



# USER MANUAL

Tanzania Prisons Service  
Recruitment Management System  
(TPSRMS)

## TPSRMS USER MANUAL

- Introduction
- About the System
- System features

## INTRODUCTION

### Purpose of the User Manual

This **User Manual** is intended to provide clear and comprehensive guidance to applicants using the **Tanzania Prisons Service Recruitment Management System (TPSRMS)**. It serves as an instructional document to assist users in accessing, navigating, and efficiently using the portal throughout the recruitment process.

The manual acts as a step-by-step walkthrough of the system, aiming to help users understand the interface and make full use of the available features. Each section includes detailed explanations accompanied by screenshots and examples to ensure ease of understanding and successful system interaction.

## ABOUT THE SYSTEM

The **Tanzania Prisons Service Recruitment Management System (TPSRMS)** is a **web-based application** developed to streamline and digitize the recruitment process for the Tanzania Prisons Service.

This system is accessible through any device — including desktop computers, laptops, tablets, and mobile phones — as long as it has an active internet connection. It enables job seekers to:

- Register and verify their identity using national databases,
- Submit academic and professional qualifications,
- Apply for advertised job positions,
- Monitor application status and receive updates.

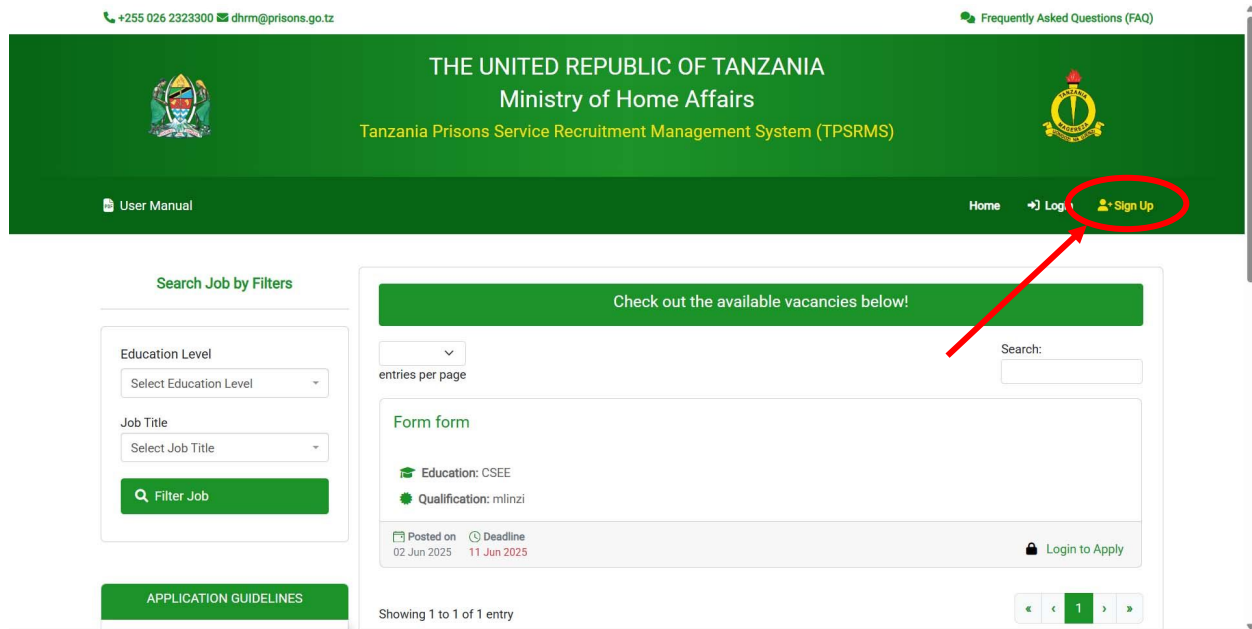
TPSRMS is designed with a focus on transparency, security, and efficiency to ensure that all qualified candidates have equal opportunity to apply and be considered for recruitment.

## 1. Registration

### Step 1: NIDA and Form IV Index Number Verification

New candidates must Signup

- **Signup**



and verify their identity using:

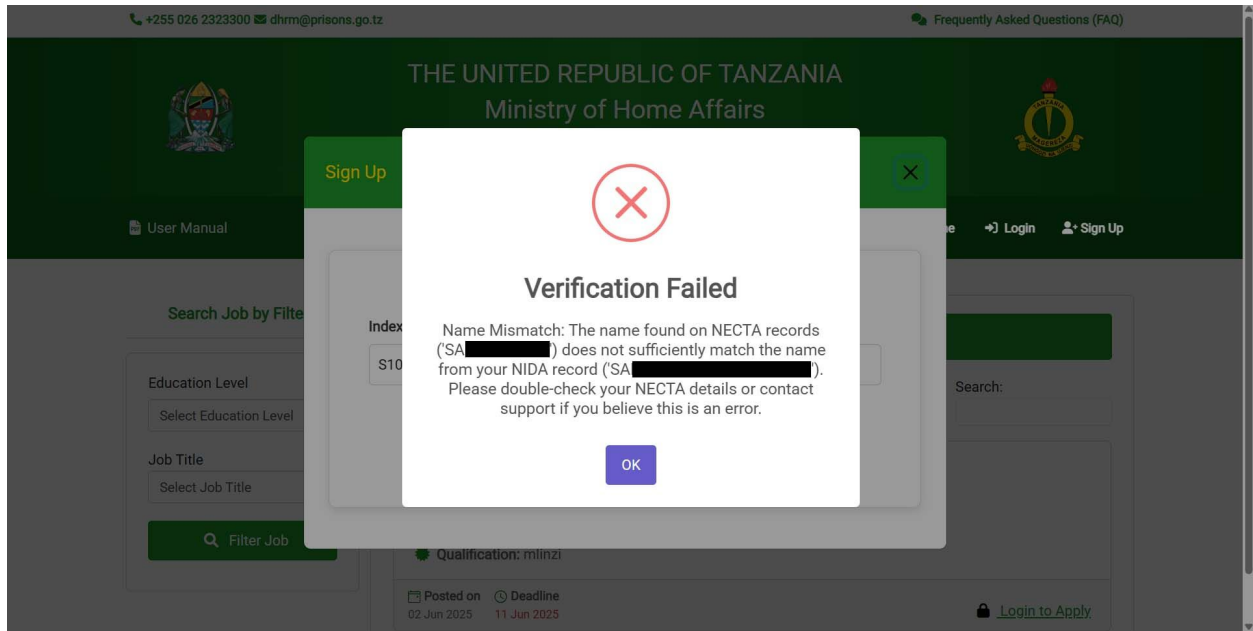
**NIDA Number:** Candidates will be asked verification questions based on NIDA data.

The screenshot displays the TPSRMS interface. At the top, the header includes the national emblem, the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs Tanzania Prisons Service Recruitment Management System (TPSRMS)', and another emblem. A green 'Sign Up' button is visible in the top navigation bar. The main content area features a 'Search Job by Filters' section with dropdowns for 'Education Level' and 'Job Title', a 'Filter Job' button, and an 'APPLICATION GUIDELINES' section with a '1. How to Apply' link. A modal window titled 'NIDA Verification' is open, containing the text 'Enter NIN Number:' followed by a text input field with the example 'eg. 19010912123010000123' and a green 'Submit NIN' button.

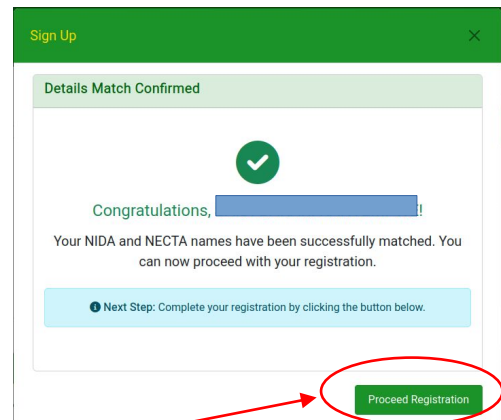
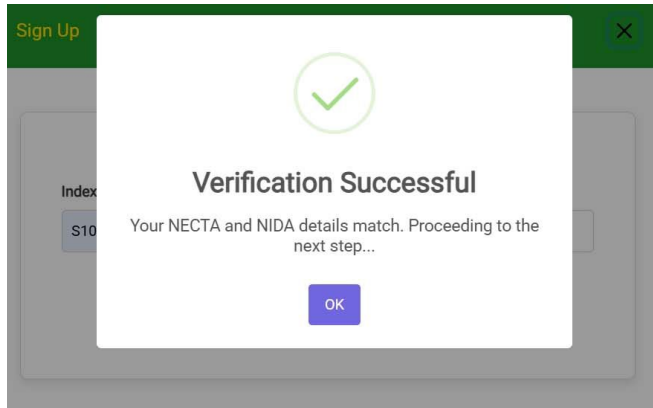
- **Form IV Index Number:** The system cross-checks names from NIDA and NECTA (Form IV certificate).

This screenshot shows the same TPSRMS interface as the previous one, but with the 'NECTA Verification' modal open. The modal contains two input fields: 'Index Number (e.g. S0001-0001)' with the example 'eg. SXXXX-XXXX or PXXXX-XXXX', and 'Exam Year (e.g. 2000)' with the example 'YYYY'. A green 'Submit NECTA' button is located below these fields. The background interface elements, including the header, navigation bar, and search filters, remain visible.

- If the names **mismatch**, the candidate can't proceed to the next step



- If the names **match**, the candidate proceeds to the next step.



## Step 2: Personal Information Form

Candidates must fill in the following:

- Mobile Number
- Next of Kin Mobile Number
- Marital Status

The screenshot shows the 'Personal Information Form' in the Tanzania Prisons Service Recruitment Management System (TPSRMS). The header is green with the national emblem and the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs Tanzania Prisons Service Recruitment Management System (TPSRMS)'. A navigation bar includes 'User Manual', 'Home', 'Login', and 'Sign Up'. The form has a progress indicator with four steps: 'Other information' (active), 'Current Location', 'Account Details', and 'Confirm Your Details'. The form fields are: 'Mobile Number \*' (0710111222), 'Next of Kin Mobile Number \*' (0720222111), 'NHIF Card No.' (102200000011), 'Marital Status' (Single), and 'Disability' (No). A red arrow points to a green 'Next' button at the bottom right.

- Residence Details

The screenshot shows the 'Residence Details' form in the Tanzania Prisons Service Recruitment Management System (TPSRMS). The header is green with the national emblem and the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs Tanzania Prisons Service Recruitment Management System (TPSRMS)'. A navigation bar includes 'User Manual', 'Home', 'Login', and 'Sign Up'. The form has a progress indicator with four steps: 'Other information', 'Current Location' (active), 'Account Details', and 'Confirm Your Details'. The form fields are: 'Region \*' (Dodoma), 'District \*' (Dodoma), 'Ward/Street \*' (Miyuji - Mipango), and 'Postal Address \*' (P.O Box 1 Dodoma). A green 'Back' button is at the bottom left, and a red arrow points to a green 'Next' button at the bottom right.

- Valid Email Address (a verification link will be sent here)
- Create a Strong Password

The image shows a registration form interface. At the top, a green header bar contains a 'User Manual' link on the left and 'Home', 'Login', and 'Sign Up' links on the right. Below the header, a progress bar with four steps is displayed: 'Other information', 'Current Location', 'Account Details' (which is the current step and has a green circle with a '1' above it), and 'Confirm Your Details'. The 'Account Details' step is highlighted with a green underline. Below the progress bar, a yellow box contains an 'Important:' notice: 'Please ensure you provide a **valid** email address to complete your registration. Also, make sure the email has **not already been used** to register.' Below this, the form has three input fields: 'Username (Email) \*' with the text 's...@gmail.com', 'Password \*' with masked characters, and 'Confirm Password \*' with masked characters. At the bottom left of the form is a 'Back' button, and at the bottom right is a 'Next' button. A red arrow points to the 'Next' button, which is also circled in red. The footer of the page is a green bar with 'Contact Us' and 'Useful Links' links.

User Manual Home Login Sign Up

Other information Current Location **Account Details** Confirm Your Details

**Important:**  
Please ensure you provide a **valid** email address to complete your registration. Also, make sure the email has **not already been used** to register.

Username (Email) \*  
s...@gmail.com

Password \* Confirm Password \*

Back Next

Contact Us Useful Links

- After confirm details and submit

User Manual Home Login Sign Up

Other information Current Location Account Details **Confirm Your Details**

**Confirm Details**

NIN 19[REDACTED]123	First Name MALI	Middle Name KAULI	Surname ZWANGEDABA
Current Resident Region Dodoma	Current Resident District Dodoma	Ward/Street Miyuji - Mipango	Mobile Number 0700111222
Postal Address box 1 dodoma	Next of Kin Mobile 0700111222	Account Email [REDACTED]@gmail.com	

Back Submit

Contact Us Useful Links

- After submission, the account will be created.

THE UNITED REPUBLIC OF TANZANIA  
Ministry of Home Affairs  
Tanzania Prisons Service Recruitment Management System (TPSRMS)

User Manual Home

**Email Verification**

Thanks for signing up! Please verify your email address by clicking the link we sent. If you didn't receive it, click below to resend.

Cancel Resend Verification Email

Contact Us

Tanzania Prisons Services Headquarters,  
Arusha Road, Msalato Area  
P.O BOX 1176,  
DODOMA

0700000001/0700000001

dhrm@prisons.go.tz

TPSRMS v 1.0

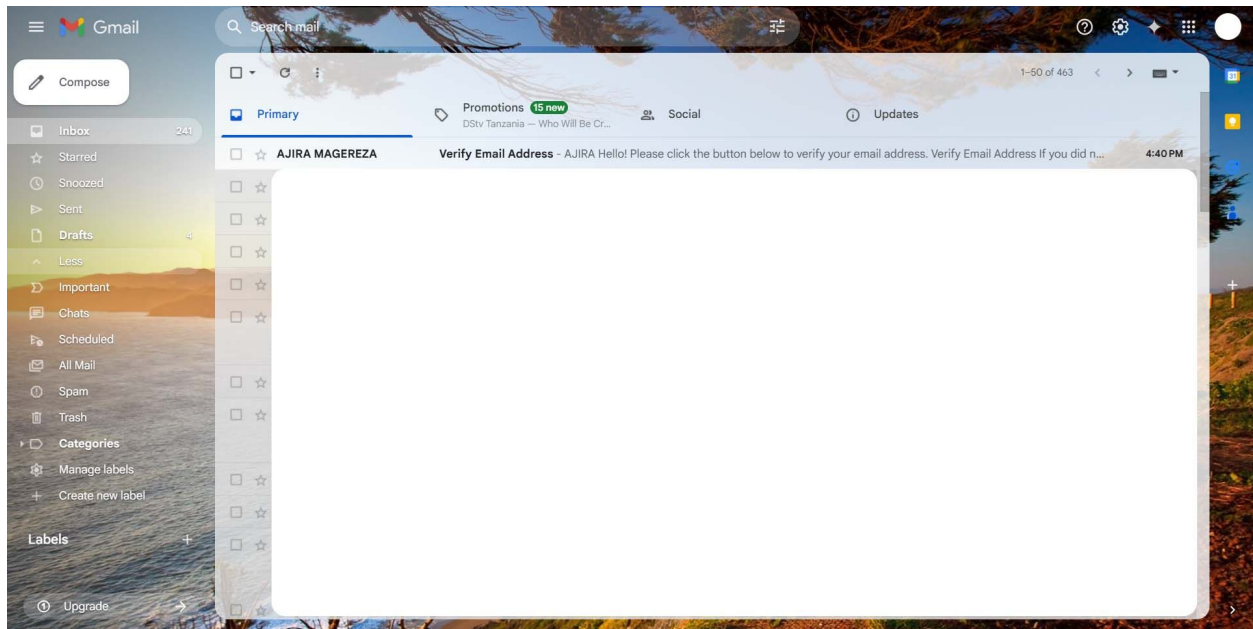
Useful Links

Ministry Of Home Affairs  
Tanzania Police Force  
Tanzania Prisons Service  
Fire and Rescure Force  
Tanzania Immigration Department

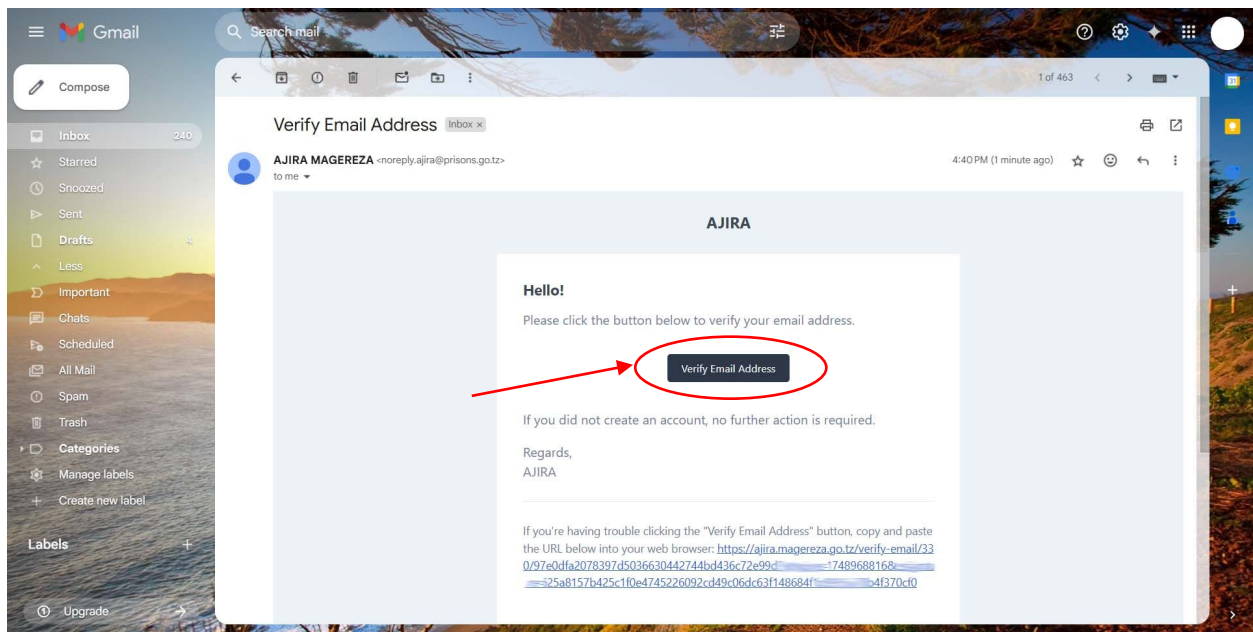


## 2. Verify Account via Email

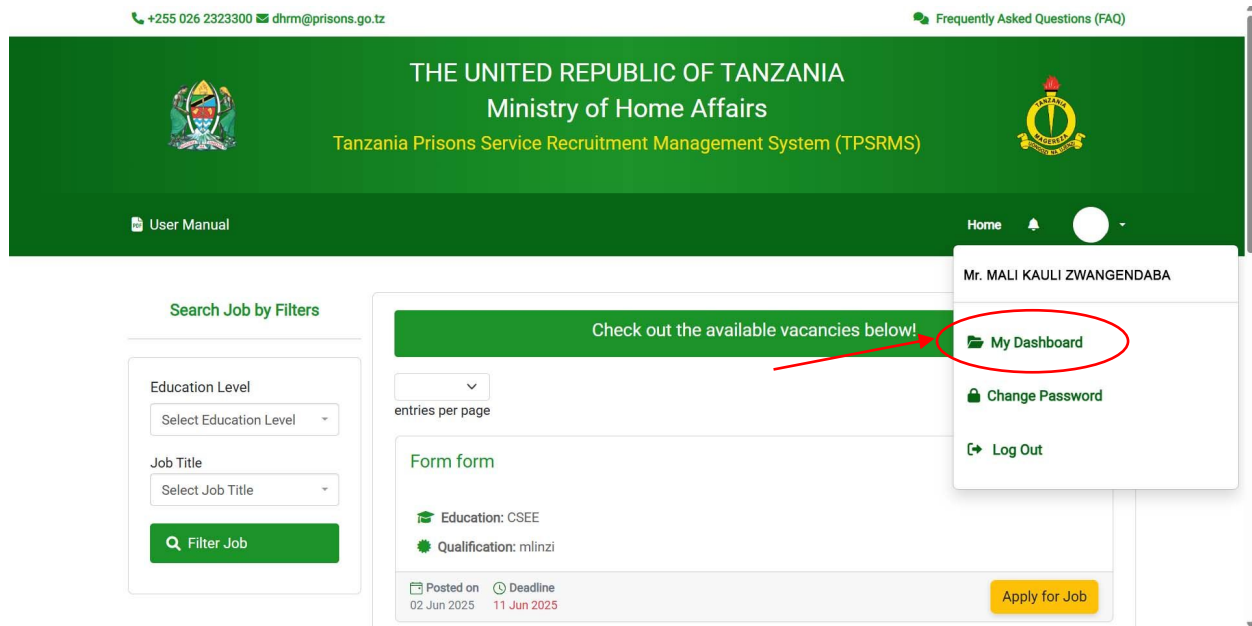
**Step 1:** Check **inbox** or **spam folder** for an email from **AJIRA MAGEREZA**



**Step 2:** Click the verification link provided in the email

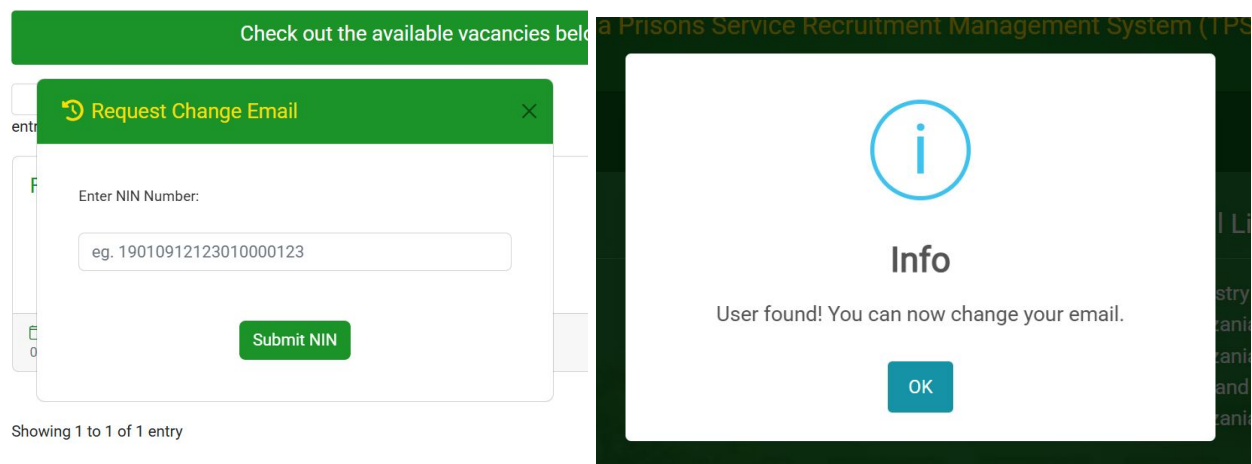


**Step 3:** After successful verification, the candidate will be login automatic and click **My Dashboard** to access candidate Dashboard or can log in manual through login page.

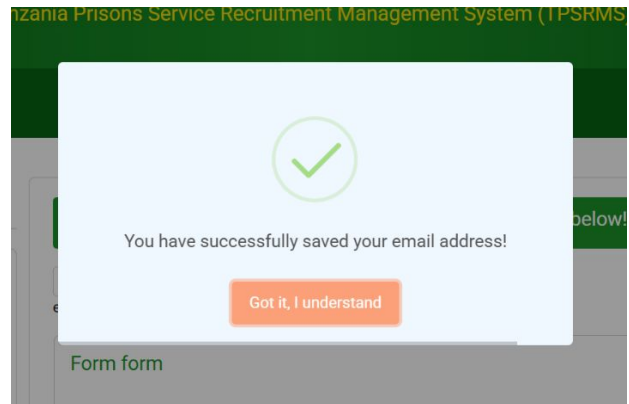
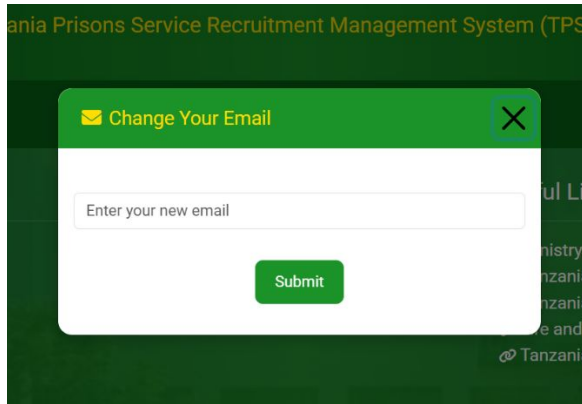


### 3. Change Email Address (If Incorrect Email Was Used During Registration)

**Step 1: Enter the NIDA Number used for registration**

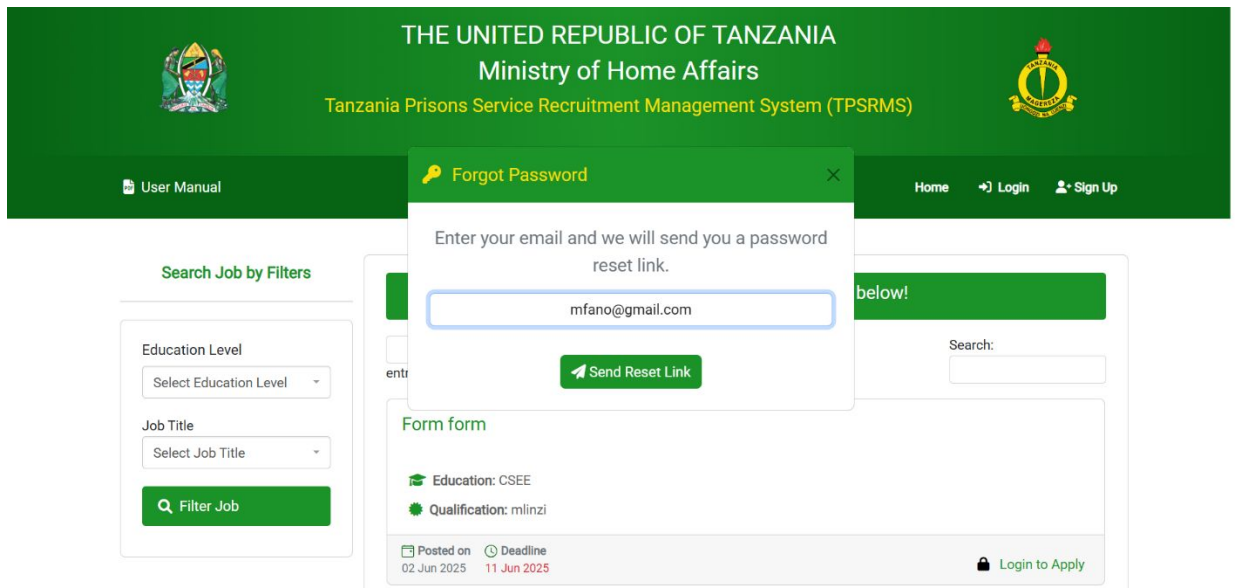


## Step 2: Enter a new valid email address. A new verification link will be sent

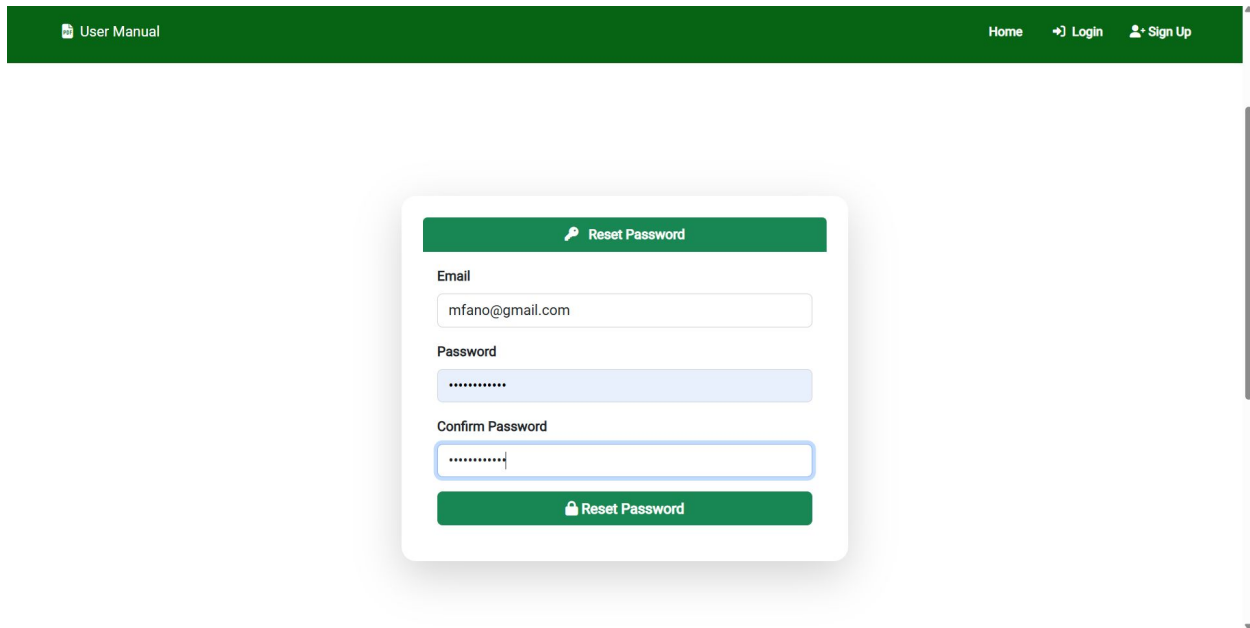


## 4. Forgot Password

### Step 1: Enter the registered email to receive a password reset link



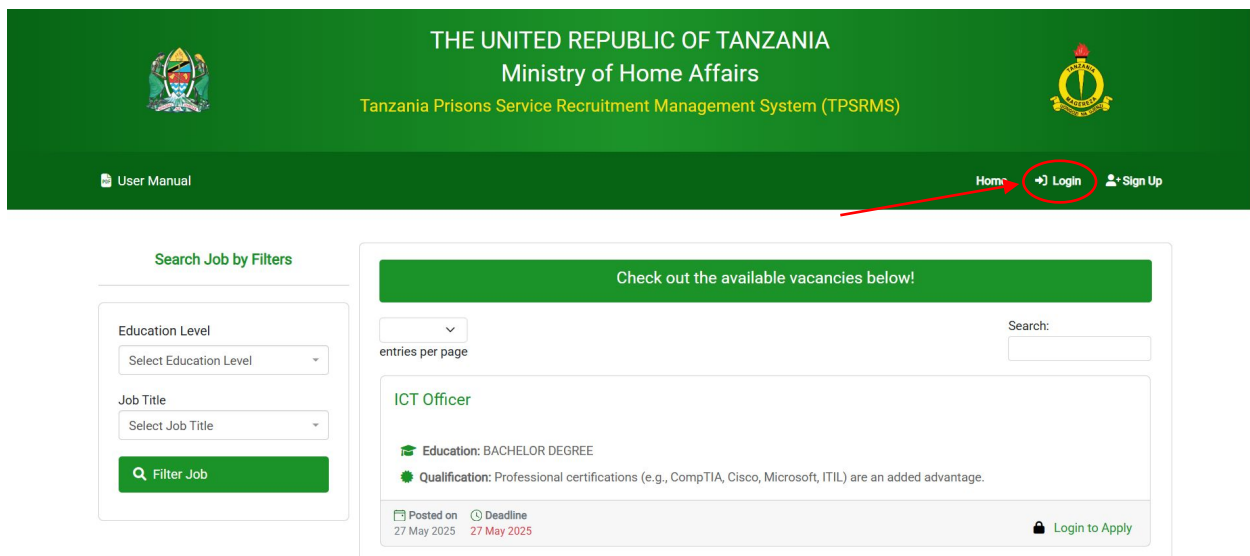
## Step 2: Click the link in your email and create a new strong password



The screenshot shows a web browser window with a green header bar. On the left, there is a 'User Manual' link. On the right, there are links for 'Home', 'Login', and 'Sign Up'. In the center, a modal window titled 'Reset Password' is displayed. It contains three input fields: 'Email' with the value 'mfano@gmail.com', 'Password' with masked characters, and 'Confirm Password' with masked characters. Below these fields is a green button labeled 'Reset Password'.

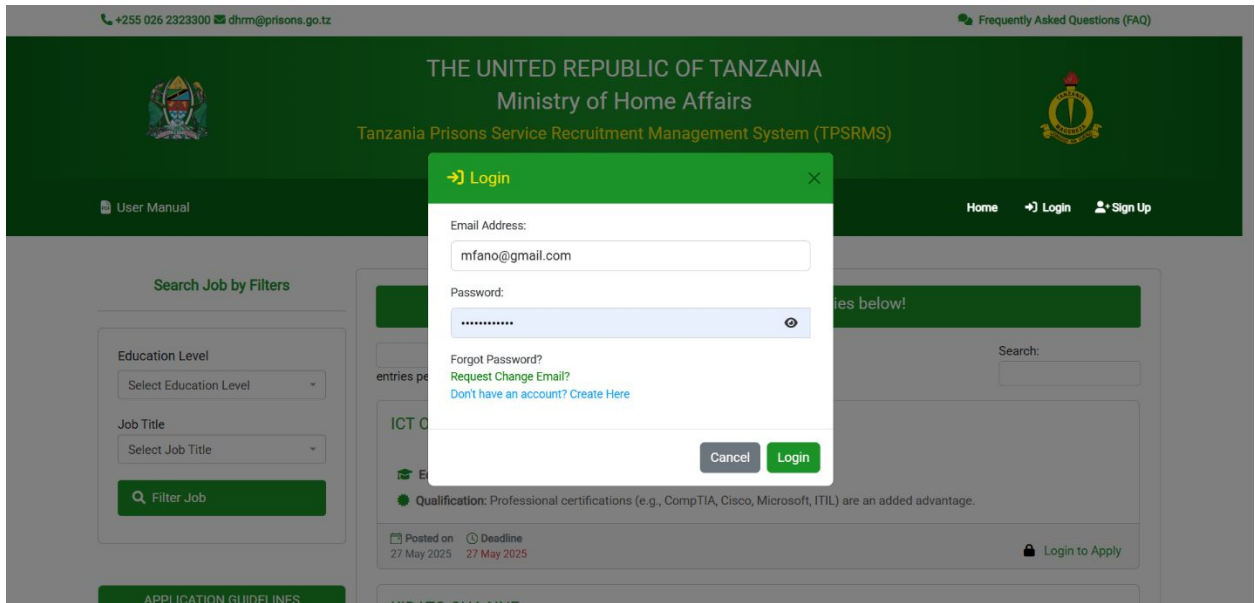
## 5. Login

To access the portal:



The screenshot shows the login page of the Tanzania Prisons Service Recruitment Management System (TPSRMS). The header is green and features the national coat of arms on the left, the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs Tanzania Prisons Service Recruitment Management System (TPSRMS)' in the center, and the TPSRMS logo on the right. Below the header is a navigation bar with links for 'User Manual', 'Home', 'Login', and 'Sign Up'. The 'Login' link is circled in red, and a red arrow points to it from the text 'To access the portal:'. Below the navigation bar, there is a 'Search Job by Filters' section on the left with dropdown menus for 'Education Level' and 'Job Title', and a 'Filter Job' button. On the right, there is a section titled 'Check out the available vacancies below!' which displays a job listing for 'ICT Officer'. The listing includes details about education (Bachelor Degree) and qualifications (Professional certifications), and a 'Login to Apply' button.

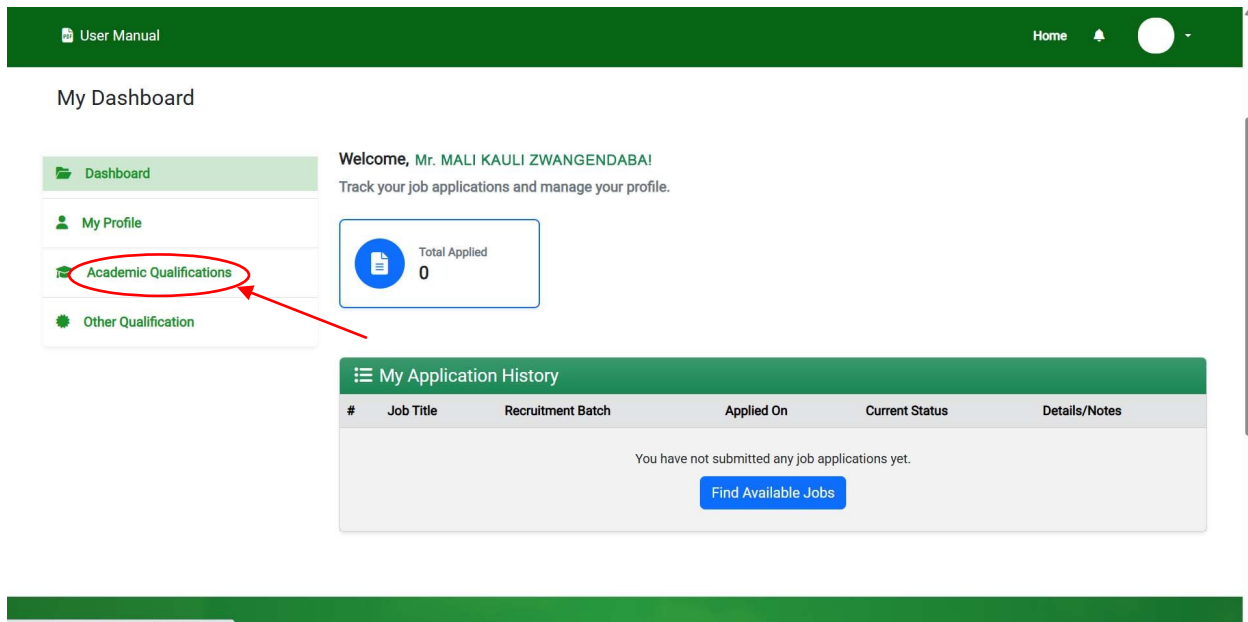
- Enter your **Email Address** (used during registration)
- Enter your **Password**



## 6. Candidate Dashboard

After logging in, the candidate will be redirected to their **Dashboard**.

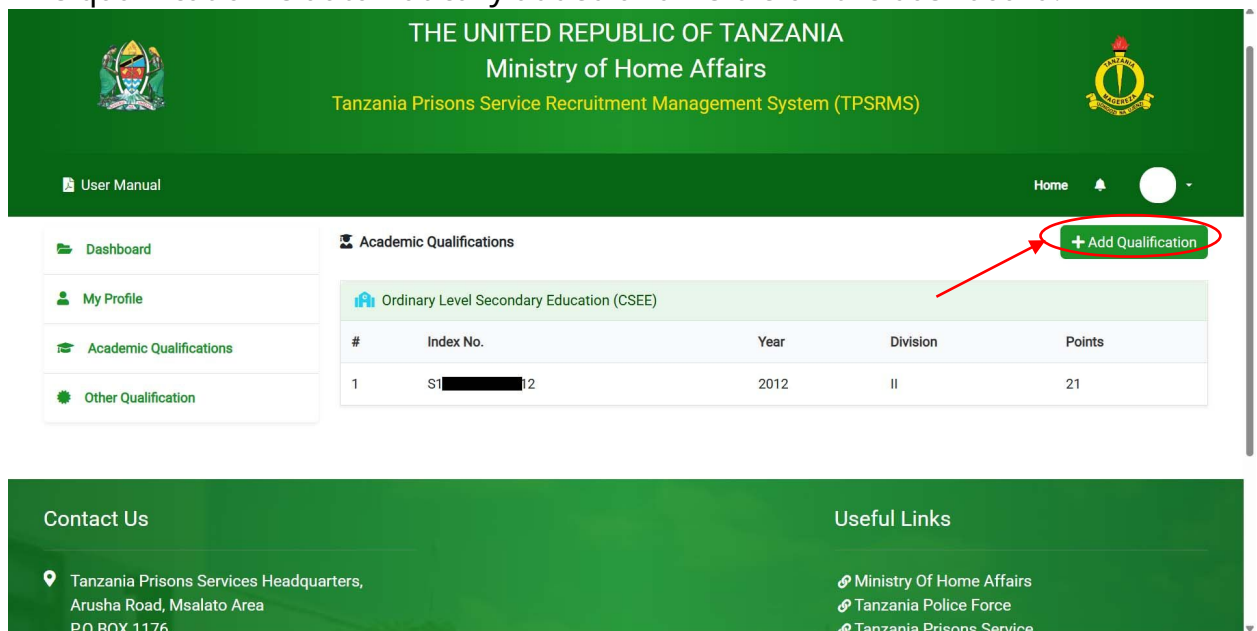
- The Dashboard displays the candidate's profile, academic qualifications, and application status.
- It is also the main entry point for adding qualifications or applying for jobs.



## 7. Add Academic Qualification

### (i) Form IV Qualification

- Every candidate already has a **Form IV qualification** verified during registration.
- This qualification is automatically added and visible on the dashboard.



## (ii) Add Other Academic Qualifications if any.

Candidates can add additional academic qualifications such as:

- **Form VI (ACSEE)** from NECTA by using your form six Index Number
- **Certificate** from NACTVET by using your AVN Number
- **Diploma** from NACTVET by using your AVN Number
- **Bachelor Degree** from TCU by using your Registration Number

### → **Form VI Qualification (ACSEE)**

- Enter **Form VI Index Number** and **Awarded Year**

Example Format:

- o Index Number: S1000-0001 or P1000-0001
- o Awarded Year: 2000

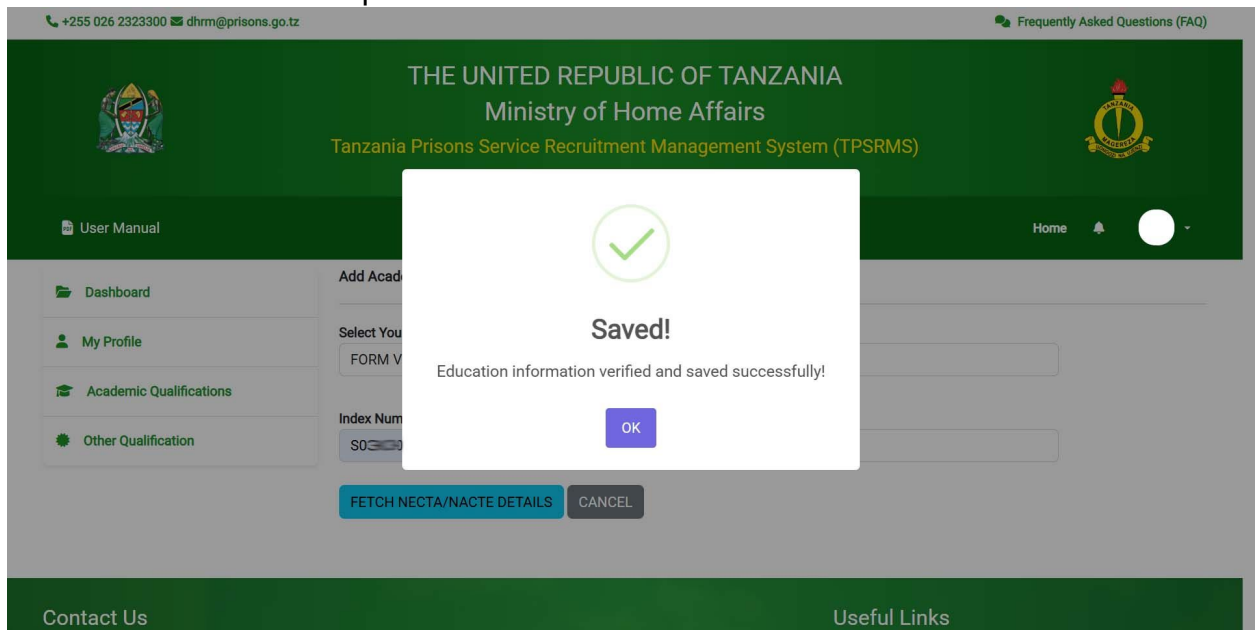
The screenshot displays the web interface of the Tanzania Prisons Service Recruitment Management System (TPSRMS). The header is green with the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs' and 'Tanzania Prisons Service Recruitment Management System (TPSRMS)'. A sidebar on the left contains links: 'Dashboard', 'My Profile', 'Academic Qualifications', and 'Other Qualification'. The main content area is titled 'Add Academic Qualification' and features a dropdown menu for 'Select Your Level of Education:'. The dropdown is open, showing options: '-- Select Education Level --', '-- Select Education Level --', 'FORM IV (NECTA)', 'FORM VI (NECTA)', 'CERTIFICATE (NACTE)', 'DIPLOMA (NACTE)', and 'BACHELOR DEGREE (TCU)'. A red circle highlights 'FORM VI (NECTA)', and a red arrow points to it from the 'Other Qualification' link in the sidebar. The footer contains 'Contact Us' and 'Useful Links' sections.

- The system will fetch the results from **NECTA**.



The screenshot shows the 'Add Academic Qualification' form in the TPSRMS. The header includes the Tanzanian coat of arms, the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs', and the system name 'Tanzania Prisons Service Recruitment Management System (TPSRMS)'. A sidebar on the left contains links to 'User Manual', 'Dashboard', 'My Profile', 'Academic Qualifications', and 'Other Qualification'. The main form area has a title 'Add Academic Qualification' and a section 'Select Your Level of Education:' with a dropdown menu showing 'FORM VI (NECTA)'. Below this are input fields for 'Index Number:' (with the example 'Eg: S0123-0001') and 'Completion/Award Year:'. At the bottom of the form are two buttons: 'FETCH NECTA/NACTE DETAILS' (in blue) and 'CANCEL' (in grey). The footer contains 'Contact Us' and 'Useful Links'.

- Click **Save** to store the qualification.



This screenshot shows the same 'Add Academic Qualification' form as before, but with a confirmation dialog box overlaid in the center. The dialog box has a green checkmark icon at the top, followed by the text 'Saved!' and 'Education information verified and saved successfully!'. At the bottom of the dialog is an 'OK' button. The background form is dimmed, showing the same fields and buttons as in the previous screenshot. The footer remains the same with 'Contact Us' and 'Useful Links'.

**Note:** If the **names do not match** with the ones on your NIDA record, the qualification will **not be accepted**.



## → Certificate / Diploma / Bachelor Degree

- Select your education level.
- Enter **Registration Number** and **Awarded Year**.
- The system fetches data from:  
**NACTVET** for Certificate/Diploma  
**TCU** for Bachelor Degrees

The screenshot shows the 'Add Academic Qualification' form. The dropdown menu for 'Select Your Level of Education:' is open, displaying the following options: FORM IV (NECTA), FORM VI (NECTA), CERTIFICATE (NACTE), DIPLOMA (NACTE), and BACHELOR DEGREE (TCU). The 'BACHELOR DEGREE (TCU)' option is highlighted with a red box. A red arrow points from the 'Contact Us' link in the footer to the dropdown menu.

## Example for Bachelor Degree (TCU)

The screenshot shows the 'Add Academic Qualification' form with 'BACHELOR DEGREE (TCU)' selected in the 'Select Your Level of Education:' dropdown. Below the dropdown, there are two input fields: 'TCU Registration Number:' and 'Completion/Award Year:'. The 'TCU Registration Number:' field contains the placeholder text 'Enter TCU Registration Number'. At the bottom of the form, there are two buttons: 'FETCH TCU DETAILS' and 'CANCEL'.

The screenshot displays a web application interface with a dark green header and sidebar. The header includes contact information (+255 026 2323300, dhrm@prisons.go.tz) and a 'Frequently Asked Questions (FAQ)' link. The sidebar contains a 'User Manual' link and a menu with 'Dashboard', 'My Profile', 'Academic Qualifications', and 'Other Qualification'. The main content area is partially obscured by a white modal dialog titled 'Confirm Bachelor Degree Details (from TCU)'. The modal features an information icon and the following details: Registration No: T [redacted] 5, Name: S [redacted], Programme: Bachelor of Science in S [redacted] g, Institution: Institution (3-DM), GPA: N/A, Classification: N/A, and Year of Award: 2019. At the bottom of the modal are two buttons: 'Save these TCU Details' (purple) and 'Cancel' (grey). The footer of the page includes 'Contact Us' and 'Useful Links'.

- Click **Save these TCU Details** to store the qualification.

**Note:**

- High-level education will **only be saved** if the **program is listed** in the current job list.
- If the **names do not match** with the ones on your NIDA record, the qualification will **not be accepted**.
- Academic qualification will be stored.

User Manual

Home

Dashboard

My Profile

Academic Qualifications

Other Qualification

Academic Qualifications

+ Add Qualification

Ordinary Level Secondary Education (CSEE)

#	Index No.	Year	Division	Points
1	S1 [REDACTED] 2	2012	N/A	N/A

Advanced Level Secondary Education (ACSEE)

#	Index No.	Year	Division	Points
1	SC [REDACTED] 5	2015	N/A	N/A

Higher Education

#	Level	Institution	Program	Reg. No.	Year	GPA	Class
1	BACHELOR DEGREE	Institution (3-DM)	Bachelor of Science in S [REDACTED]	T [REDACTED] 5	2019	N/A	N/A

## 8. View Available Jobs

- Navigate to the **Dashboard**.

User Manual

Home

My Dashboard

Dashboard

My Profile

Academic Qualifications

Other Qualification

Welcome, Mr. MALI KAULI ZWANGENDABA!

Track your job applications and manage your profile.

Total Applied

0

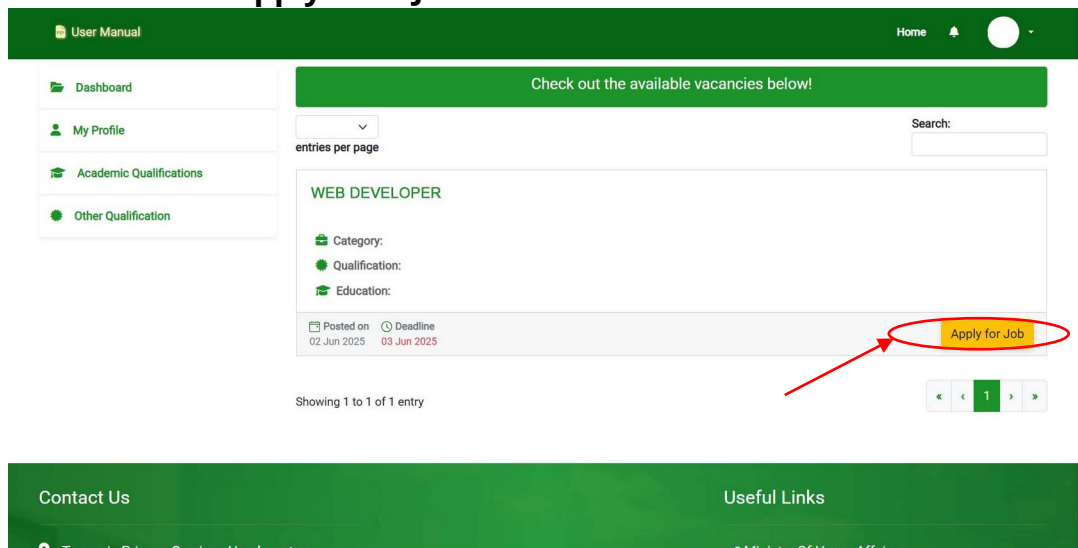
My Application History

#	Job Title	Recruitment Batch	Applied On	Current Status	Details/Notes
You have not submitted any job applications yet.					

Find Available Jobs

19

- Click the blue **“Apply for a Job”** button.



- The system will display jobs based on your academic qualifications:
  - o **Form IV Jobs**
  - o **Certificate Jobs**
  - o **Diploma Jobs**
  - o **Bachelor Degree Jobs**

**Note:** Jobs outside your qualification level will **not** be shown.

### Step 1: Select Interview Location

- Choose any available location regardless of your residence or birth location.

The screenshot shows the 'Apply for Job: FORM IV' application form. It includes a header with the title and 'Required Education: CSEE'. Below is a field for 'Applying as: MALI KAULI ZWANGEDABA (NIN: 19900000000010000000)'. A blue box contains a message: 'Huna haja ya kupakia barua ya maombi, CV au vyeti vingine. Chagua Mkoa utakaofanyia usahili kisha utume maombi'. Below this is a dropdown menu for 'Choose Interview Location (Chagua Mkoa utakaofanyia usahili)\*' with the text '- Select Location -'. A yellow box contains a disclaimer: 'DISCLAIMER: By submitting this application, you confirm that the information provided is accurate and complete. Any misrepresentation may result in disqualification. Academic and qualification information cannot be changed after you apply. Ensure your profile is complete and accurate before applying.' Below the disclaimer is a checkbox for 'I confirm that the information provided is accurate to the best of my knowledge and I agree to the terms.\*'. At the bottom right is a green 'Submit Application' button.

## Step 2: Accept Disclaimer

- Read the **terms and conditions** carefully.
- Click **Agree** to proceed.

## Step 3: Submit Application

- Click the **Submit Application** button.

**Apply for Job: FORM IV**  
Required Education: CSEE

Applying as: MALI KAULI ZWANGEDABA (NIN: 1990000000010000000)

Huna haja ya kupakia barua ya maombi, CV au vyeti vingine. Chagua Mkoa utakaofanyia usahili kisha utume maombi

Choose Interview Location (Chagua Mkoa utakaofanyia usahili)\*  
DAR ES SALAAM

**DISCLAIMER:** By submitting this application, you confirm that the information provided is accurate and complete. Any misrepresentation may result in disqualification. Academic and qualification information cannot be changed after you apply. Ensure your profile is complete and accurate before applying.

☒ I confirm that the information provided is accurate to the best of my knowledge and I agree to the terms.\*

**Submit Application**

## 9. Viewing Application Status

- Once a candidate has submitted a job application, they can view the Application status through their dashboard. Candidate will see a list of jobs you've applied for.

User Manual

Home

My Dashboard

Dashboard

My Profile

Academic Qualifications

Other Qualification

Welcome, Mr. MALI KAULI ZWANGENDABA!

Track your job applications and manage your profile.

Application submitted successfully!

Total Applied  
1

Under Review  
1

My Application History

#	Job Title	Recruitment Batch	Applied On	Current Status	Details/Notes
1	Web Developer	TPS (2025)	03 Jun, 2025	Application Under Review	Your application has been received and is being processed.

## Follow Up

- If you are **invited for interview** or **selected**, the status will indicate the next steps.
- In some cases, you may receive an **email or notification** through your account as well.