POST A JOB – STEP BY STEP FLOW

◆ **STEP 1: Job Description**

Title: Job Description

Helper text (ndogo chini ya title):
Provide clear and accurate job information to attract the right candidates.

Fields:

- Job Title

- Job Category

- Job Description

- Employment Type (Full-time / Contract / Temporary)

- Job Location (Local / Abroad)

- Contract Duration

- Salary Range (Visible to candidates) Specify the salary range, payment period, and currency. This information will be visible to candidates.

  Field 1: Salary Amount

   Minimum Salary

   Maximum Salary

  (numeric fields)

  Field 2: Pay Type

  Select one:

◉ Hourly

◉ Monthly

◉ Weekly

◉ Annual

Field 3: Currency

Dropdown (International Currency Codes):

TZS – Tanzanian Shilling

USD – US Dollar

EUR – Euro

GBP – British Pound

CAD – Canadian Dollar

AUD – Australian Dollar

SAR – Saudi Riyal

AED – UAE Dirham

QAR – Qatari Riyal

KWD – Kuwaiti Dinar

OMR – Omani Rial

ZAR – South African Rand

(☐ Other Currency – auto-search)

- Working Mode apa tachagua moja kati ya hizi (On-site / Remote / Hybrid)
- Application Deadline apa taweka tarehe ila inaweza ikawa opptinal

🔷 STEP 2: Candidate Requirements

Title: Candidate Requirements
Helper text:
Define the qualifications and conditions required for this position.

Fields:

- Required Skills apatakua naingiza ila zitadisplay tagging nahuku zenye zipo zina display wakati na type

- Experience Level   Apa takua najaza miaka

- Education Level   apa takua nachagua zilizopo mfano ▯ No Formal Education, Secondary Education ,Certificate ,Diploma ,Advanced Diploma Bachelor's Degree , Postgraduate Diploma , Master's Degree

- Language Requirements Apa takua nachagua zilizopo eg English, Swahili, Arabic, French, German, Italian, Spanish , Portuguese, Chinese (Mandarin), Hindi   Na Proficiency Level eg   Basic, Intermediate, Fluent, Professional, Native

- Willing to Relocate (Yes / No)

- Valid Passport (Required / Not Required) Note nikichagua required iwe ina appear kwenye job

- Medical Clearance (Required / Not Required)

- Police Clearance (Required / Not Required)

🔷 STEP 3: Job Benefits

Title: Job Benefits
Sub text:
Select the benefits offered by the employer for this position.

(Select all that apply):

- ☐ Competitive Salary

- ☐ Overtime Pay

- ☐ Free Accommodation

- ☐ Transport Provided

- ☐ Meals Provided

- ☐ Health Insurance

- ☐ Work Visa Sponsorship

- ☐ Annual Leave

- ☐ Paid Holidays

- ☐ End of Service Benefits

- ☐ Training Provided

- ☐ Performance Bonus

- ☐ Air Ticket Provided

- ☐ Contract Renewal Opportunity

- ☐ Family Sponsorship

- ☐ Tax-Free Salary

- ☐ Permanent Residence Pathway

☐ **Other Benefits** (Optional text field)

🔷 **STEP 4: Review & PublisTitle:** Review & Publish Job
Description:
Review your job post before publishing to ensure accuracy and professionalism.

Actions:

- Edit Job

- Preview Job Post

- Save as Draft

Buttons:

✅ **Publish Job**

📄 **Save Draft**

🔷 **UI/UX NOTES (Muhimu Sana)**

✔ Tumia **Progress Bar** (Step 1 of 4)

✔ **Job Expiry Notification**

ADMIN PROFILE (After Publishing)

🔷 **Manage Applications**

Title: Manage Candidates

Description:

Track applications, review candidate profiles, and communicate directly with applicants.

Features:

- View Applicants

- Shortlist Candidates

- Contact Candidates

- Download Profile