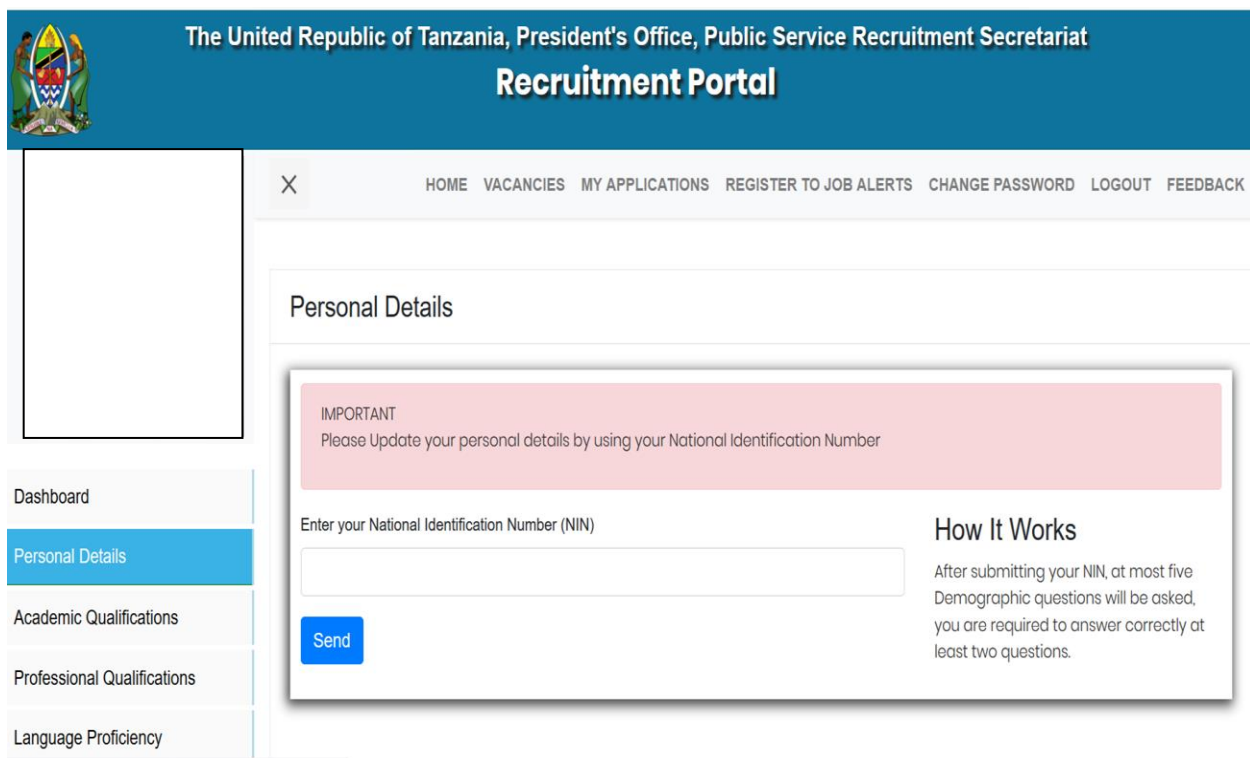**MAIN CHANGES FOR APPLICANTS WHO HAD RECRUITMENT PORTAL ACCOUNT AS OF 06 JANUARY 2020**

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.

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 adress, etc. All the information must be selected from the option available. Only the mobile number can be inputed.

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	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.

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)

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Recruitment Portal

| ---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 |

✕   HOME   VACANCIES   MY APPLICATIONS   REGIST   :K

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---

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.

ted Republic of Tanzania, President's Office, Public

Recruitment Portal

| ---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 |

✕   HOME   VACANCIES   MY APPLICATIONS   REGIST   :K

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---

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 cerificate 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.

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.

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.

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.

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.