

Introduction.

Getting Started with System and How to Apply

As for MoHCDGEC announces vacancies for graduates to apply through the website www.moh.go.tz and other media like magazines (Mwananchi) based on the cadres as per employer requirements. Applicant will then apply through www.ajira.moh.go.tz and fill their information's as per modules which are Registration, Personal Details, Educational Details, Professional Details, Experiences Details, Documents Details and Application

Following steps will be followed

1. Log In to the System

The link www.ajira.moh.go.tz will direct to the login page, where you will enter your username and password, then click **Login** button, after successful login you will be directed to applicant dashboard.

THE UNITED REPUBLIC OF TANZANIA
**MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN**

Online Job Application Portal

MUHMU KWA WAOMBALI WOTE
Usajili wa waombaji

1. Kila muombaji anatakiwa ajisajili kwa kujaza taarifa muhimu kama vile namba ya kidato cha nne, mwaka wa kumaliza, jina la muombaji, namba ya simu na anuani ya barua pepe (email) inayo fanya kazi.
2. Kila muombaji anatakiwa ajisajili mara moja tu. Mfumo hauta rufusu kufanya usajili na kutuma maombi zaidi ya mara moja.
3. Hakikisha kila taarifa unayo jaza unaihakiki kabla ya kwenda kipengele kingine.

Taarifa binafsi

1. Majina yatakayo jazwa sehemu ya taarifa binafsi yawe kama yanavyoonekana katika vyeti vya taaluma.
2. Namba za mtihani wa kidato cha nne na sita iandikwe kwa kufuata muundo wa S0123-0001 au P0123-0001. Hakikisha namba unayo tumia ni sahihi.

Utumaji wa nyaraka

1. Unatakiwa kuambatanisha nyaraka kwa kila taarifa ya kitaaluma, leseni ya kazi na cheti cha kuzaliwa.
2. Cheti kinacho tumwa hakikisha kina ukubwa usio zidi MB 1. Inashauriwa kuscan cheti halisi kinachoonekana vizuri.
3. Barua ya maombi ielekezwe kwa KATIBU MKUU, OFISI YA RAIS, TAMISEMI. Uganisha barua ya maombi na INTERNSHIP letter.
4. Viambatanisho vyote vya nyaraka muhimu zinazohitajika katika mfumo ziwe katika muundo wa PDF tu.

Kwa maelezo zaidi jinsi ya kutumia mfumo huu pakua maelezo haya [Instructions on how to Apply?](#)

Sign In

Username
Enter Your Username

Password
Enter Your Password

Login

Are you new applicant? [Register](#)

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If you are new applicant, click the **"Register"** link and fill the form below for registration.

2. Creating user account/Registration.

Fill all of the required details and submit to complete your registration, then proceed with other procedures to complete your application.

TIIS-WAO

Already Registered? Login here

INSTRUCTIONS

Instructions on how to use the system come here.

Registration Form

First Name *

Middle Name

Last Name *

Date Of Birth*

Year

Month

Day

Gender *

--Select--

Marital Status *

--Select--

Username*

Password*

Password must contain atleast 6 or more characters

Re-type Password*

Nationality *

Tanzania, United Rep.

Country *

--Select--

NIDA

xxxxxxxxxxxxxxxxxxxx

Disability *

--Select--

Council Type

--Select--


Council Registration ID.

Postal Address*

Phone Number*

C7xxxxxxxx

Email*

 [Try other codes]

Write Text as seen above*

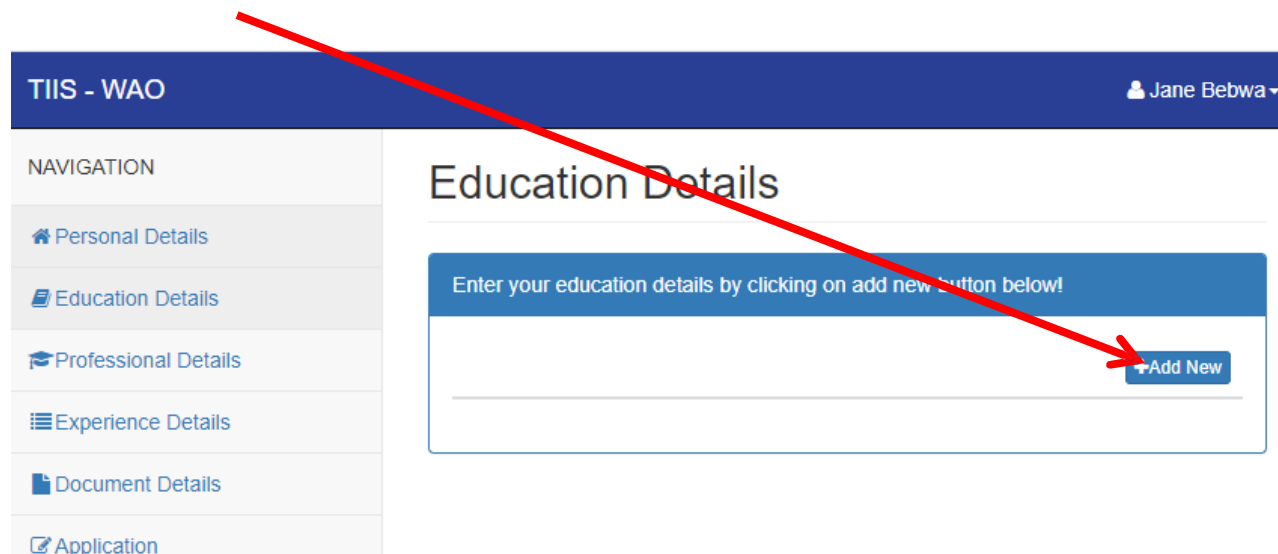
Submit

Clear

3. Education Details

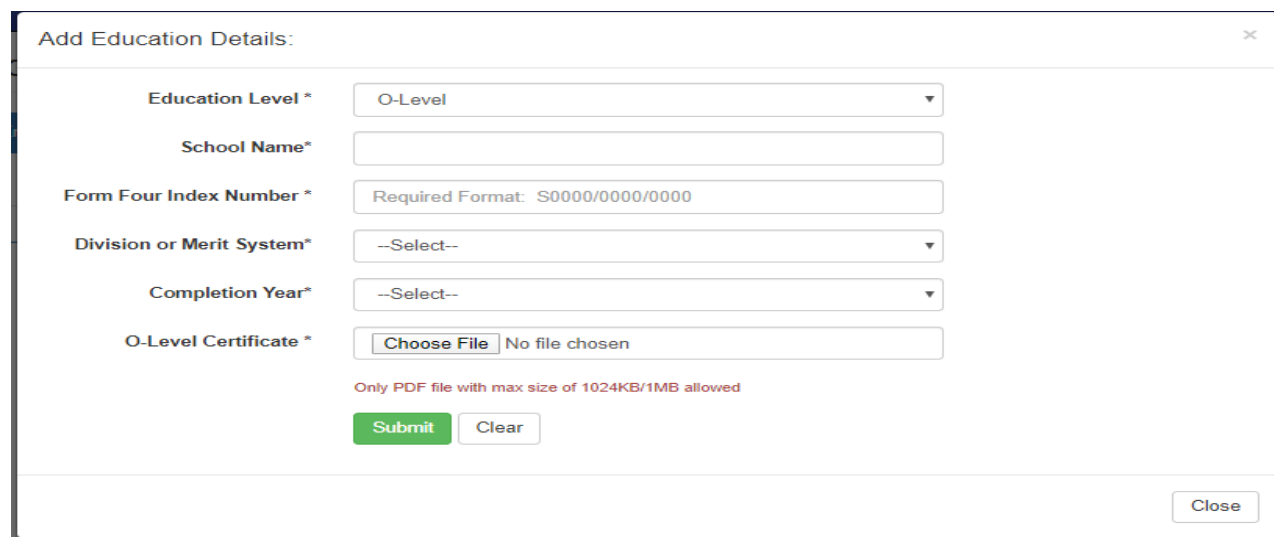
This is the module where applicant can enter education details. Education details required here are form four and form six. Form four is mandatory details while form six depends whether applicant completed form six or not. If he/she completed form six, then this detail must be filled.

In order to fill these details, click on education details. The form below will open. Then click on **Add New button** to add education details.



The screenshot shows the TIIS - WAO interface. On the left is a navigation menu with options: Personal Details, Education Details (selected), Professional Details, Experience Details, Document Details, and Application. The main content area is titled 'Education Details' and contains a blue box with the text 'Enter your education details by clicking on add new button below!'. A red arrow points from the 'Add New' button in this box to the 'Add New' button in the 'Add Education Details' form shown in the next block.

Then, a form below will open in which you suppose to enter first form four education details.



The 'Add Education Details' form contains the following fields:

- Education Level *: O-Level
- School Name*:
- Form Four Index Number *: Required Format: S0000/0000/0000
- Division or Merit System*: --Select--
- Completion Year*: --Select--
- O-Level Certificate *: Choose File No file chosen

Only PDF file with max size of 1024KB/1MB allowed

Submit Clear

Close

Fill the form then click submit button. After click submit button, a page below will open. Then Click **Add New** if you want to enter form six education details or click **Next Button** to proceed with professional details.

TIIS - WAO Jack Urtur

NAVIGATION

- Personal Details
- Education Details
- Professional Details
- Experience Details
- Document Details
- Application

Education Details

You have Submitted the following Education details. If you have completed form six, click on add new button to add form six education details. But if you don't have form six click on next button to proceed with professional details.

Education Level	School of Study	Index Number	Completed Year	Division/Merit	Document	Edit	Delete
O-Level	DAUDI SEC SCHOOL	S0050/0001/2000	2016	Distiction	View	Edit	Delete

[Add New](#) [Next](#)

Then, a form below will open in which you suppose to enter first form six education details once you have clicked **Add New**.

Add Education Details:

Education Level * A-Level

School Name*

Form Six Index Number * Required Format: S0000/0000/0000

Division or Merit System* --Select--

Completion Year* --Select--

A-Level Certificate * [Choose File](#) No file chosen

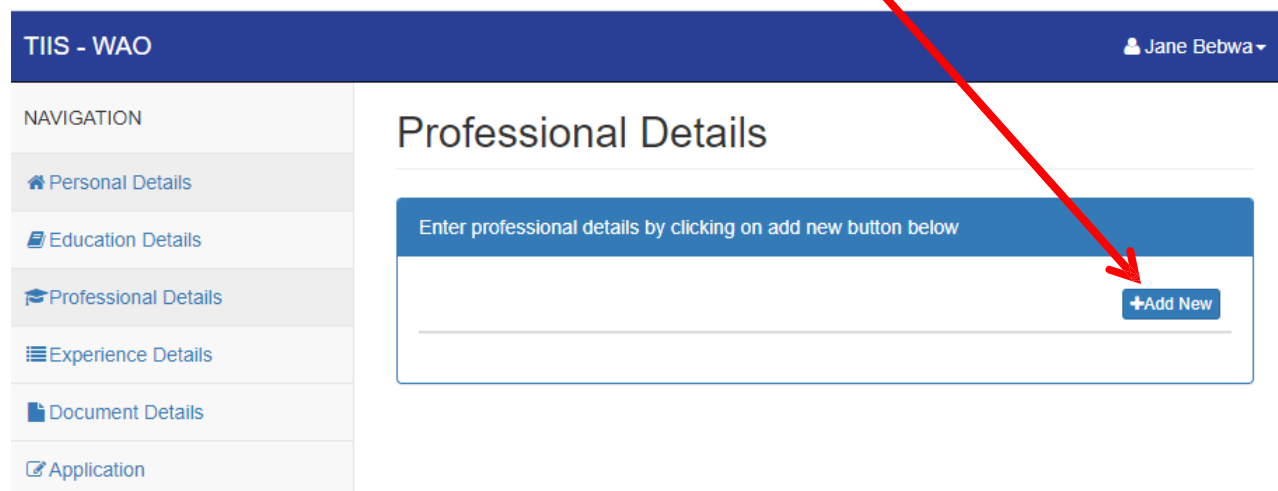
Only PDF file with max size of 1024KB/1MB allowed

[Submit](#) [Clear](#)

[Close](#)

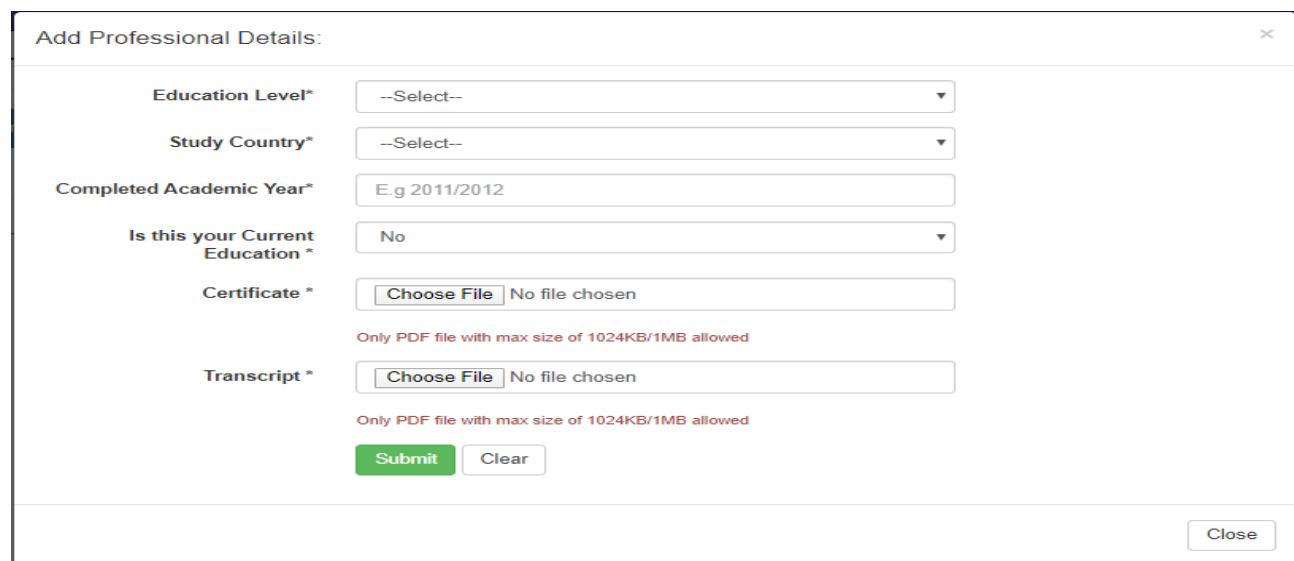
4. Professional Details

To add professional details, click on Professional Details then **Add New** button.



The screenshot shows the 'TIIS - WAO' interface. On the left is a 'NAVIGATION' sidebar with links: Personal Details, Education Details, Professional Details (highlighted), Experience Details, Document Details, and Application. The main content area is titled 'Professional Details' and contains a blue box with the text 'Enter professional details by clicking on add new button below'. A red arrow points from the 'Add New' button in this box to the 'Add New' button in the 'Add Professional Details' modal shown below.

After clicking add new button, a form below will open. Fill the form then click submit button.



The 'Add Professional Details' modal form contains the following fields and controls:

- Education Level***: A dropdown menu with '--Select--' as the current selection.
- Study Country***: A dropdown menu with '--Select--' as the current selection.
- Completed Academic Year***: A text input field containing 'E.g 2011/2012'.
- Is this your Current Education ***: A dropdown menu with 'No' as the current selection.
- Certificate ***: A file upload control with a 'Choose File' button and the text 'No file chosen'. Below it, a red note states: 'Only PDF file with max size of 1024KB/1MB allowed'.
- Transcript ***: A file upload control with a 'Choose File' button and the text 'No file chosen'. Below it, a red note states: 'Only PDF file with max size of 1024KB/1MB allowed'.
- At the bottom of the form are two buttons: 'Submit' (green) and 'Clear' (white).
- A 'Close' button is located in the bottom right corner of the modal.

Then, a page below will occur. Click on **Add New button** if you want to add other professional details or **Next** button to continue with experience details.

TIIS - WAO

Jack Urtur

NAVIGATION

Personal Details

Education Details

Professional Details

Experience Details

Document Details

Application

Professional Details

You have Submitted the following professional details. Click on add new button if you want to add another professional details or click on next button below to continue with experience details.

+Add New

Education Level	Study Country	College Name	Programme	Completed Year	Certificate	Transcript	Is this your Current Education?	Edit	Delete
NTA8	TANZANIA, UNITED REP	AGA KHAN UNIVERSITY	DOCTORAL STUDIES IN DERMATOLOGY	2017/2018	<div>View</div>	<div>View</div>	Yes	<div>Edit</div>	<div>Delete</div>

Next

5. Experience Details

To enter experience details, click on Experience Details, then **Add New** if you have any working experience. But if you don't have working experience, click on **Next** button to proceed with document details.

TIIS - WAO Jane Bebwa

NAVIGATION

- Personal Details
- Education Details
- Professional Details
- Experience Details
- Document Details
- Application

Experience Details

Enter your experience details by clicking on add new button below. If you don't have any work experience, click on next button so as to go on document details.

+ Add New

Next

If you have any experience to add, then click **Add New**, after clicking add new button, a form below will open. Fill the form then click submit button.

Add Experience Details: ✕

Employer Name

Duty Post

Employment Contract* --Select-- ▼

Is this your current Employment? NO ▼

Start Year --Select-- ▼

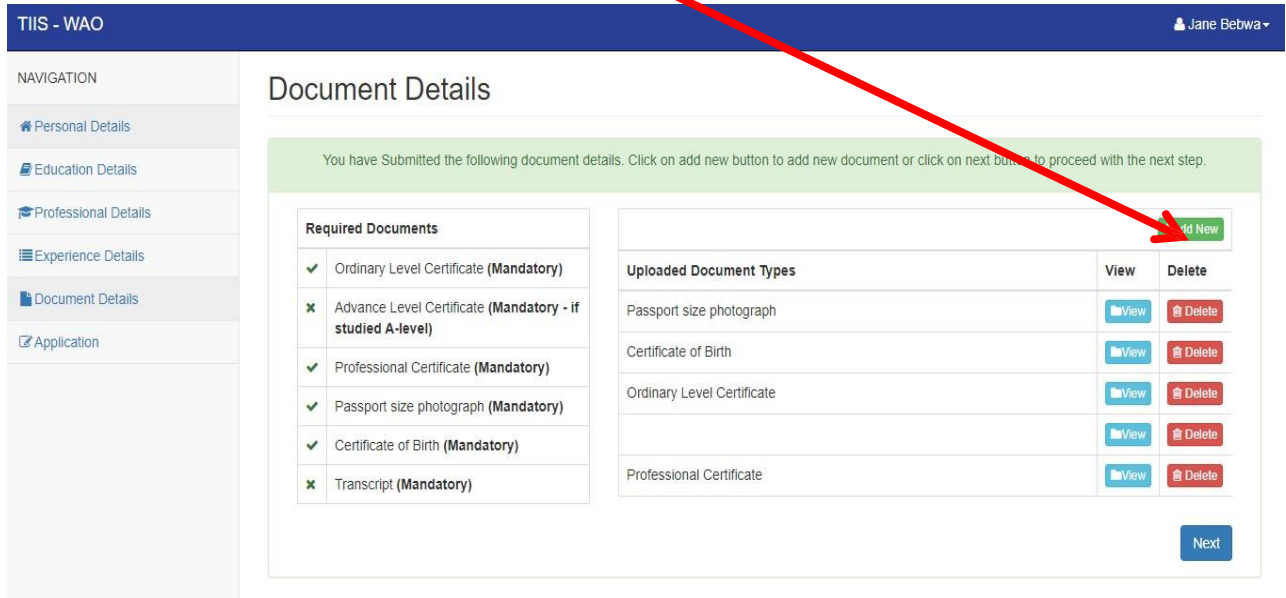
End Year --Select-- ▼

Submit Clear

Close

6. Document Details

To add document, click on Document Details then list of required documents will appear, to add new document click on **Add New** button. Select type of document and document file then submit.



TIIS - WAO Jane Betwa

NAVIGATION

- Personal Details
- Education Details
- Professional Details
- Experience Details
- Document Details**
- Application

Document Details

You have Submitted the following document details. Click on add new button to add new document or click on next button to proceed with the next step.

Required Documents

✓	Ordinary Level Certificate (Mandatory)
✗	Advance Level Certificate (Mandatory - if studied A-level)
✓	Professional Certificate (Mandatory)
✓	Passport size photograph (Mandatory)
✓	Certificate of Birth (Mandatory)
✗	Transcript (Mandatory)

Uploaded Document Types	View	Delete
Passport size photograph	View	Delete
Certificate of Birth	View	Delete
Ordinary Level Certificate	View	Delete
	View	Delete
Professional Certificate	View	Delete

Next

Add New

Then this page will open after clicking Add New

Upload your Documents

Document Type --Select--

Document File Browse ...

Close

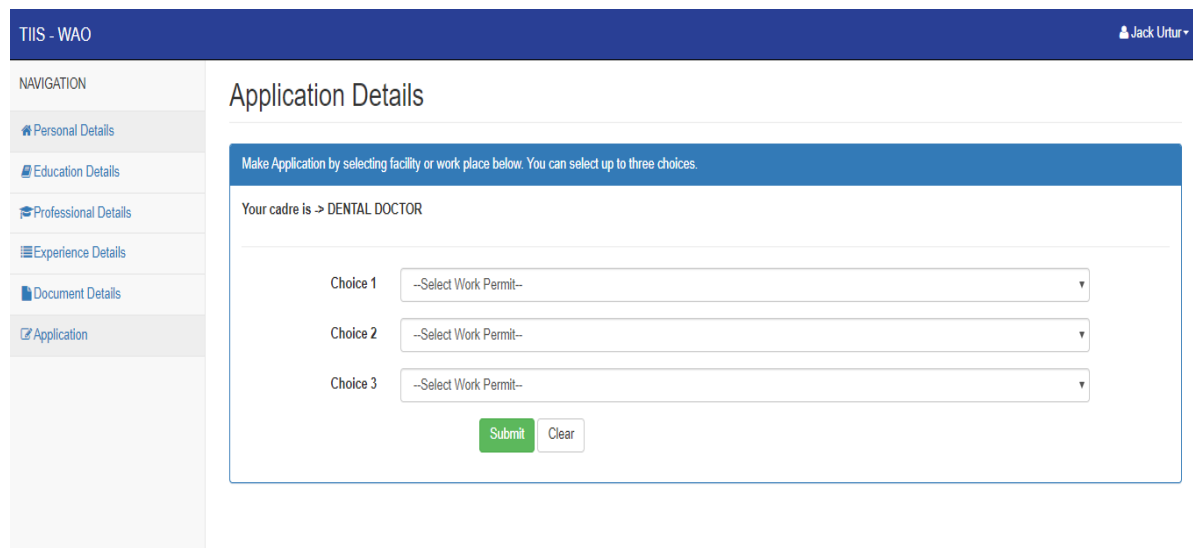
7. Application

At this stage, applicant can make application by selecting work permit according to its cadre. He/she can select up to three choices.

Click on application then select your work permit i.e. choice 1, choice 2 and choice 3. (See figure below) then click submit.

NB:

MAKE SURE YOU VERIFY YOUR CHOICES BEFORE YOU SUBMIT, SUBMITTED APPLICATION CAN NEITHER BE EDITED NOR DELETED.



TIIS - WAO Jack Urtur

NAVIGATION

- Personal Details
- Education Details
- Professional Details
- Experience Details
- Document Details
- Application

Application Details

Make Application by selecting facility or work place below. You can select up to three choices.

Your cadre is -> DENTAL DOCTOR

Choice 1 --Select Work Permit--

Choice 2 --Select Work Permit--

Choice 3 --Select Work Permit--

After clicking submit button, you can wait for the work allocation to announced at the end when the allocation process is over.

