United Republic of Tanzania

Prime Minister's Office

Labour, Youth, Employment and Persons with Disability

EMPLOYMENT MANAGEMENT INFORMATION SYSTEM (EMIS)

USER MANUAL-JOB SEEKERS

January, 2023

Version.1

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1. Introduction

1.1 Purpose of this user manual

This User Manual provides instructional support and guidance to Authorized registered users of Employment Management Information System (EMIS). The manual focuses on access, navigation, use and management of the system.

1.2 About the system

Employment Management Information System is a web application system designed for Tanzania Employment Service Unit (TaESA) in providing services to Jobseekers.
System Requirements

This system can be accessed by using a computer system and mobile phones with the following minimum requirements;

i. Web browser
ii. A viable internet connection

1.3 Audience

The manual is a walk through to the system that will help Job seeker in understanding the interface and its features to enhance and ease their experience. All features and components of the system have been vividly described in this manual with screenshots and examples to facilitate easier understanding.

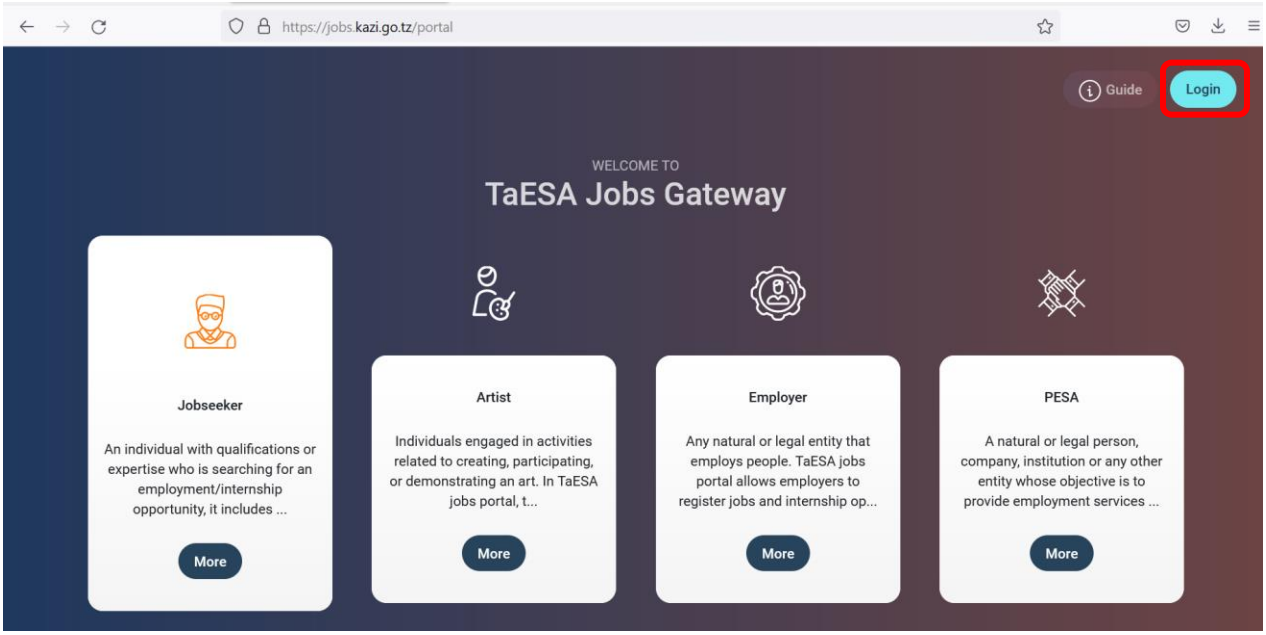
1.4 Features

The Employment Management Information System has been designed using the latesttechnology to ensure interactivity and multiple features listed as:

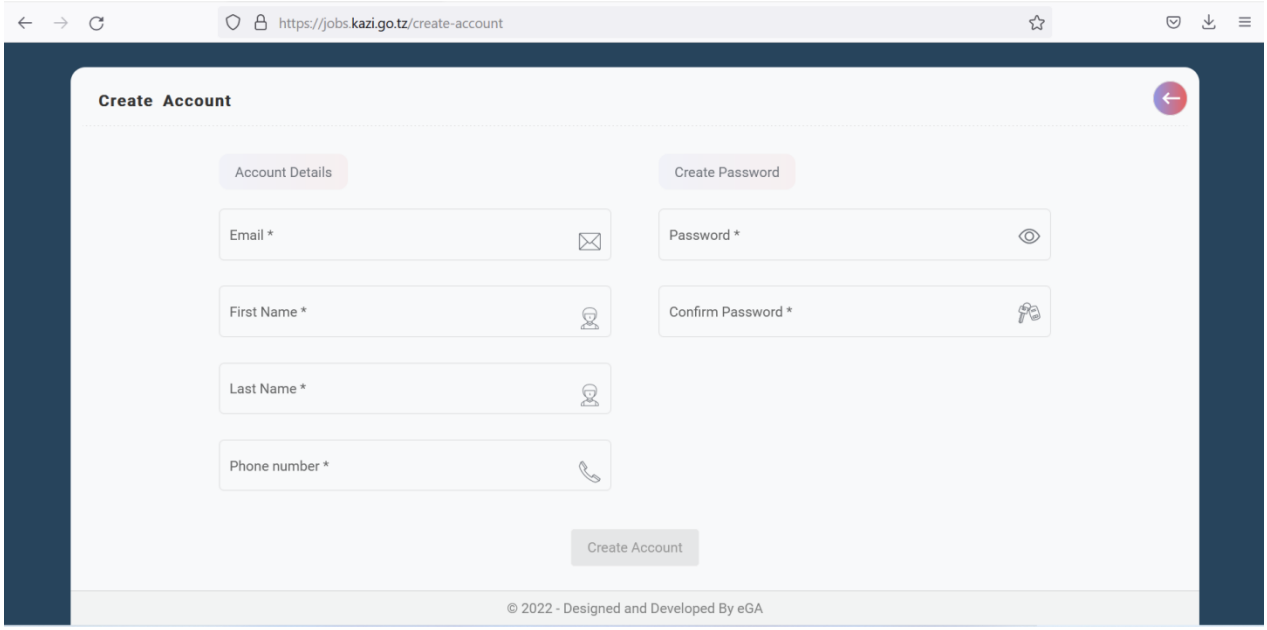
- Account Creation
- System Accessibility
- Registration
- Cross Border Management

1. Account Creation

1. Enter URL: **jobs.kazi.go.tz** in the address bar of the browser.
2. Press Enter to open the system login interface;



3. Click *Login*
4. Click *Create Account*
5. Fill all required details

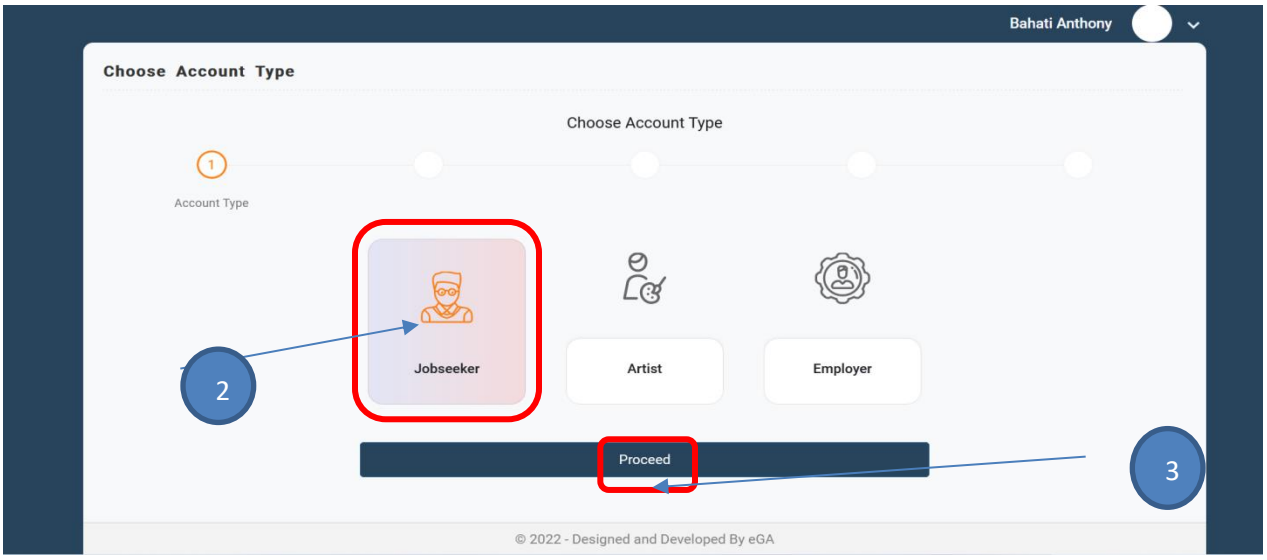


6. Click *Create Account*
7. Go to your email to activate account

2. Jobseeker Registration

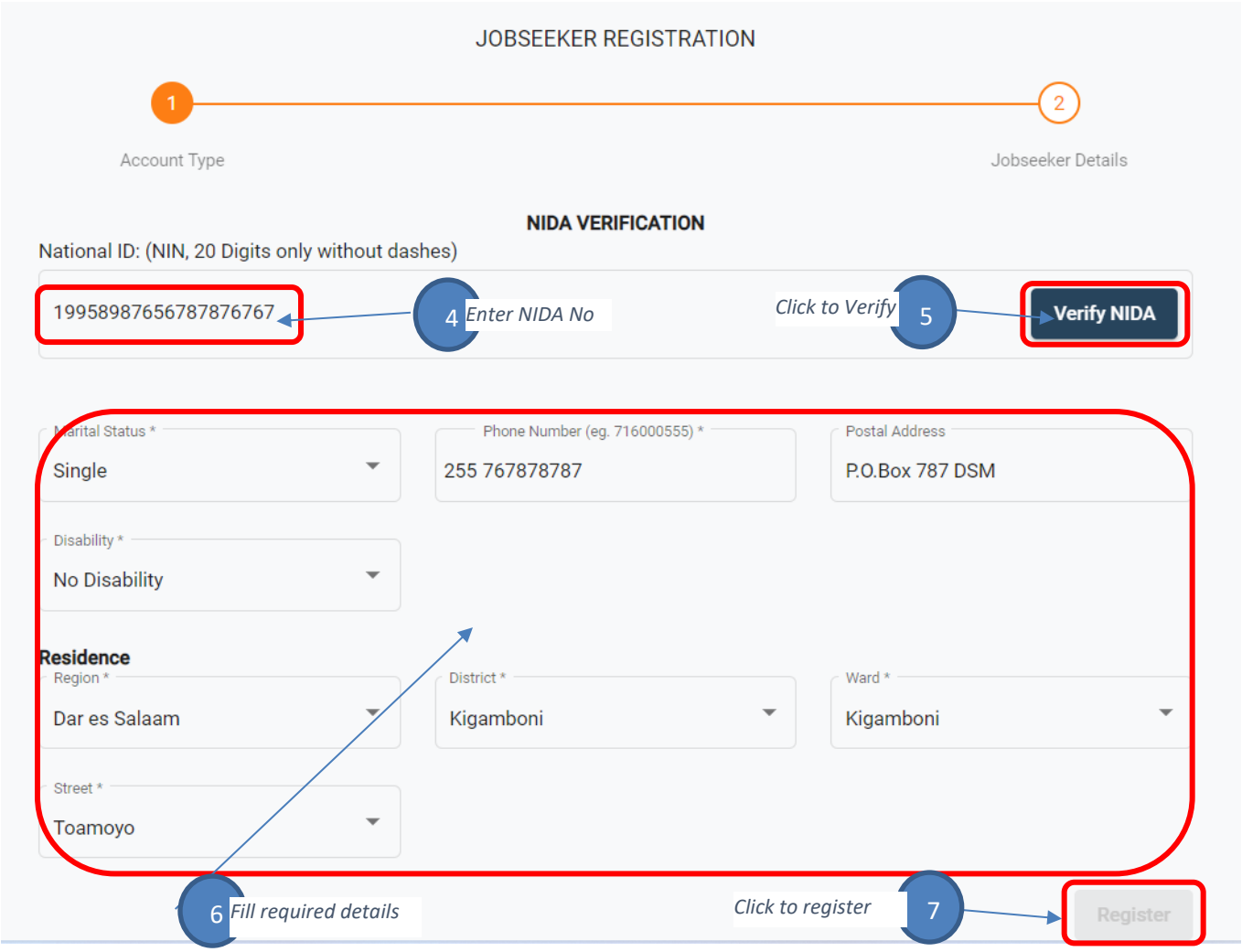
2.1 Select Account type

1. Login to the system
2. Select Jobseeker as Account type
3. Click Proceed



2.2 Verify NIDA number and enter basic details

4. Enter your NIDA number
5. Click Verify NIDA then provide correct answers from provided questions
6. Upon successfully verification, fill all required *Jobseeker details*

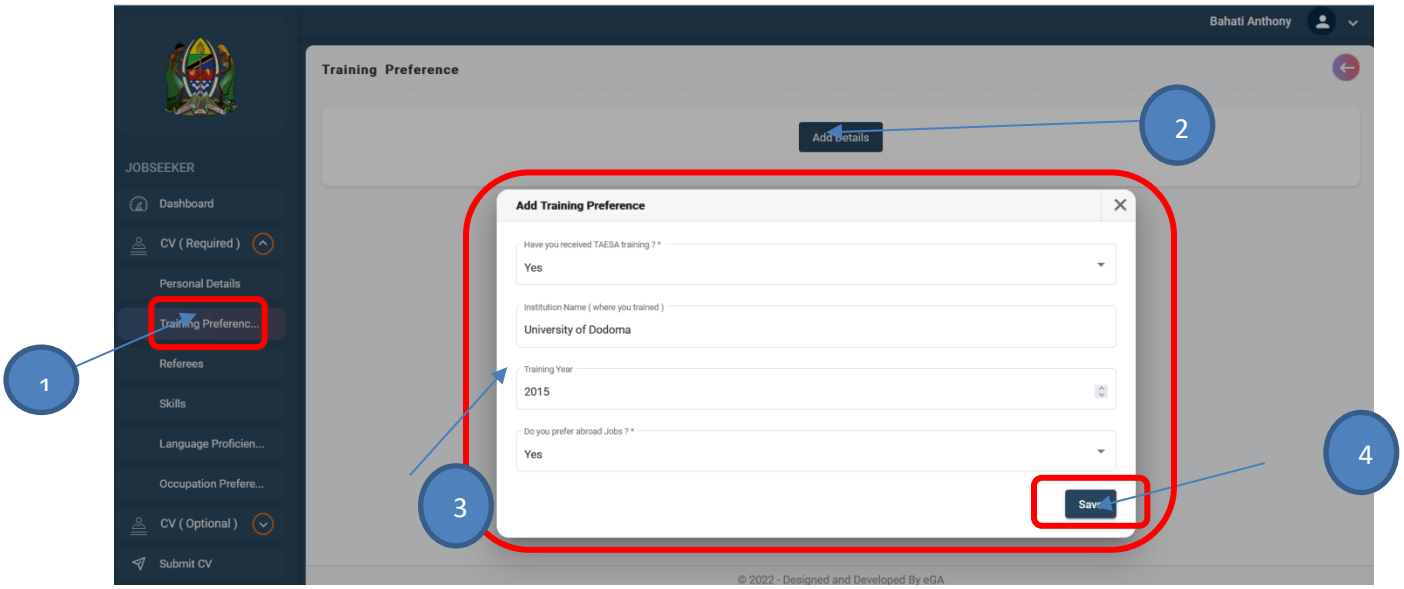


7. Click *Register*

2.3 Add Training Preference [Required]

Steps

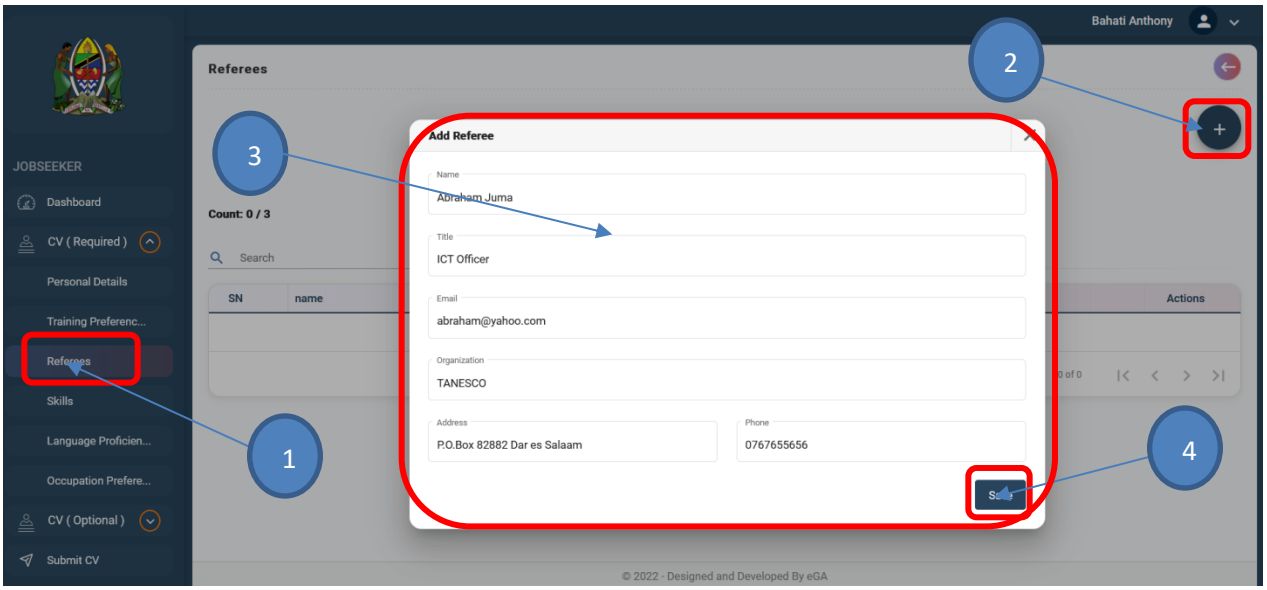
1. Click Training Preference
2. Click Add details
3. Enter all required details
4. Click Save



2.4 Add three referees [Required]

Steps

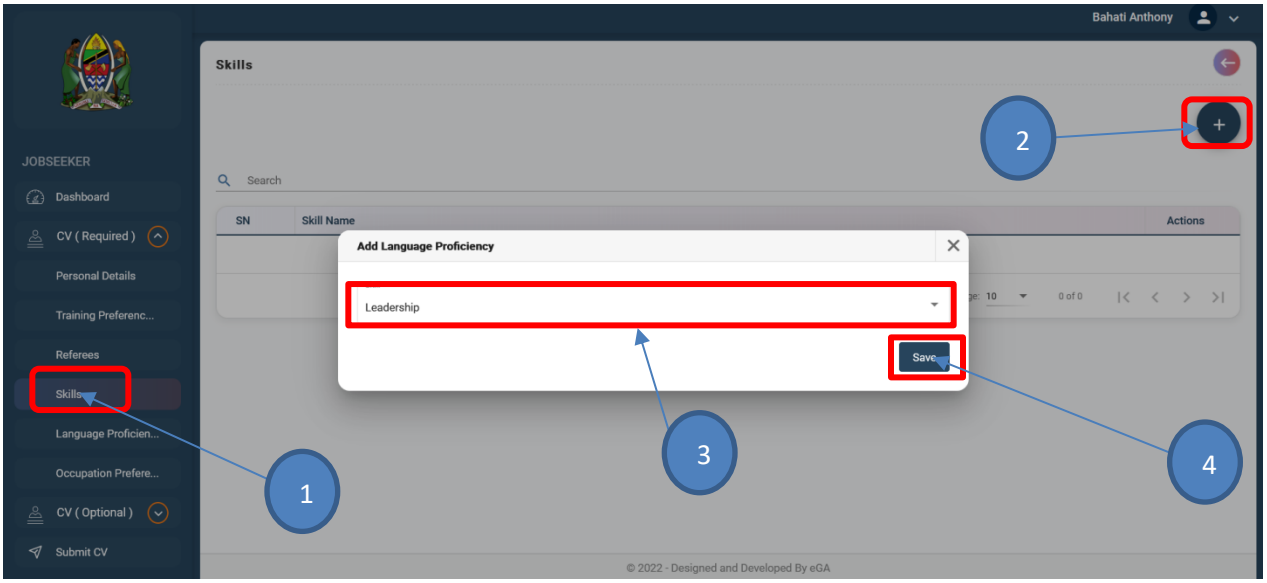
1. Click Referee
2. Click Add Referee
3. Enter all required details
4. Click Save



2.5 Add Skills [Required]

Steps

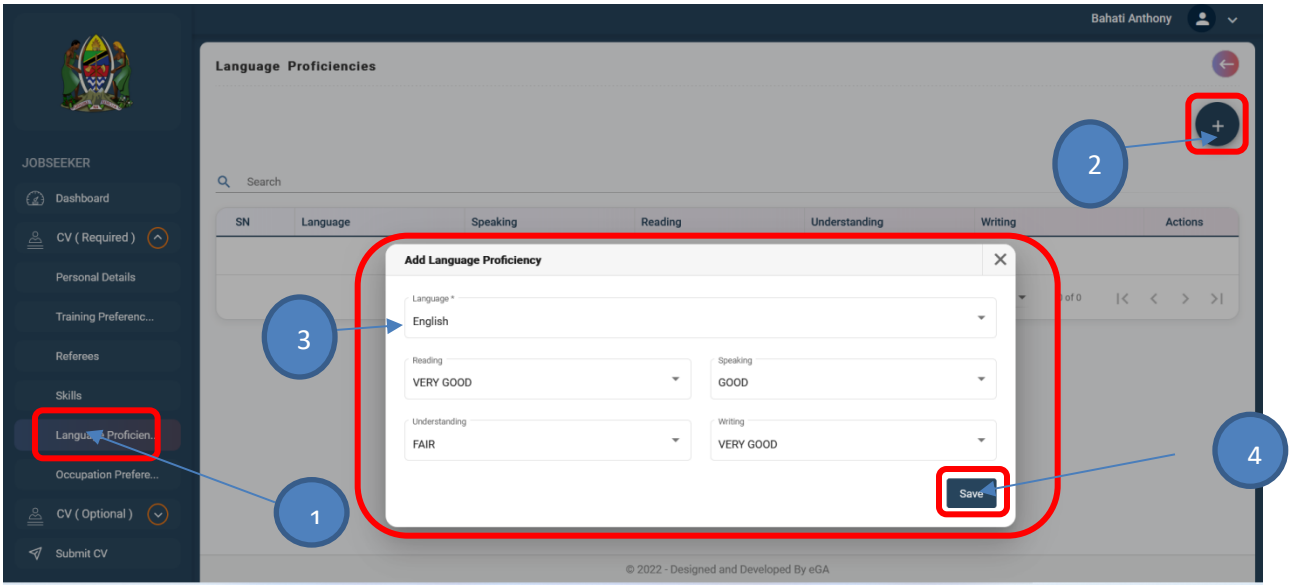
1. Click Skills
2. Click Add Skills
3. Select Skill from drop down list
4. Click Save



2.6 Add Language Proficiency [Required]

Steps

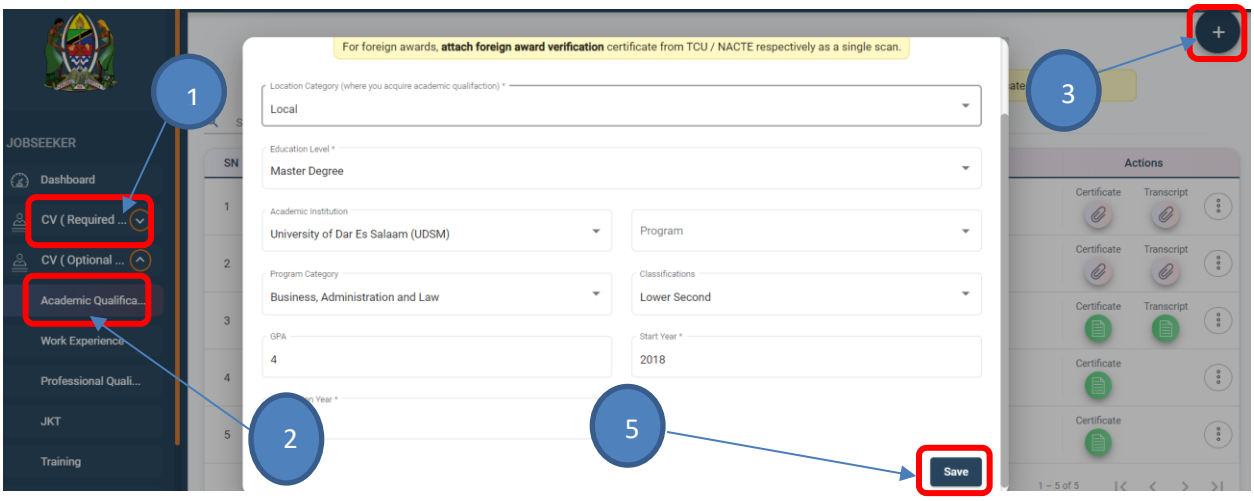
1. Click Language
2. Click Add Language
3. Select Skill from drop down list
4. Click Save



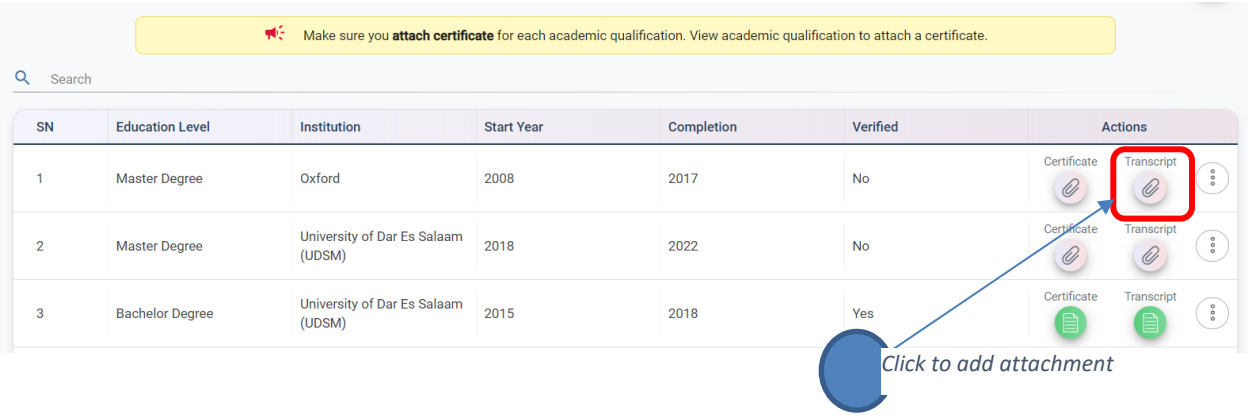
2.7 Add Academic Qualification [Required]

Steps

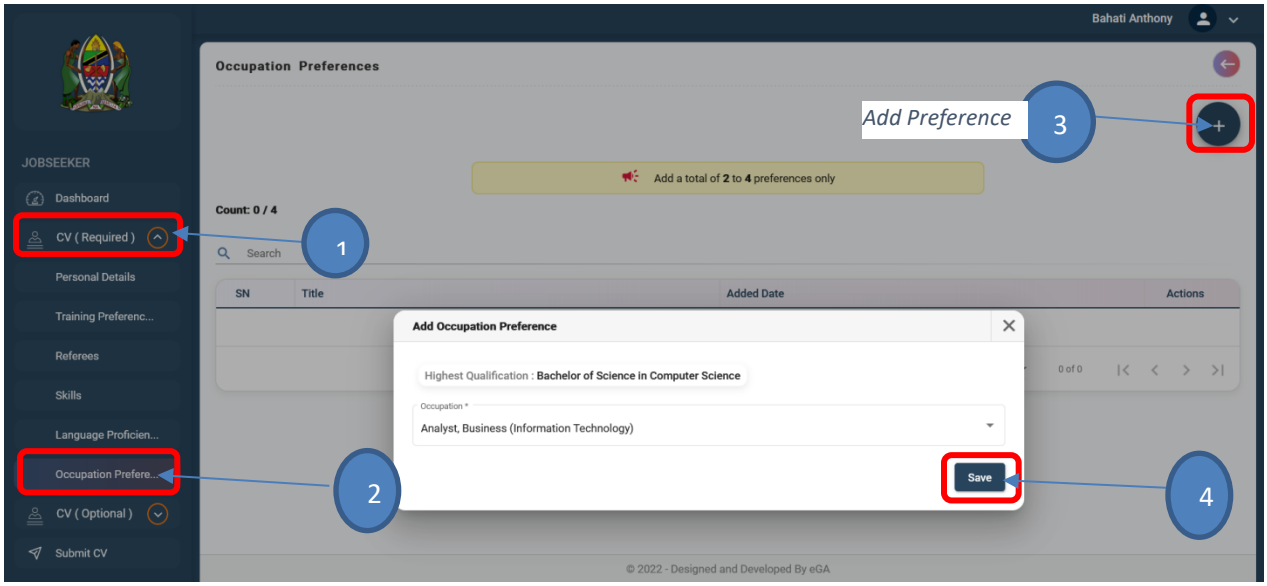
1. Click CV (Required)
2. Click Academic Qualification
3. Click Add Academic Qualification
4. Enter all required details
5. Click Save



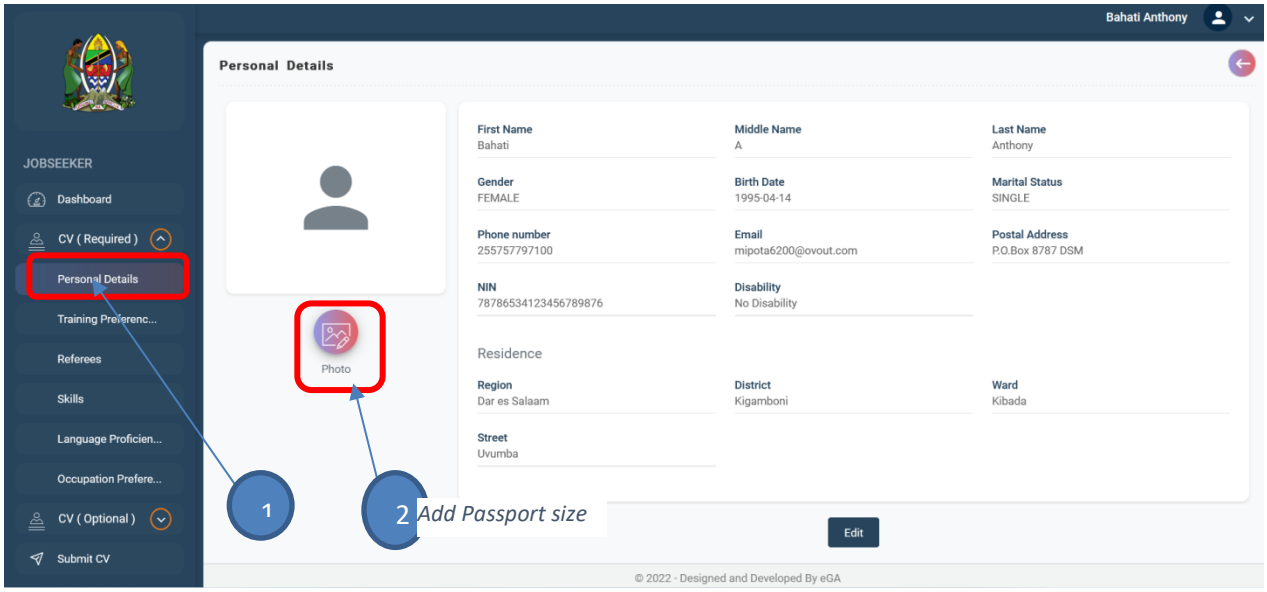
2.8 Add Attachment on Academic Qualification [Required]



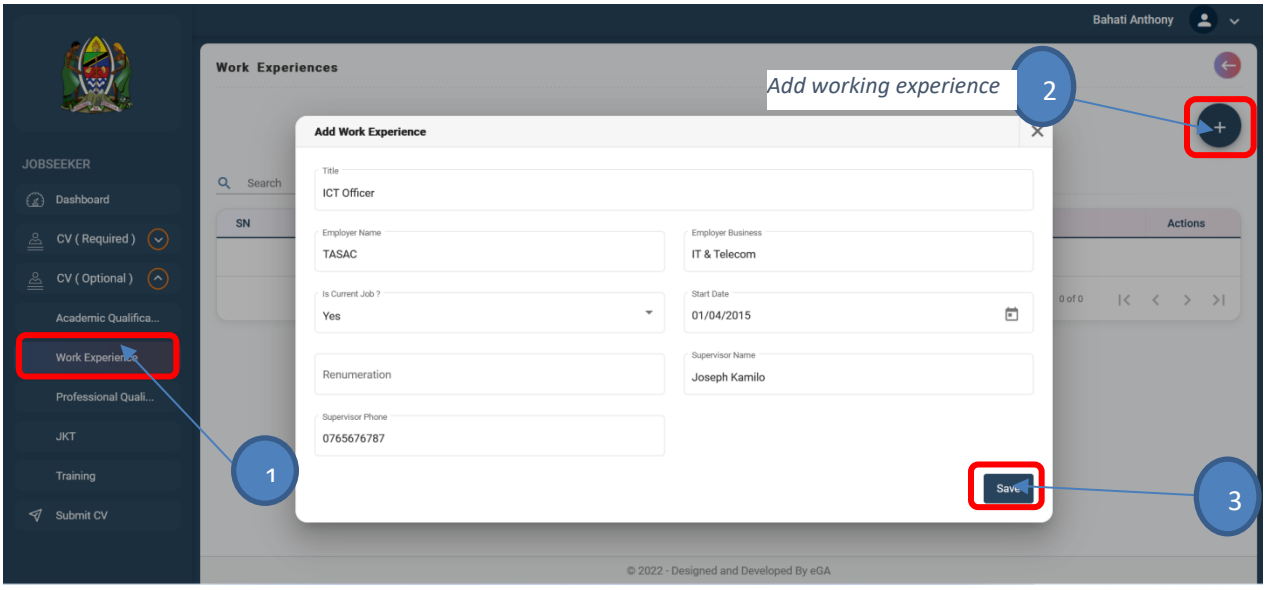
2.9 Add Occupation Preference (Minimum 2 and Maximum 4 [Required]



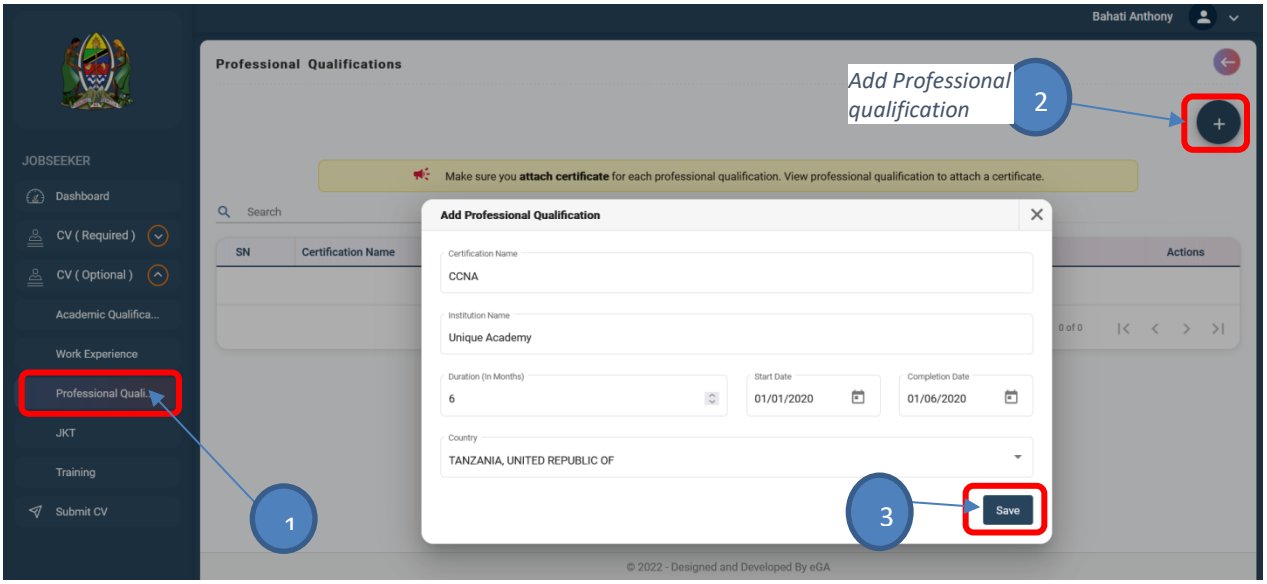
2.10 Add Passport Size [Required]



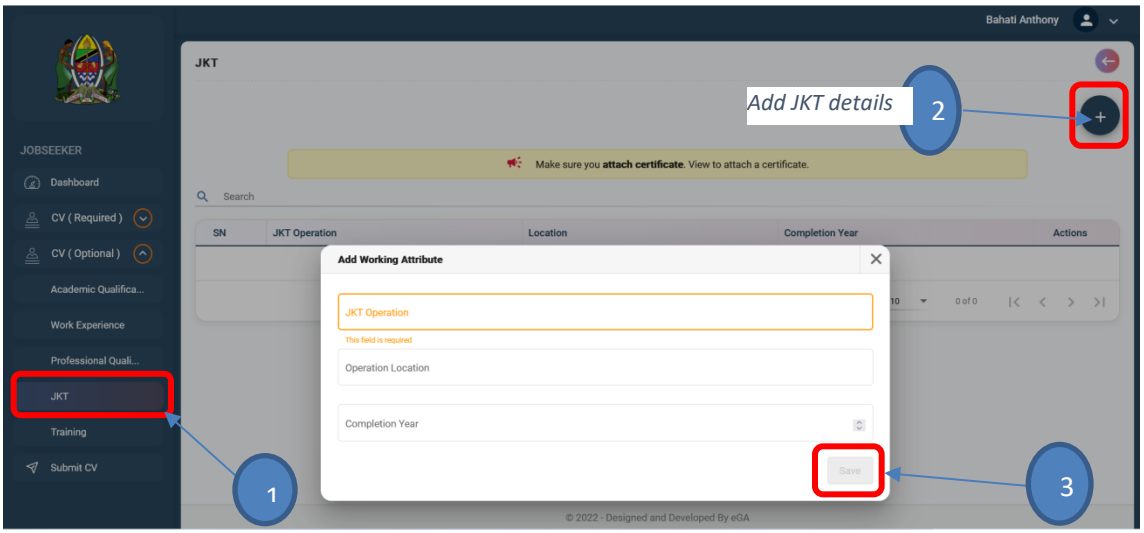
2.11 Add Working Experience [Option]



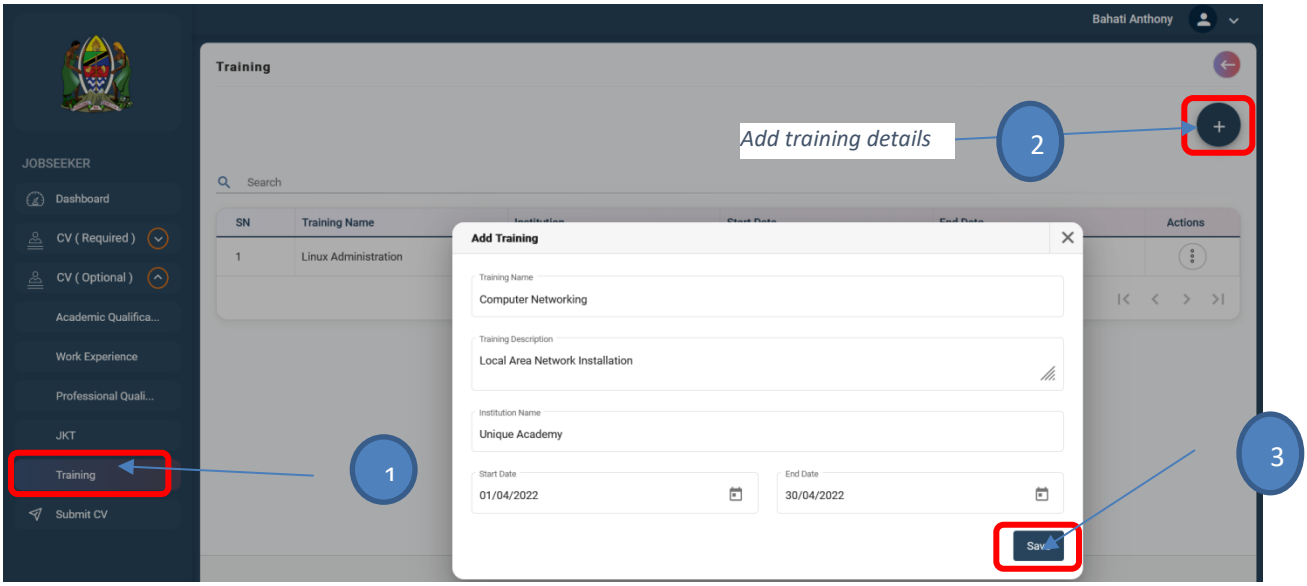
2.13 Add Professional Qualification [Option]



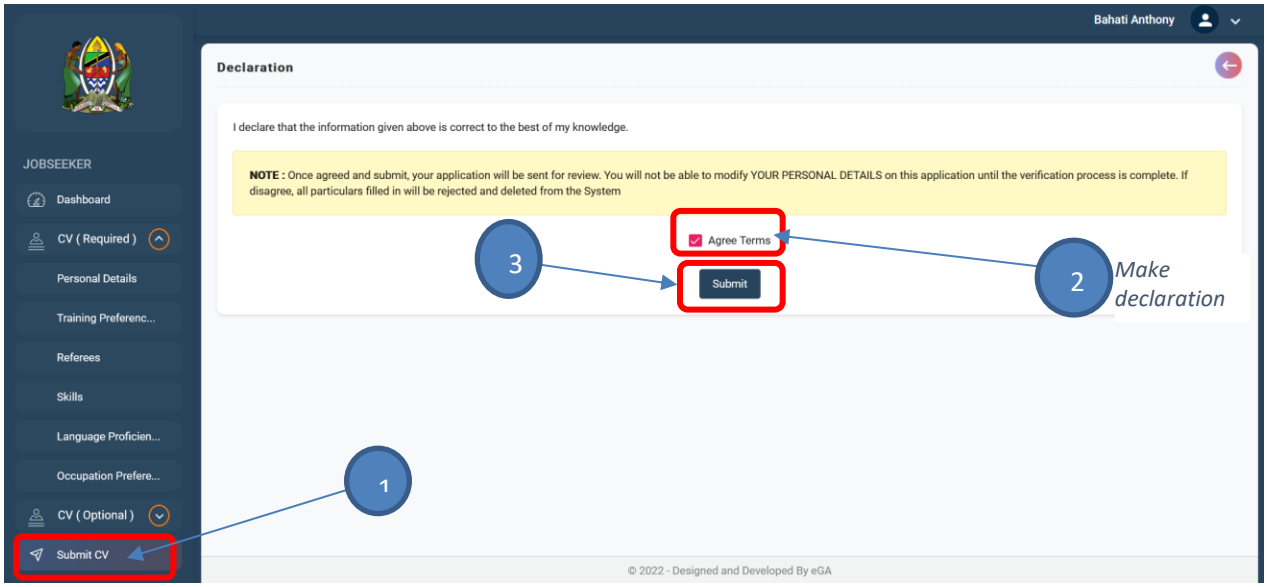
2.14 Add JKT details [Option]



2.14 Add Training [Option]



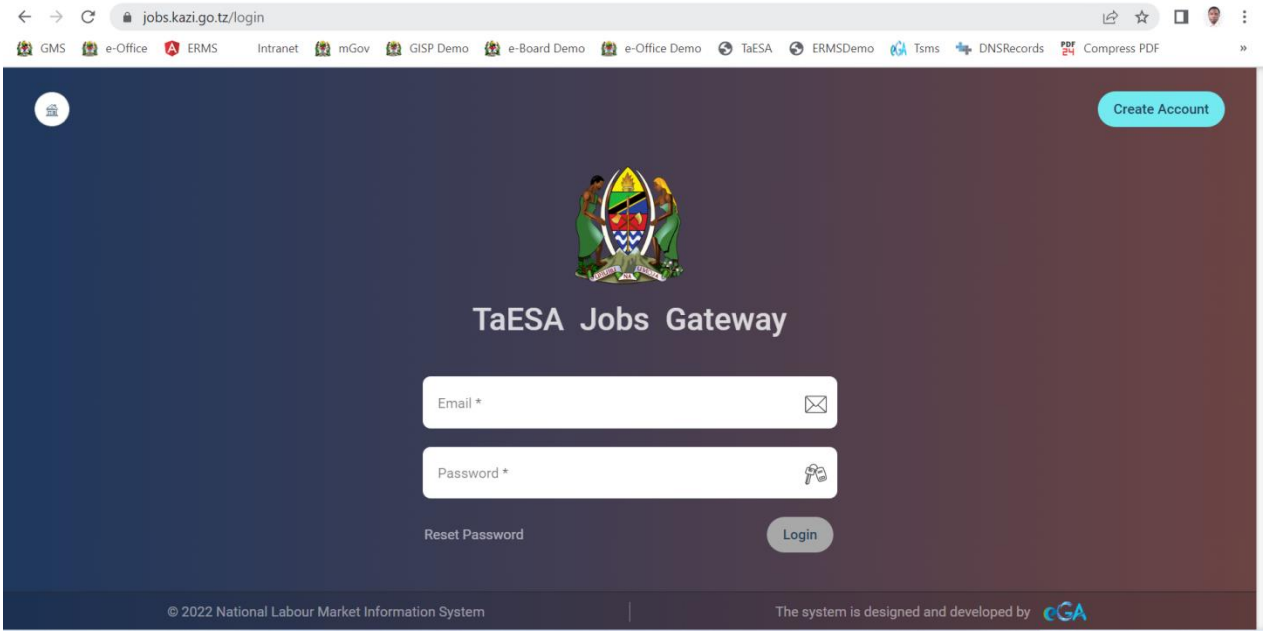
2.15 Submit CV



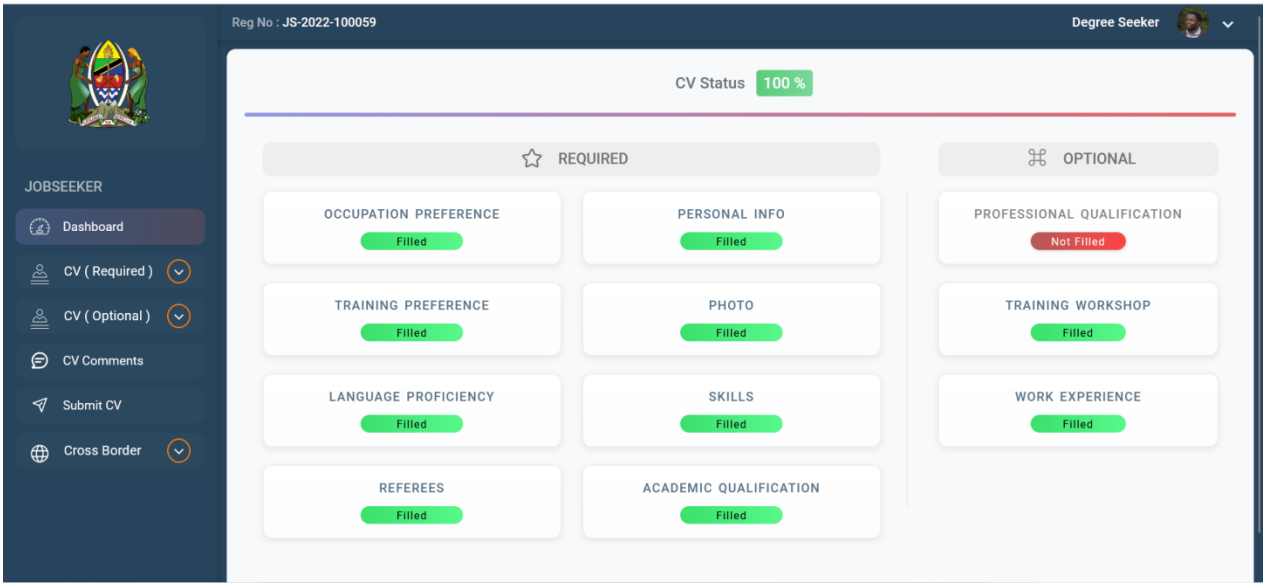
3. System Accessibility

3.1 Login:

1. Enter URL: **jobs.kazi.go.tz** in the address bar of the browser.
2. Press Enter to open the system login interface;

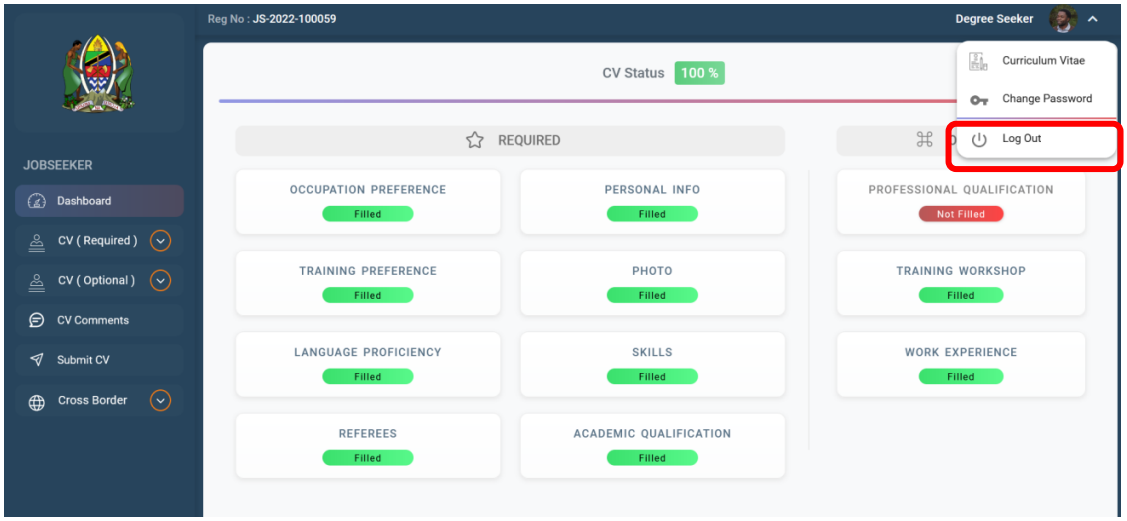


3. Provide your username that is email address used during registration of account and password to login;
4. Upon successful login, the system will open the home, which is characterized by system modules, for user to access and be able to navigate or surf the relevant system features.



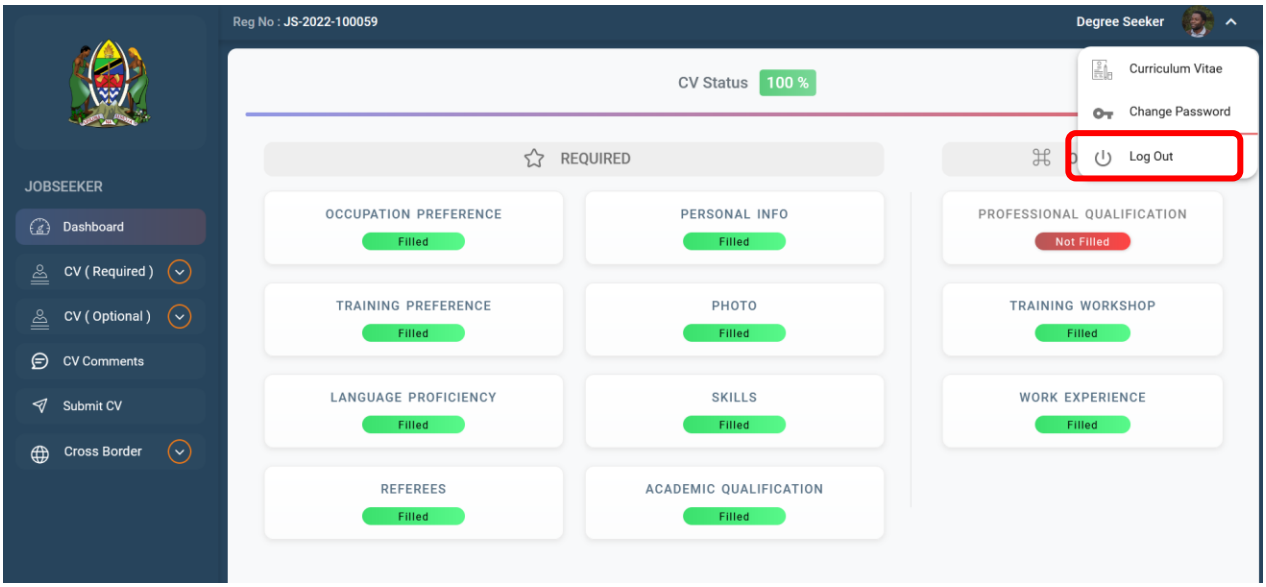
3.2 Logging out

i) Click down arrow appearing against user ID then click *logout* in order to exit the system.



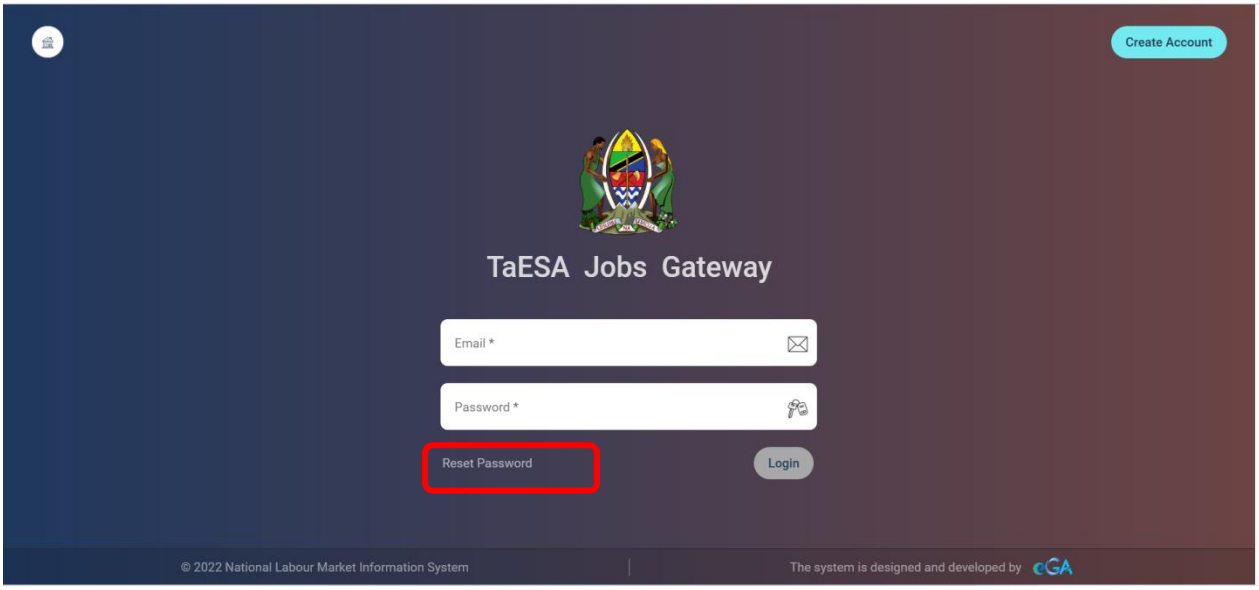
3.3 Changing Password

1. Click down arrow appearing against user ID then click *Change Password* in modify existing password.
2. Enter Old Password
3. Enter new Password
4. Confirm new Password
5. Click *Reset Password* button



3.4 Resetting Forgotten Password

1. Enter URL: **jobs.kazi.go.tz** in the address bar of the browser.
2. Press Enter to open the system login interface;



3. Click *Reset Password* button
4. Enter your email used during registration
5. Click Submit
6. You will receive Reset Password via registered email

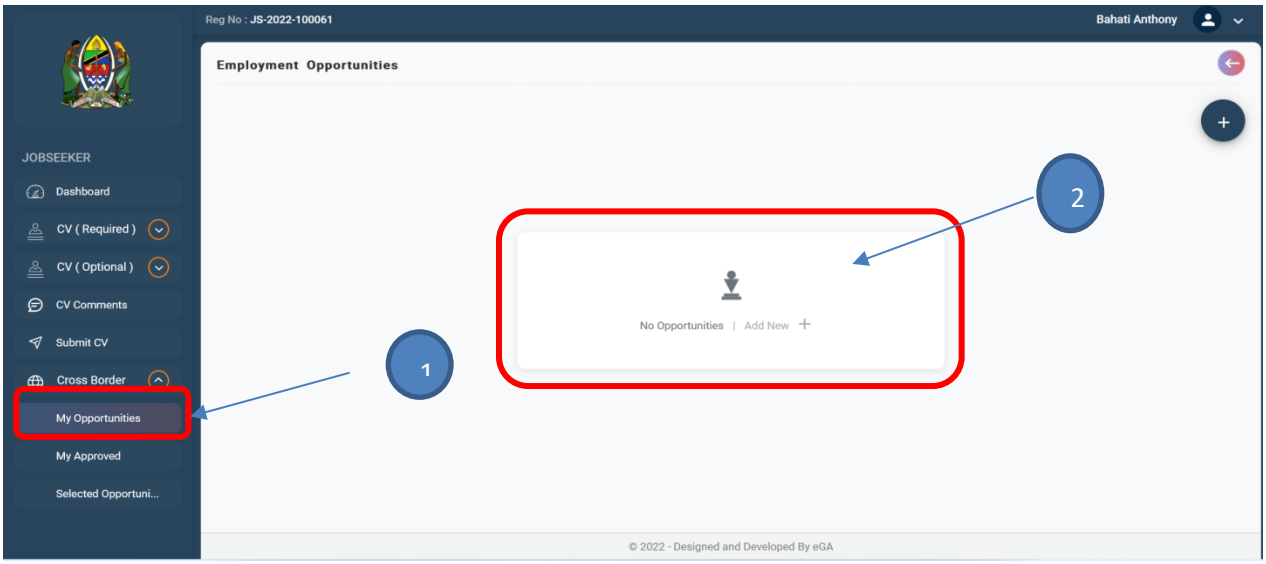
7. Click the link *Password reset*
8. Enter new Password
9. Confirm new Password
10. Click "*Reset Password*"

4. Cross Border Management for Jobseeker

4.1 Adding New Opportunity

Steps

1. Login to the system
2. Click Cross Border
3. Click *My Opportunities*
4. Click *Add Opportunity*

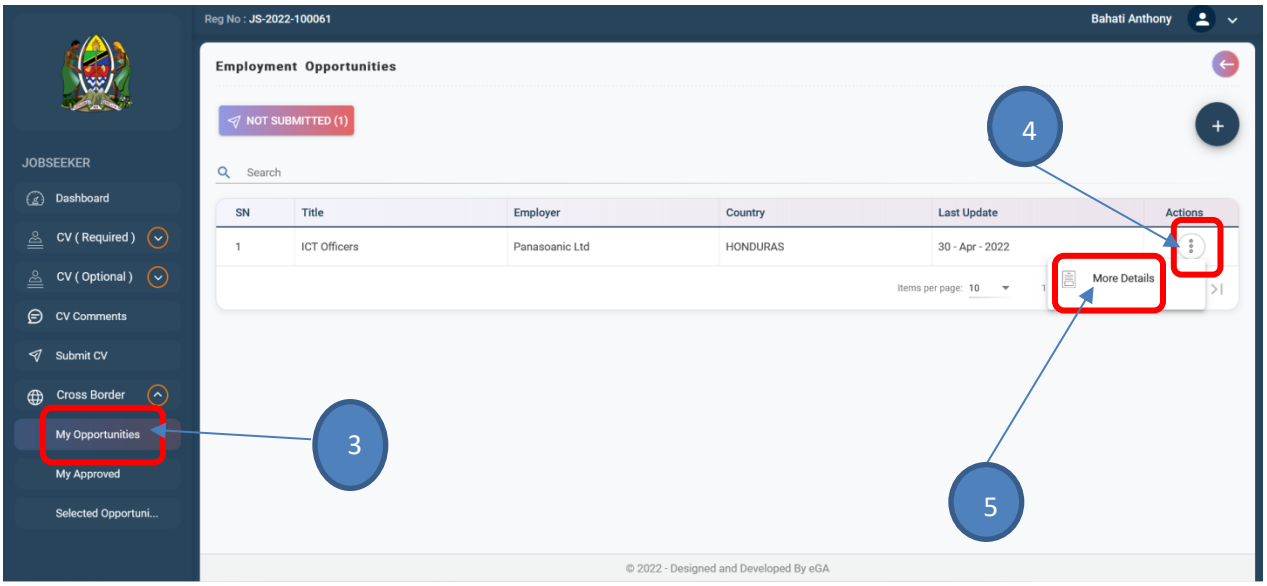


5. Fill all required Opportunity details
6. Click *Next*
7. Fill location details
8. Click Register

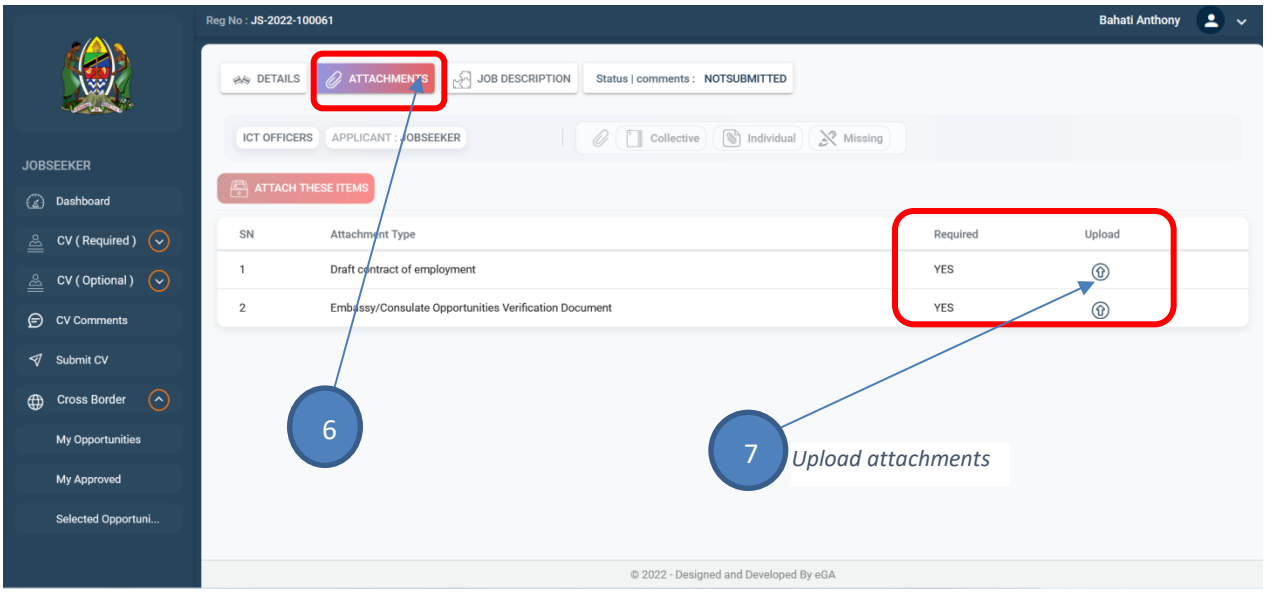
5.2 Adding Attachments, Job Description, Bill Generation and Submission of Application

Steps

1. Login to the system
2. Click Cross Border

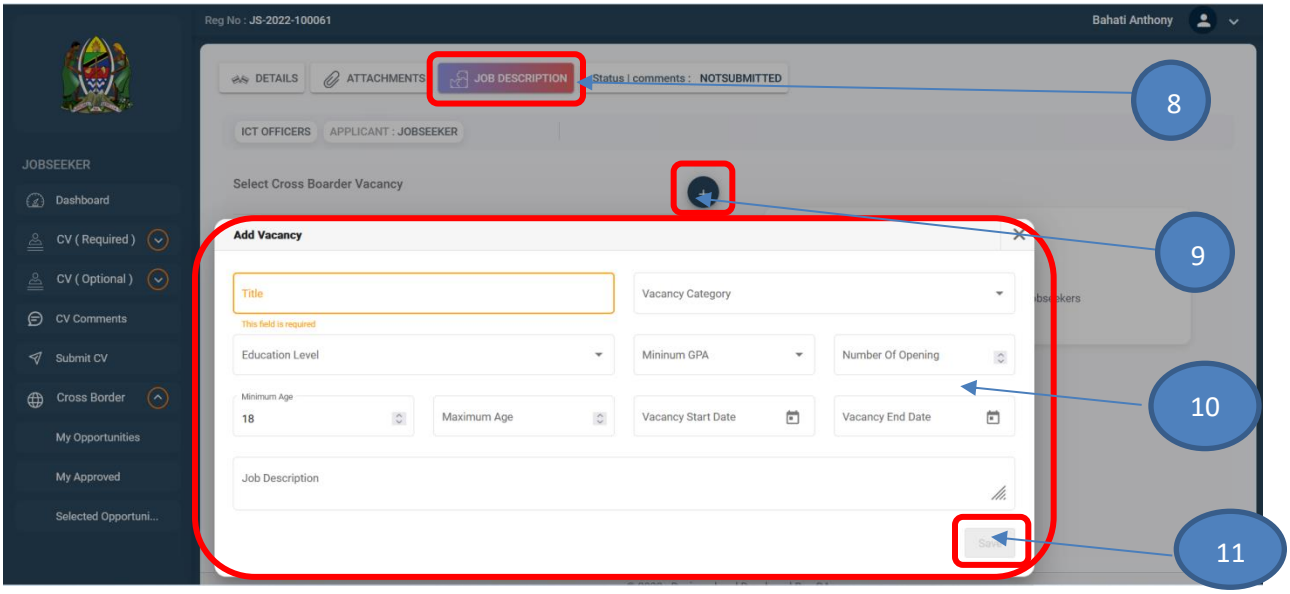


3. Click My Opportunities
4. Click action on a specific cross border application
5. Click more details
6. Click Attachment



7. Upload all required attachments
8. Click Job Description

9. Click Add Job Description



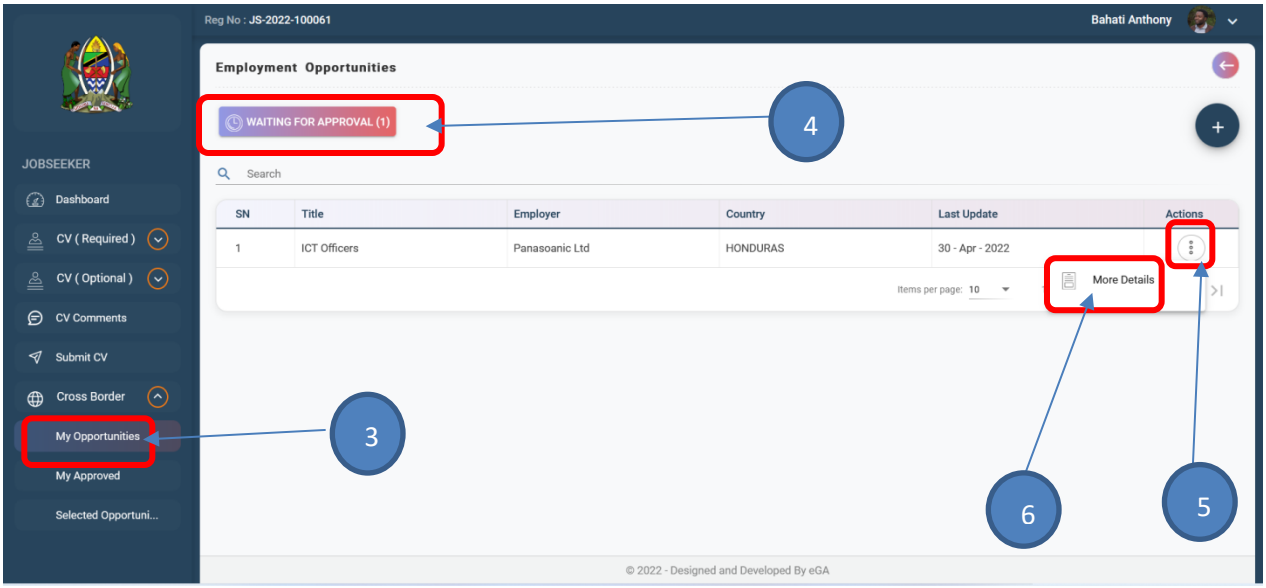
10. Fill all required details
11. Click Save
12. Generate Bill
13. Confirm Bill Generation
14. Make Payment with provided Control number
15. Click Submit
16. Confirm

Note: After submission of Cross Border application TaESA will review and accept/reject application

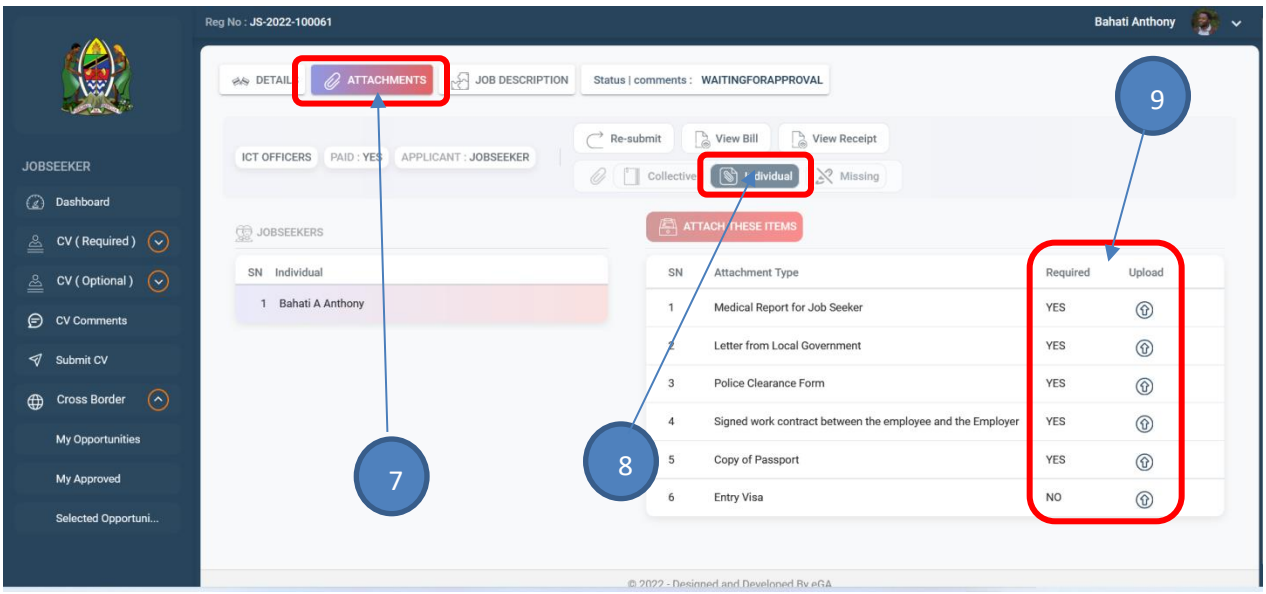
5.3 Attaching Necessary Attachments and Re-submission

Steps

1. Login to the system
2. Click Cross Border
3. Click My Opportunities
4. Click Waiting for Approval



5. Click Action on a specific Cross Border Application
6. Click More details
7. Click Attachments
8. Click Individual



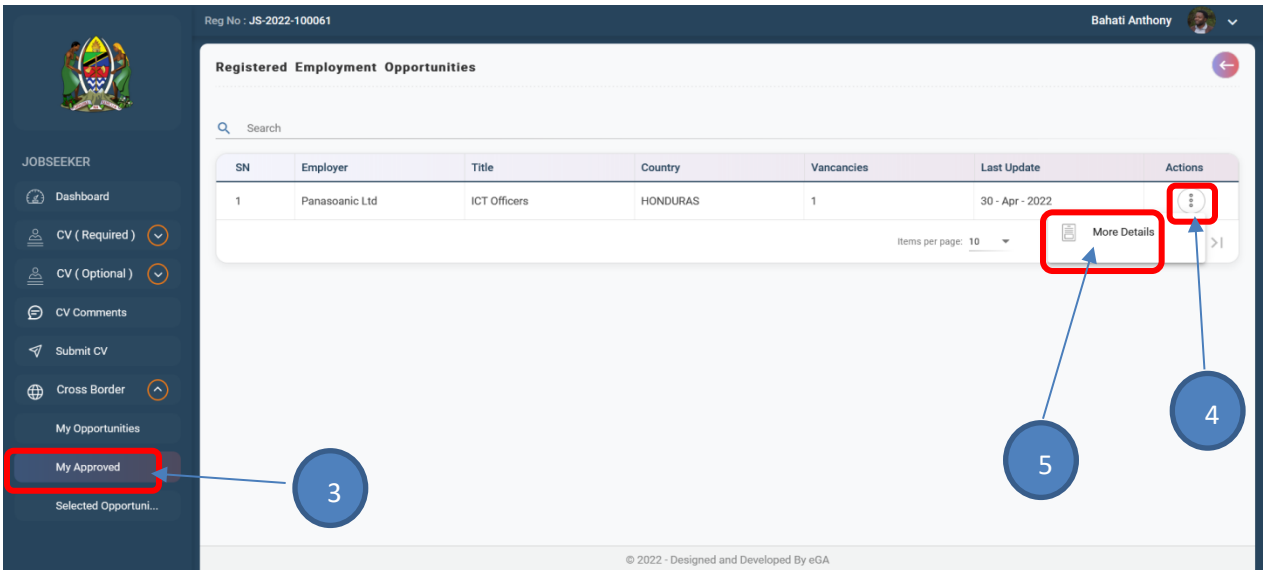
9. *Upload all necessary attachments* then Click *Resubmit*

Note: After submission of necessary attachments TaESA will review and approve/reject application

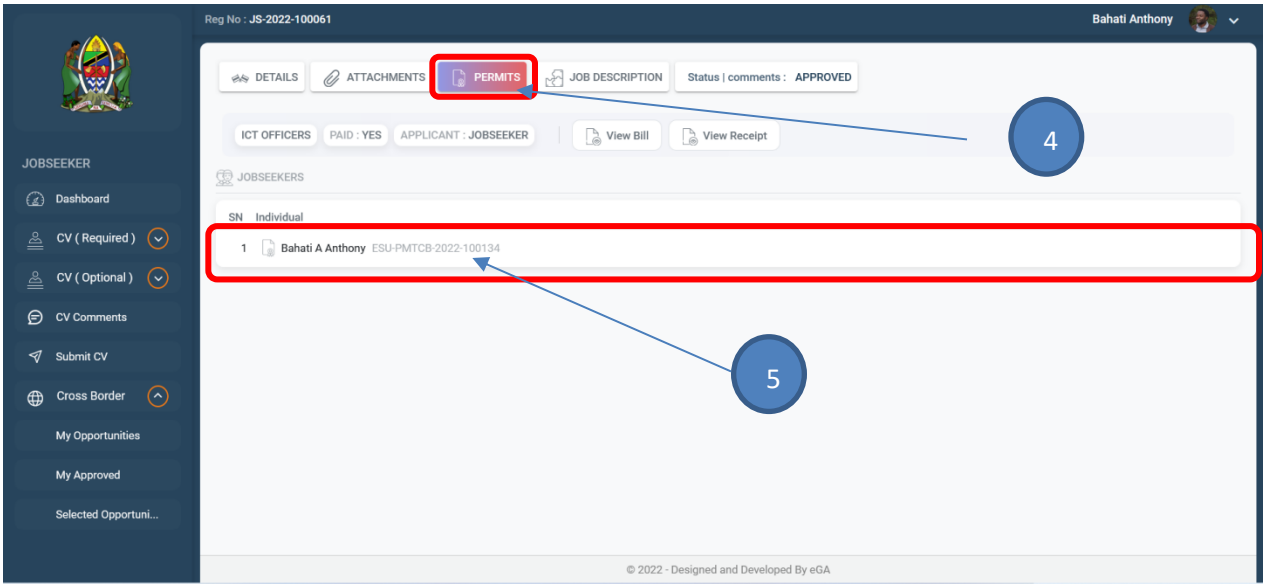
5.4 Downloading Permit

Steps

1. Login to the system
2. Click Cross Border
3. Click My Approved



4. Click *Permits*



5. *View Permit*

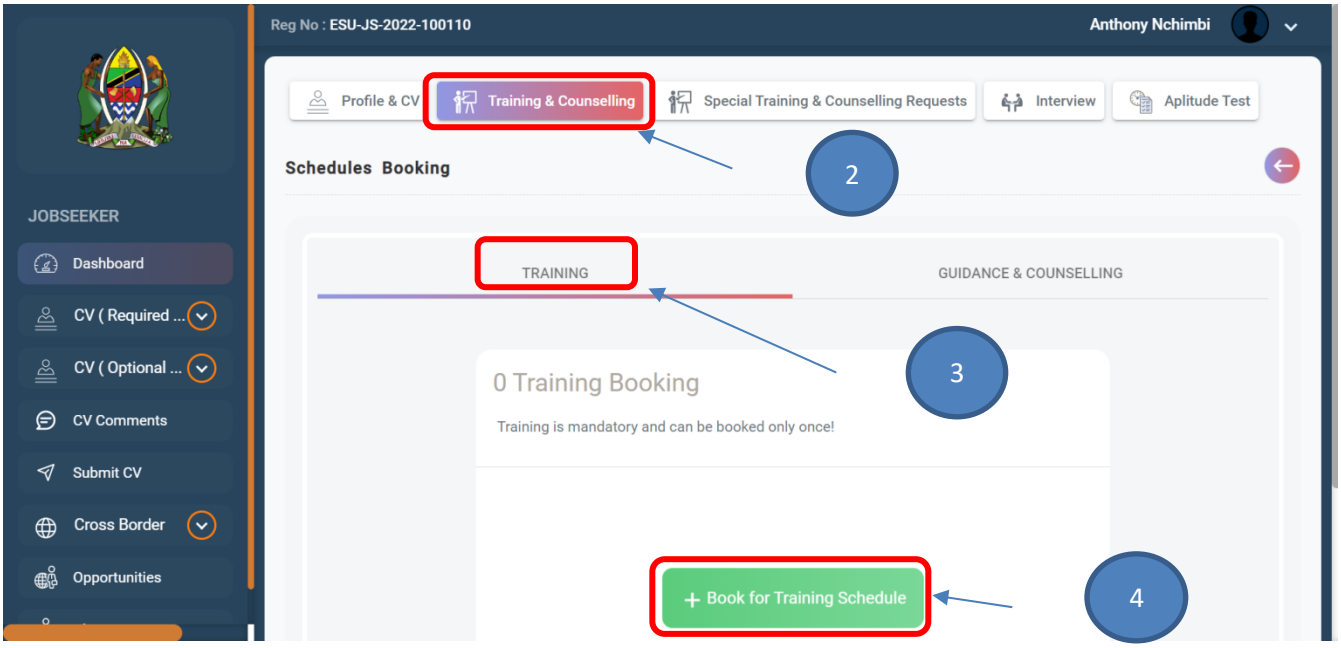
6. Download Permit

6 Training

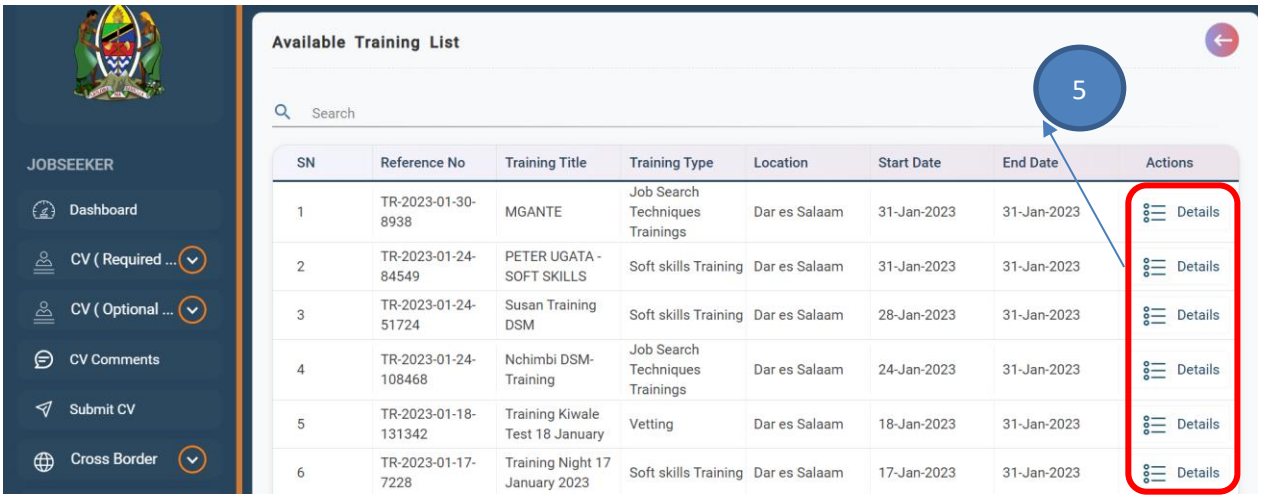
6.1 Jobseeker Book for Training

Steps

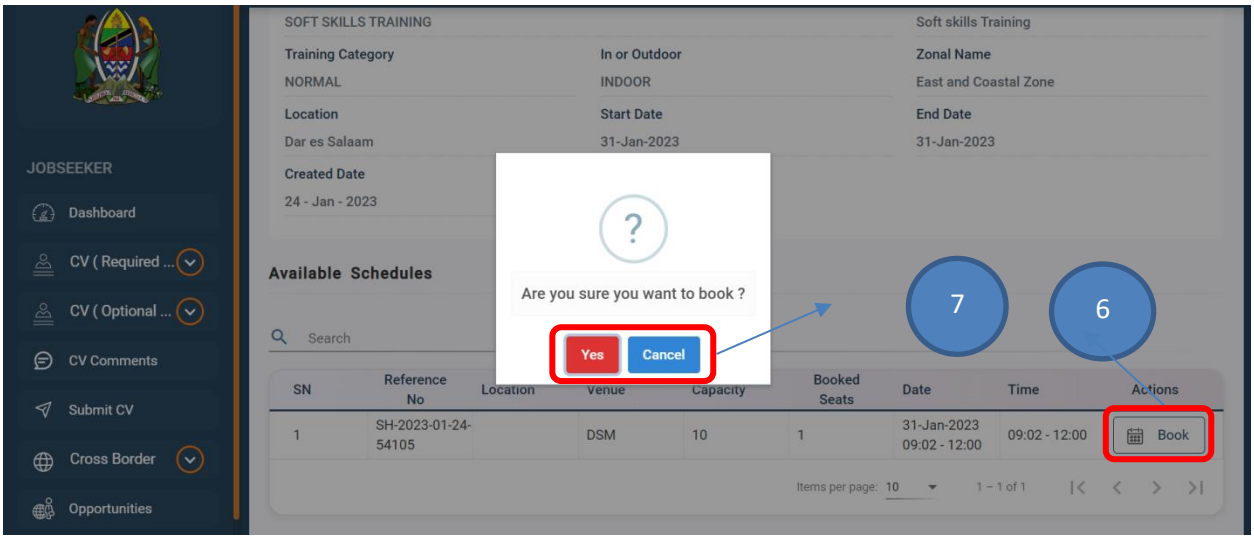
1. Verified Registered Jobseeker log in to the System
2. Jobseeker click Training and Counselling
3. Click Training
4. Click Book for Training Schedule



5. *Click Details on Specific Training*

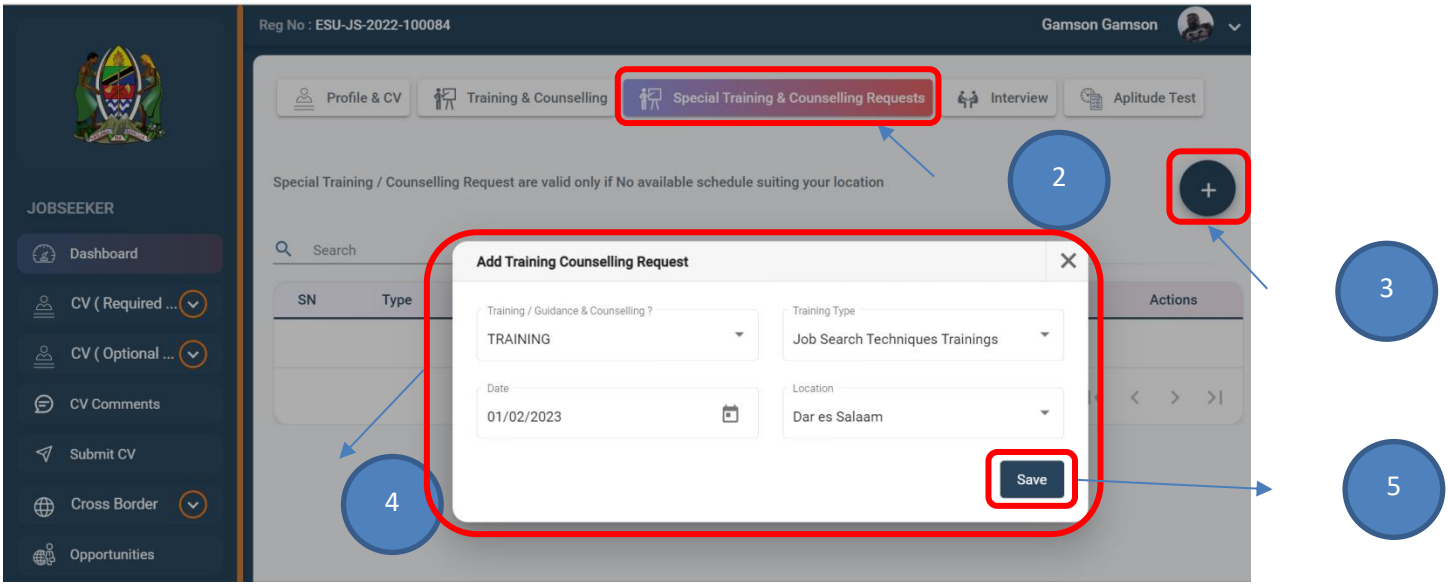


6. *Click Book On Specific Schedule*
7. *Confirm Booking*



6.2 Jobseeker Request Special Schedule

1. *Verified Registered Jobseeker log in to the System*
2. *Jobseeker click Special Training and Counselling Request*
3. *Add Training and Counselling Request*
4. *Fill Required Details*
5. *Click Save*

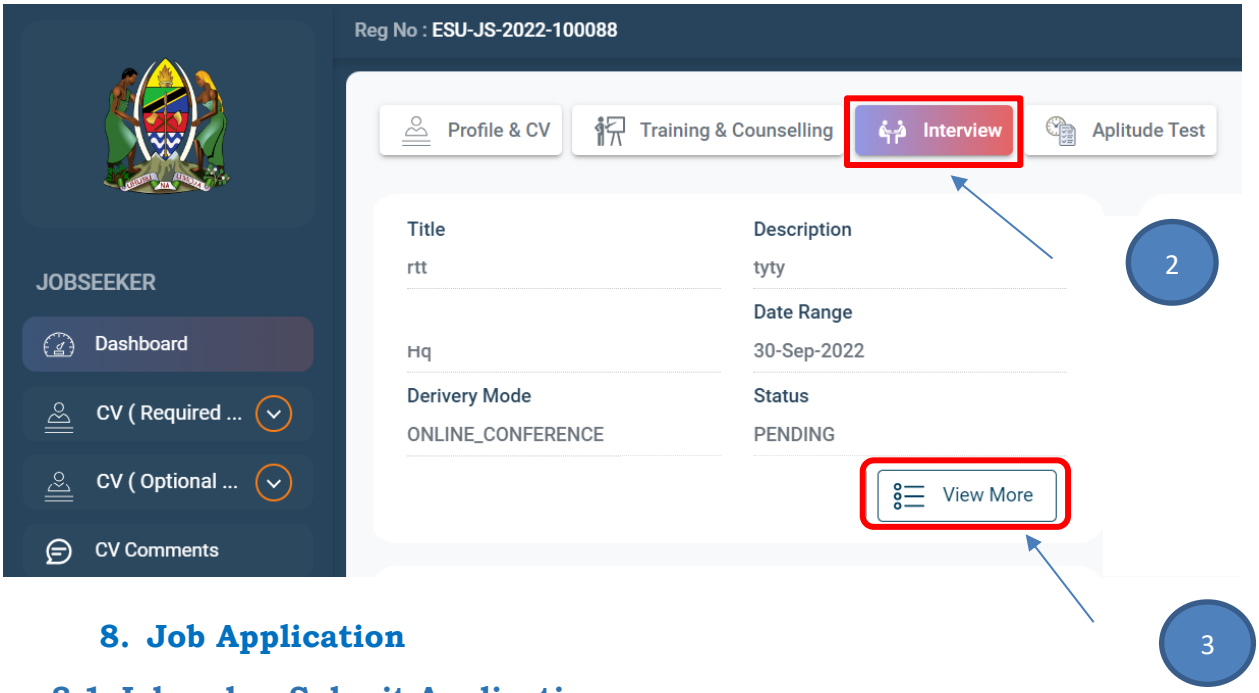


7. Interview

7.1 Job seeker View Interview Score

Steps

1. Verified Registered Jobseeker log in to the System
2. Jobseeker click Interview
3. Jobseeker Click View More on Specific Interview
4. Jobseeker view Interview Score

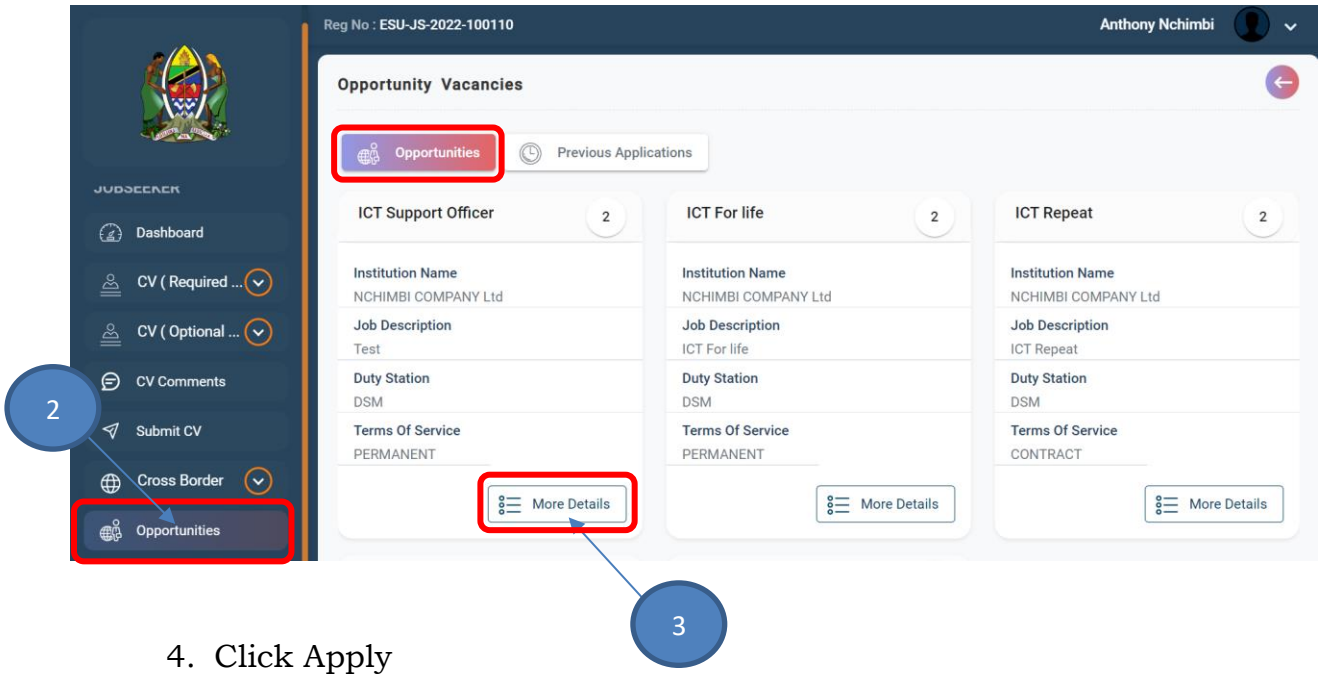


8. Job Application

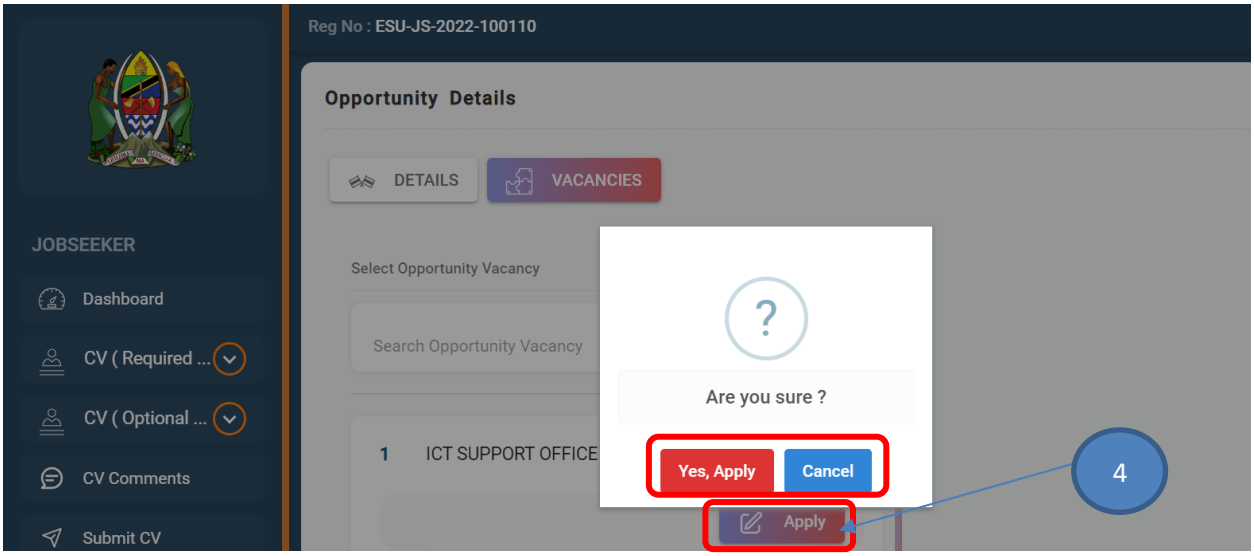
8.1 Jobseeker Submit Application

Steps

1. Verified Registered Jobseeker log in to the System
2. Jobseeker click Opportunities
3. Click More Details on Specific Opportunity

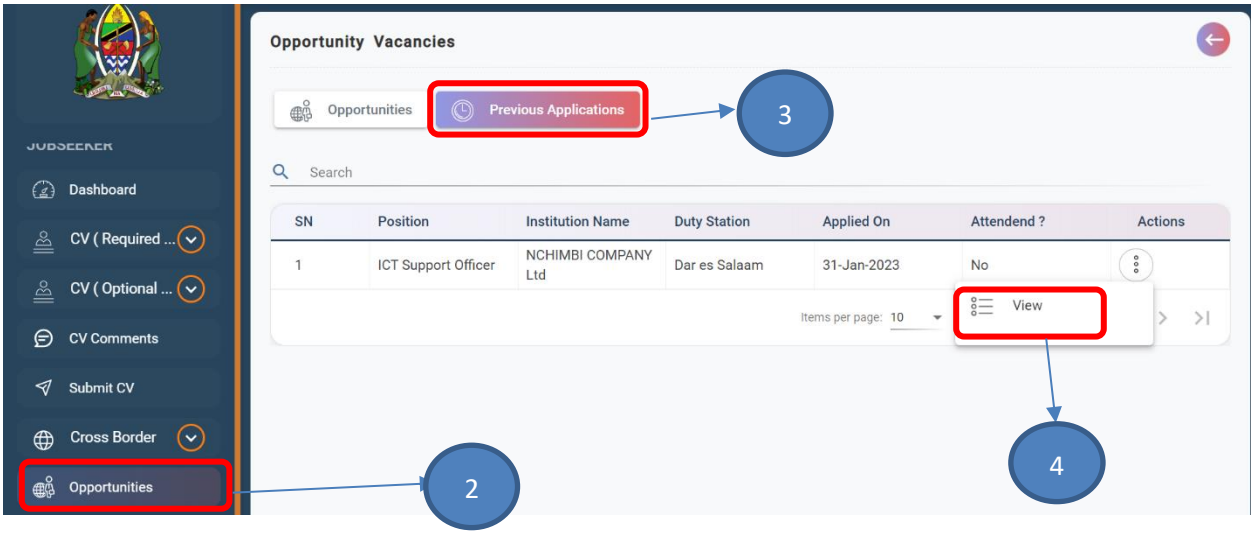


4. Click Apply
5. Confirm to submit Application

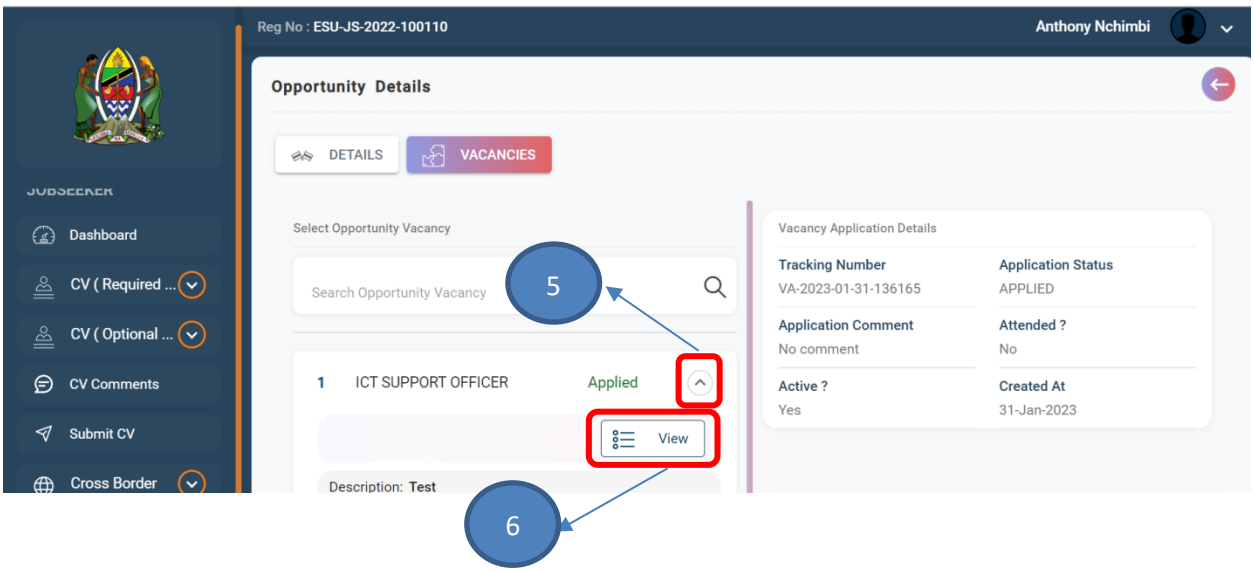


8.2 Jobseeker View Application Status

1. Verified Registered Jobseeker log in to the System
2. Jobseeker click Opportunities
3. Click Previous Application
4. Click view on Specific Vacancy Application

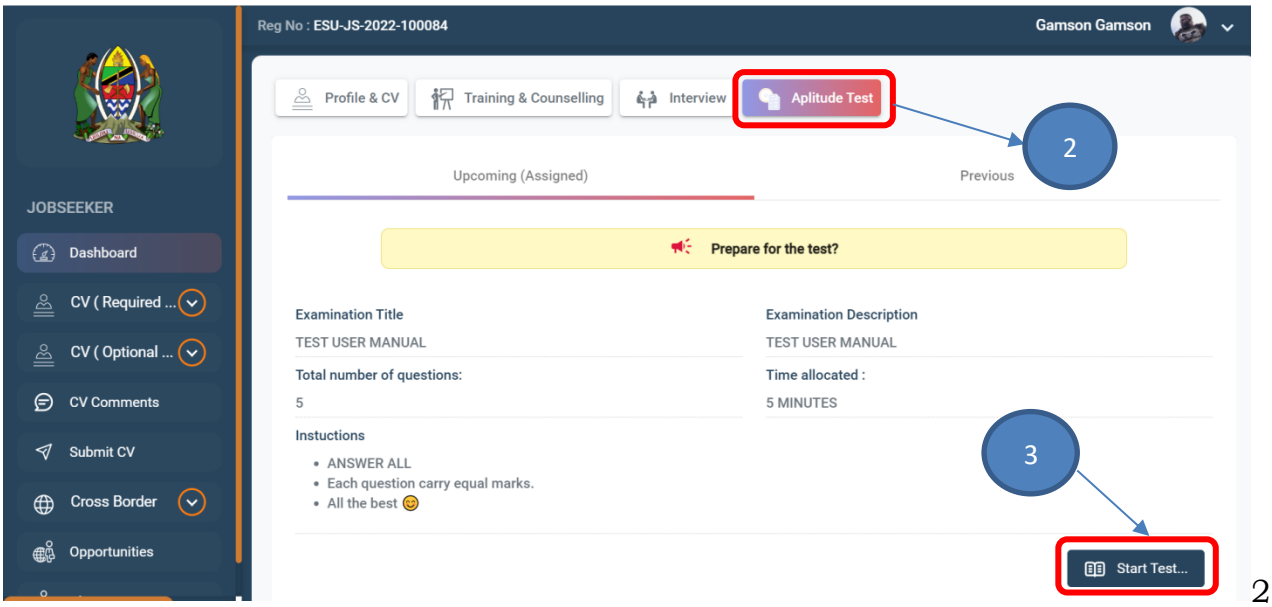


5. Click Drop down Icon in Vacancies
6. Click View More



8.3 Jobseeker Conduct Aptitude Test

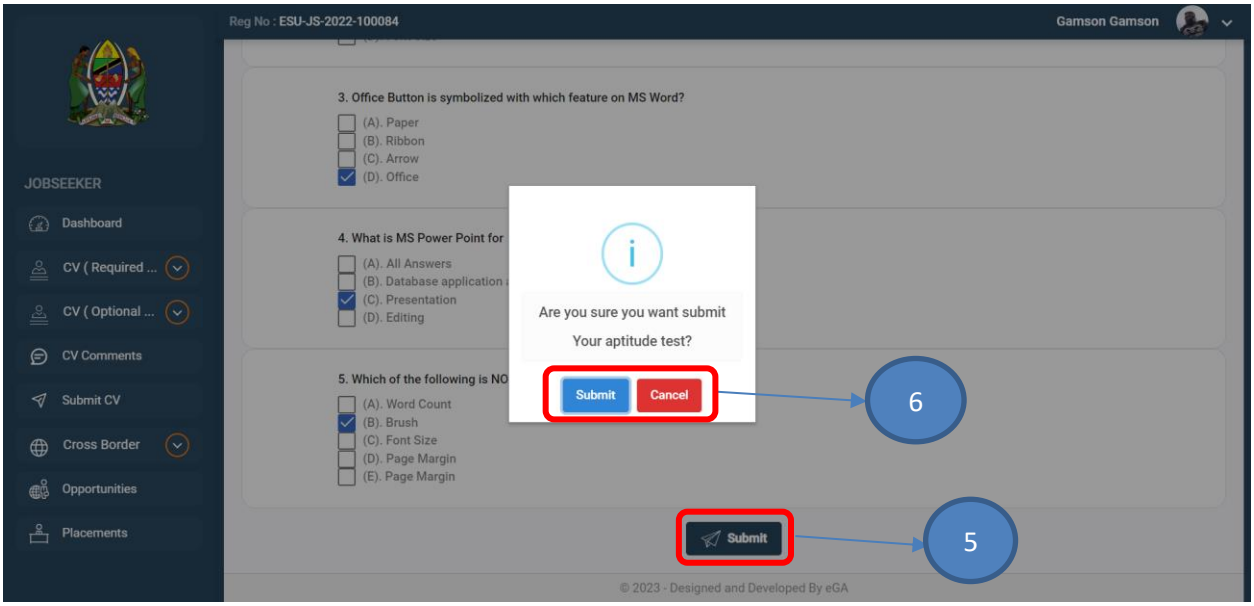
1. Verified Registered Jobseeker log in to the System
2. Jobseeker click Aptitude Test
3. Jobseeker Click “Start”



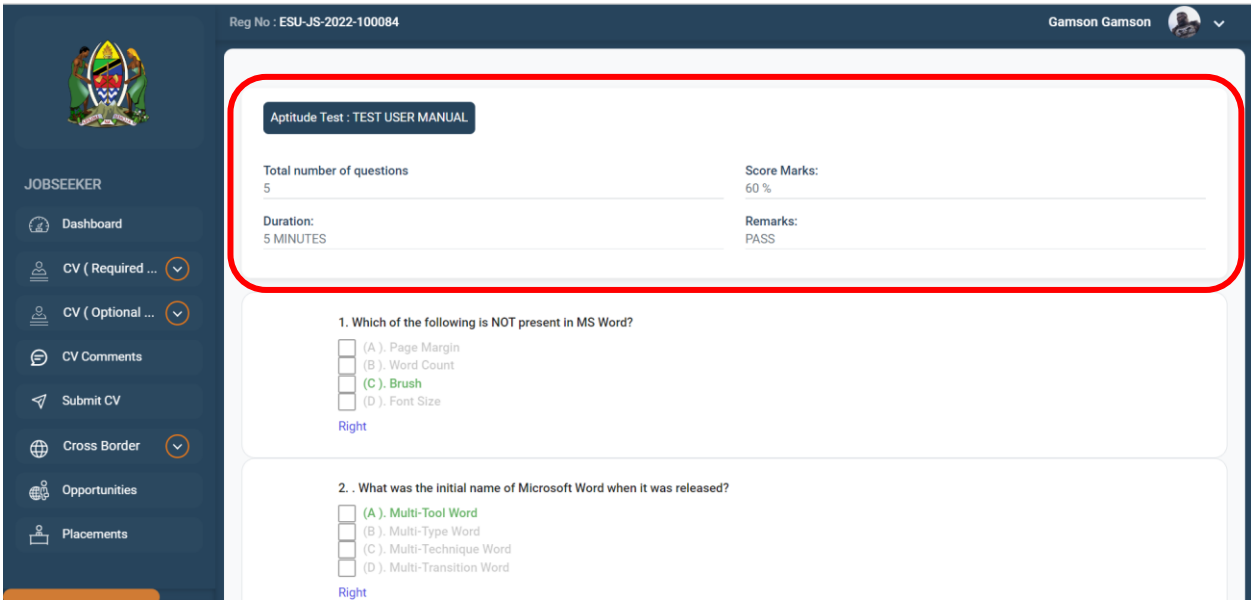
2

4. Jobseeker conduct Aptitude Test
5. Jobseeker submit Aptitude Test

6. Jobseeker Confirm Submission of Aptitude Test

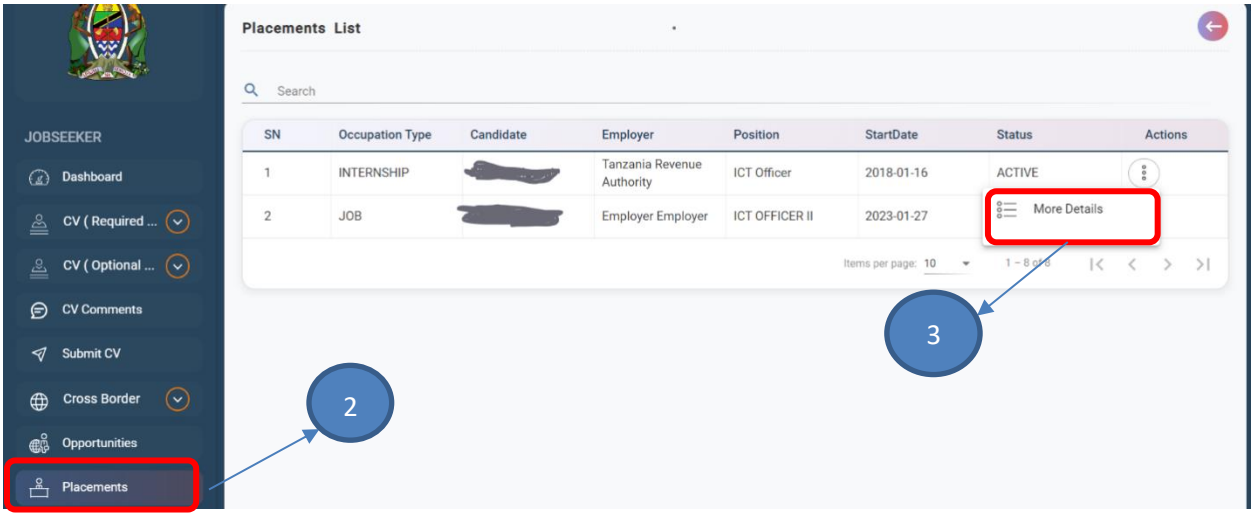
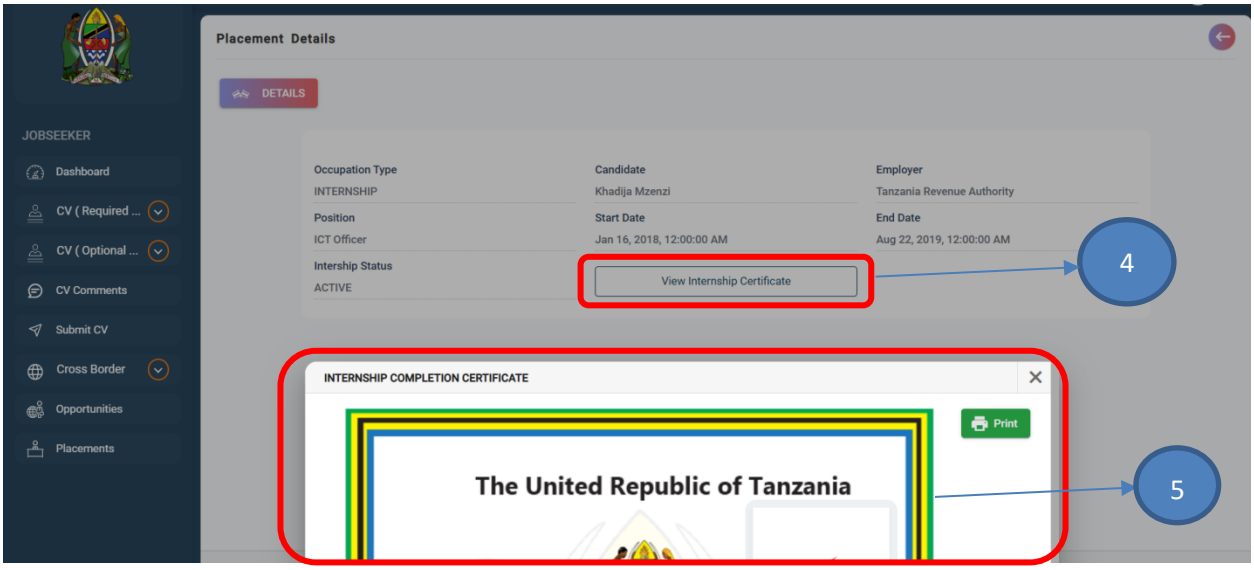


7. Jobseeker View Aptitude Test Result



8.4 Jobseeker View Internship/Job Placement Certificate

1. Verified Registered Jobseeker log in to the System
2. Jobseeker Click Placement
3. Jobseeker Click View More on Specific Placement



4. Jobseeker View Internship Details
5. Jobseeker Click View Internship Certificate
6. Jobseeker View Internship Certificate