

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.

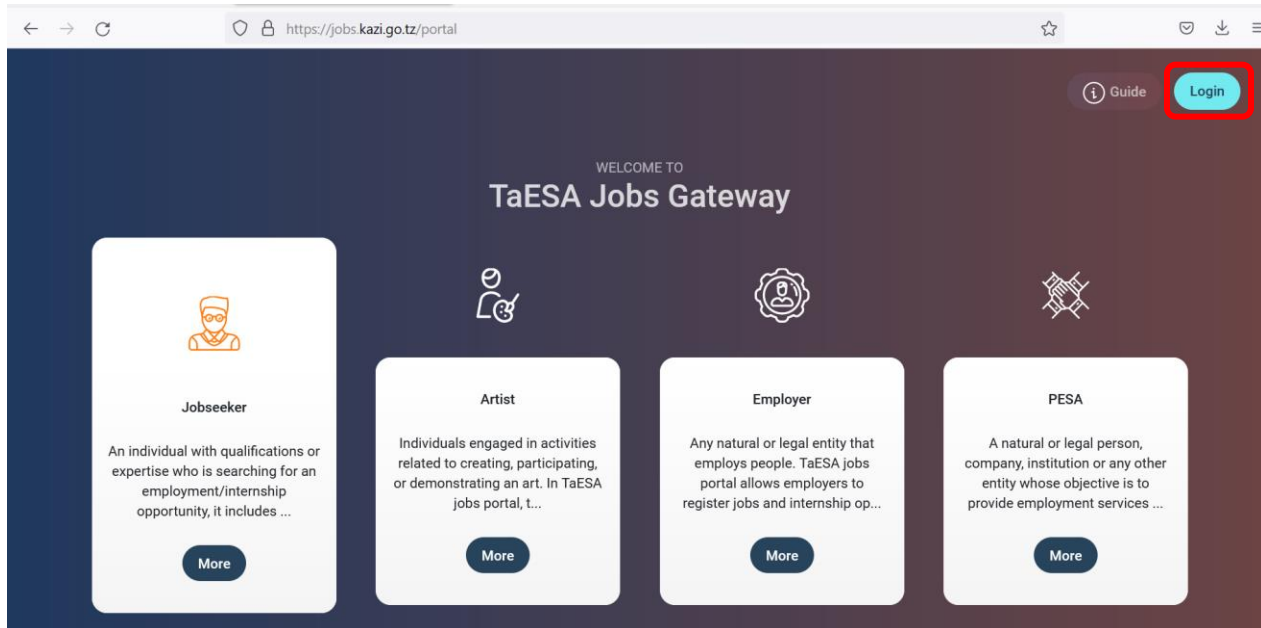
1.4 Features

The Employment Management Information System has been designed using the latest technology 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

← → ↻ https://jobs.kazi.go.tz/create-account ☆ ↵ ☰

Create Account

Account Details

Email *

First Name *

Last Name *

Phone number *

Create Password

Password *

Confirm Password *

Create Account

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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

Bahati Anthony

Choose Account Type

1 Account Type

2 Jobseeker

Artist

Employer

3 Proceed

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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*

JOBSEEKER REGISTRATION

1 ————— 2

Account Type ————— Jobseeker Details

NIDA VERIFICATION

National ID: (NIN, 20 Digits only without dashes)

19958987656787876767 4 Enter NIDA No Click to Verify 5 Verify NIDA

Marital Status *
Single

Phone Number (eg. 716000555) *
255 767878787

Postal Address
P.O.Box 787 DSM

Disability *
No Disability

Residence

Region *
Dar es Salaam

District *
Kigamboni

Ward *
Kigamboni

Street *
Toamoyo

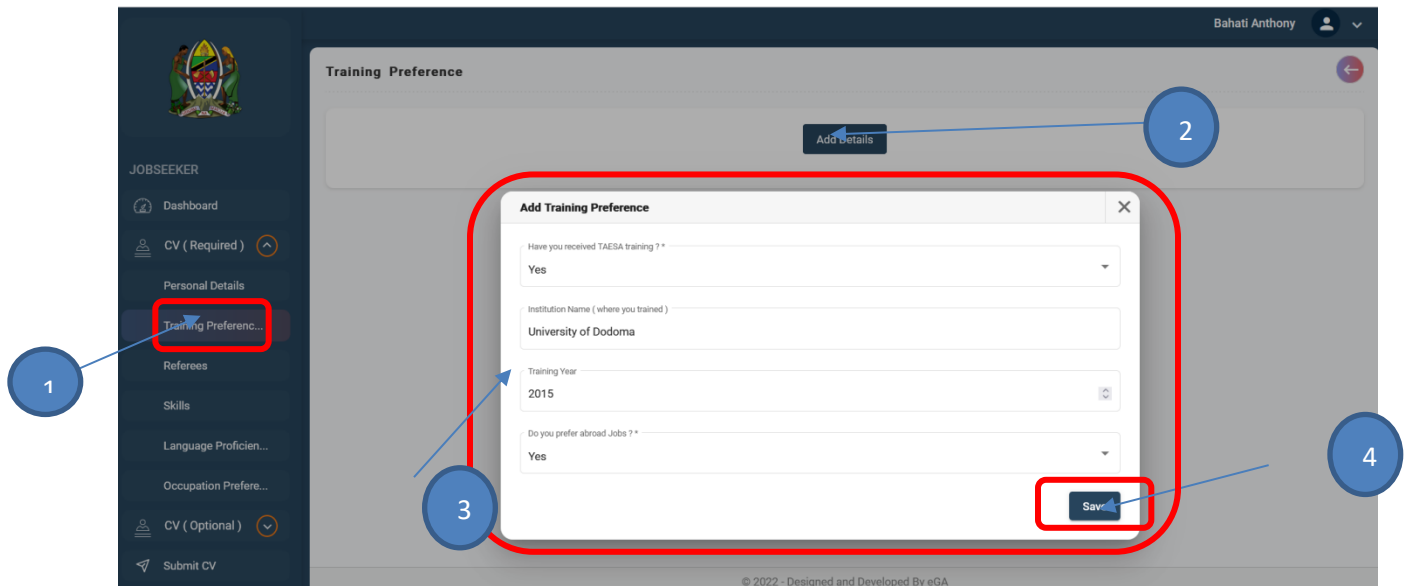
6 Fill required details Click to register 7 Register

7. Click *Register*

2.3 Add Training Preference [Required]

Steps

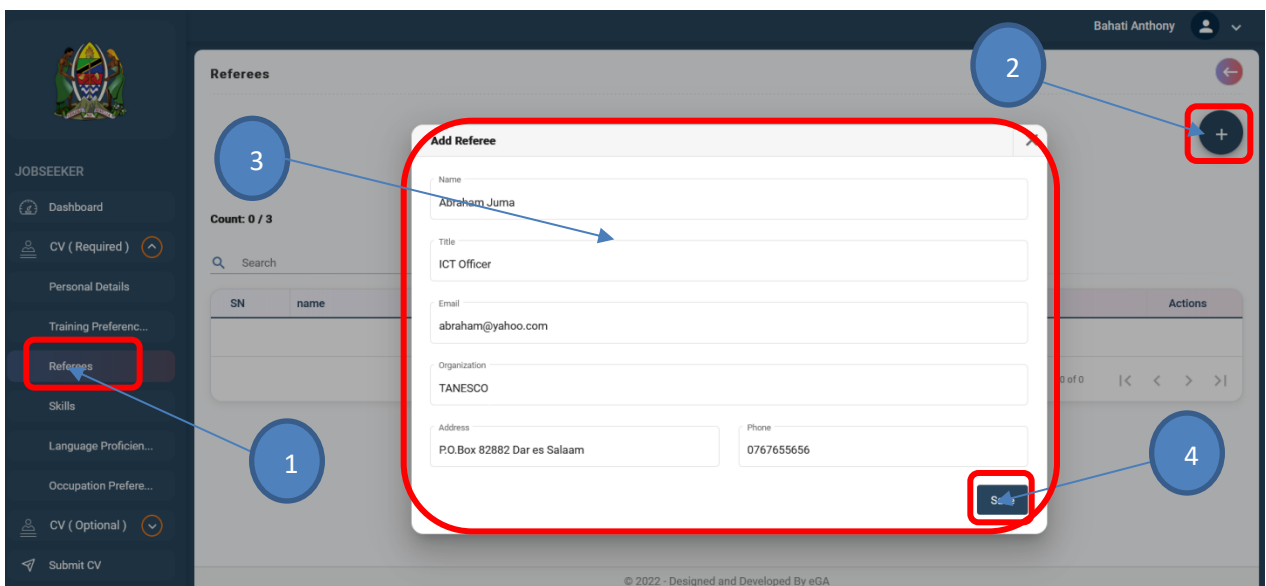
1. Click Training Preference
2. Click Add details
3. Enter all required details
4. Click Save



2.4 Add three referees [Required]

Steps

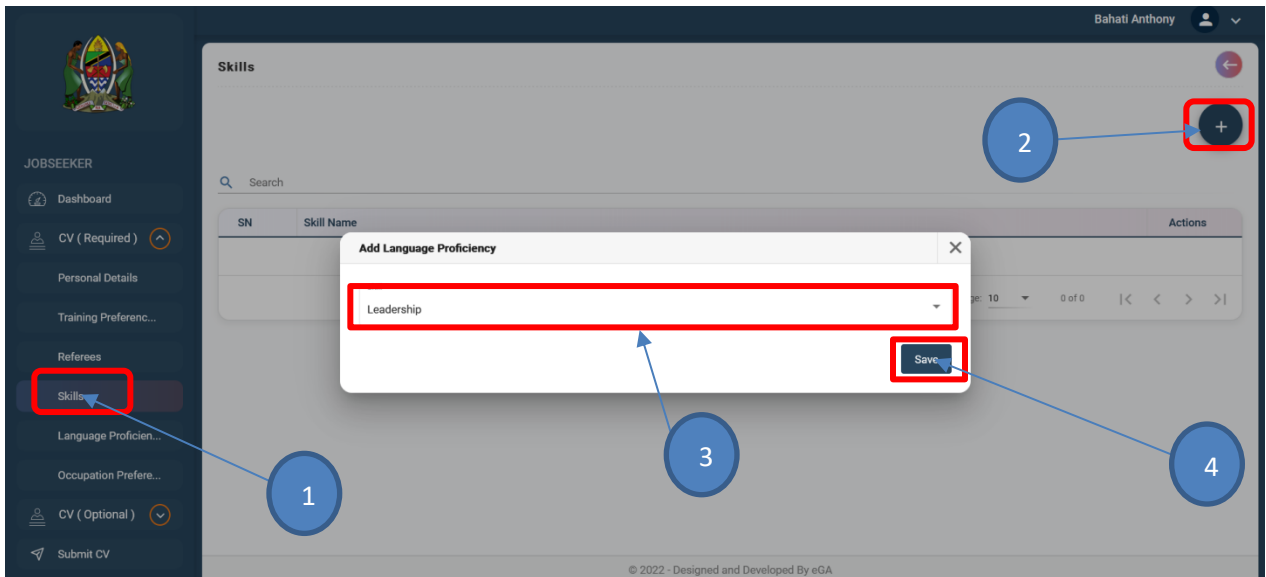
1. Click Referee
2. Click Add Referee
3. Enter all required details
4. Click Save



2.5 Add Skills [Required]

Steps

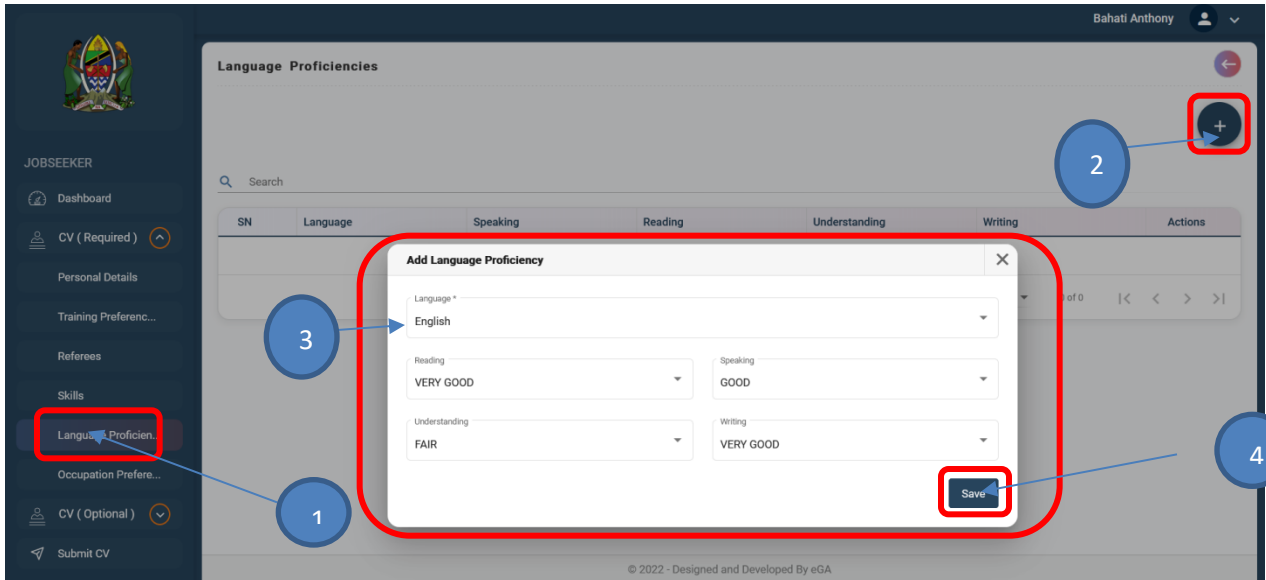
1. Click Skills
2. Click Add Skills
3. Select Skill from drop down list
4. Click Save



2.6 Add Language Proficiency [Required]

Steps

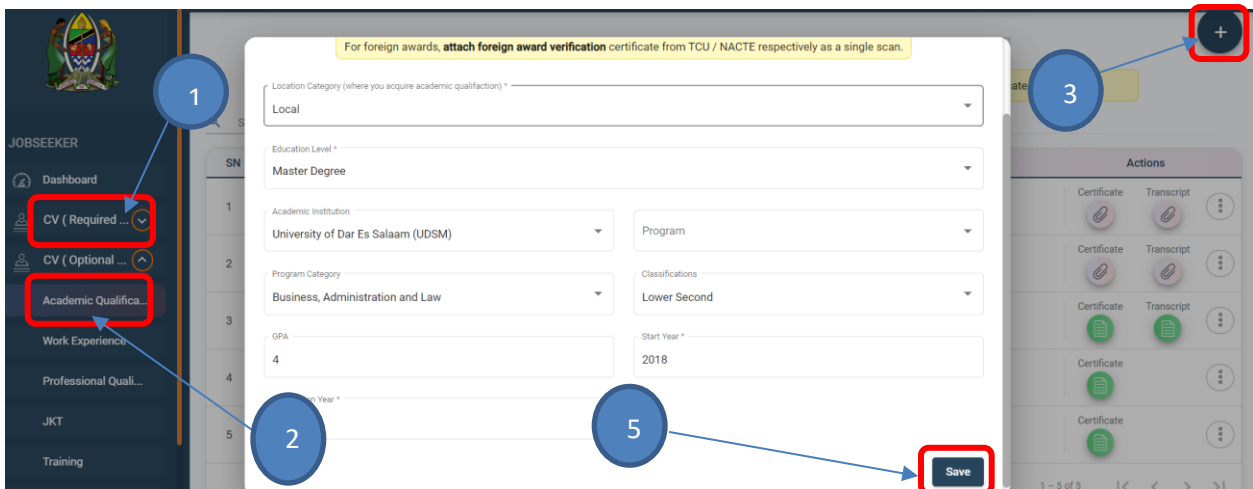
1. Click Language
2. Click Add Language
3. Select Skill from drop down list
4. Click Save



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]

Make sure you **attach certificate** for each academic qualification. View academic qualification to attach a certificate.

Search

SN	Education Level	Institution	Start Year	Completion	Verified	Actions
1	Master Degree	Oxford	2008	2017	No	Certificate Transcript
2	Master Degree	University of Dar Es Salaam (UDSM)	2018	2022	No	Certificate Transcript
3	Bachelor Degree	University of Dar Es Salaam (UDSM)	2015	2018	Yes	Certificate Transcript

Click to add attachment

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

Bahati Anthony

Occupation Preferences

Add Preference 3

Add a total of 2 to 4 preferences only

Count: 0 / 4

Search

SN	Title	Added Date	Actions
----	-------	------------	---------

Add Occupation Preference

Highest Qualification : Bachelor of Science in Computer Science

Occupation *
Analyst, Business (Information Technology)

Save

CV (Required)

Occupation Preference

2.10 Add Passport Size [Required]

Personal Details

First Name
Bahati

Middle Name
A

Last Name
Anthony

Gender
FEMALE

Birth Date
1995-04-14

Marital Status
SINGLE

Phone number
255757997100

Email
mipotaf6200@ovout.com

Postal Address
P.O.Box 8787 DSM

NIN
78786534123456789876

Disability
No Disability

Residence

Region
Dar es Salaam

District
Kigamboni

Ward
Kibada

Street
Uvumba

Photo

1

2 Add Passport size

Edit

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2.11 Add Working Experience [Option]

Work Experiences

Add working experience

2

+

Add Work Experience

Title
ICT Officer

Employer Name
TASAC

Employer Business
IT & Telecom

Is Current Job?
Yes

Start Date
01/04/2015

Renumeration

Supervisor Name
Joseph Kamilo

Supervisor Phone
0765676787

1

3

Save

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2.13 Add Professional Qualification [Option]

Professional Qualifications

Make sure you **attach certificate** for each professional qualification. View professional qualification to attach a certificate.

Add Professional Qualification

Certification Name: CCNA

Institution Name: Unique Academy

Duration (in Months): 6

Start Date: 01/01/2020

Completion Date: 01/06/2020

Country: TANZANIA, UNITED REPUBLIC OF

Save

1: Professional Quali...
2: Add Professional qualification
3: Save

2.14 Add JKT details [Option]

JKT

Make sure you **attach certificate**. View to attach a certificate.

Add Working Attribute

JKT Operation

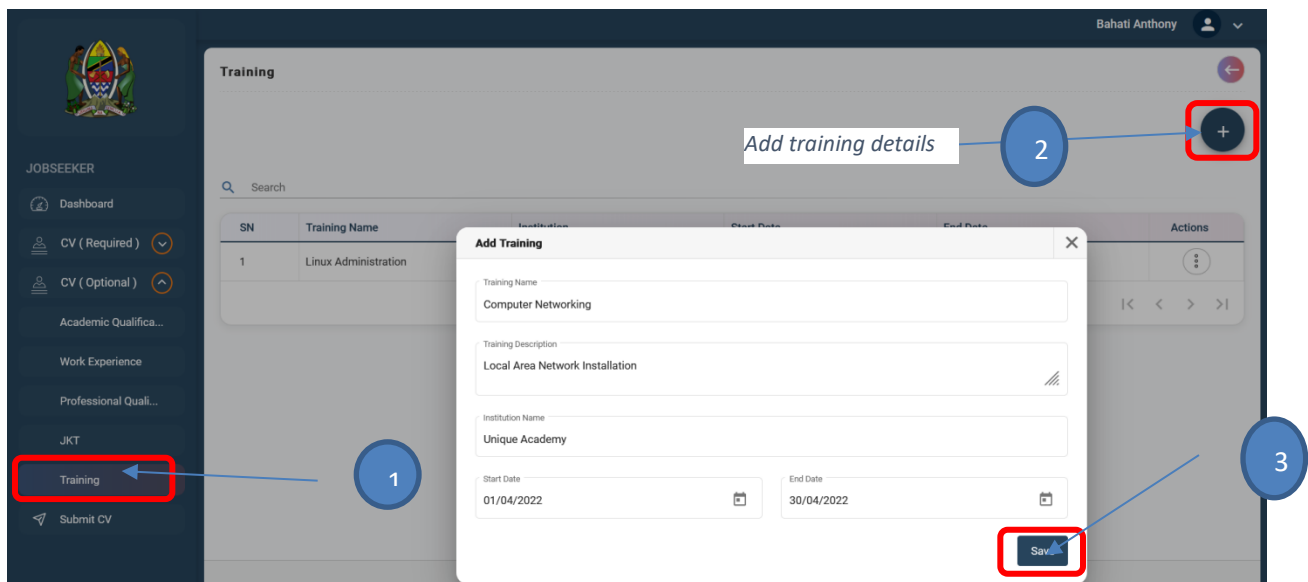
Operation Location

Completion Year

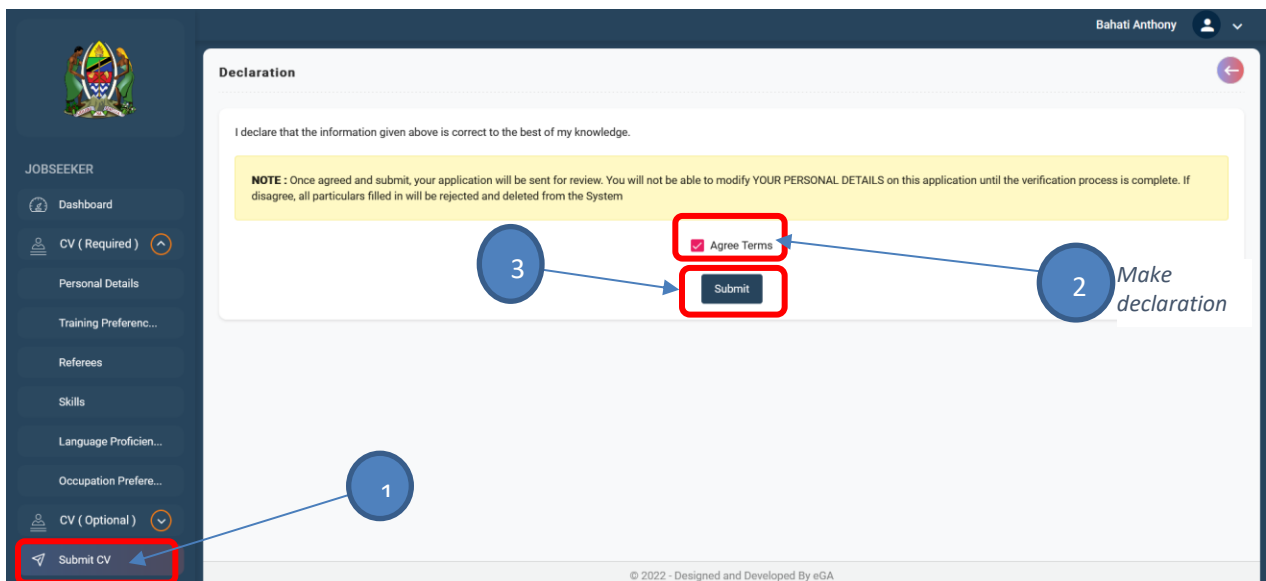
Save

1: JKT
2: Add JKT details
3: Save

2.14 Add Training [Option]



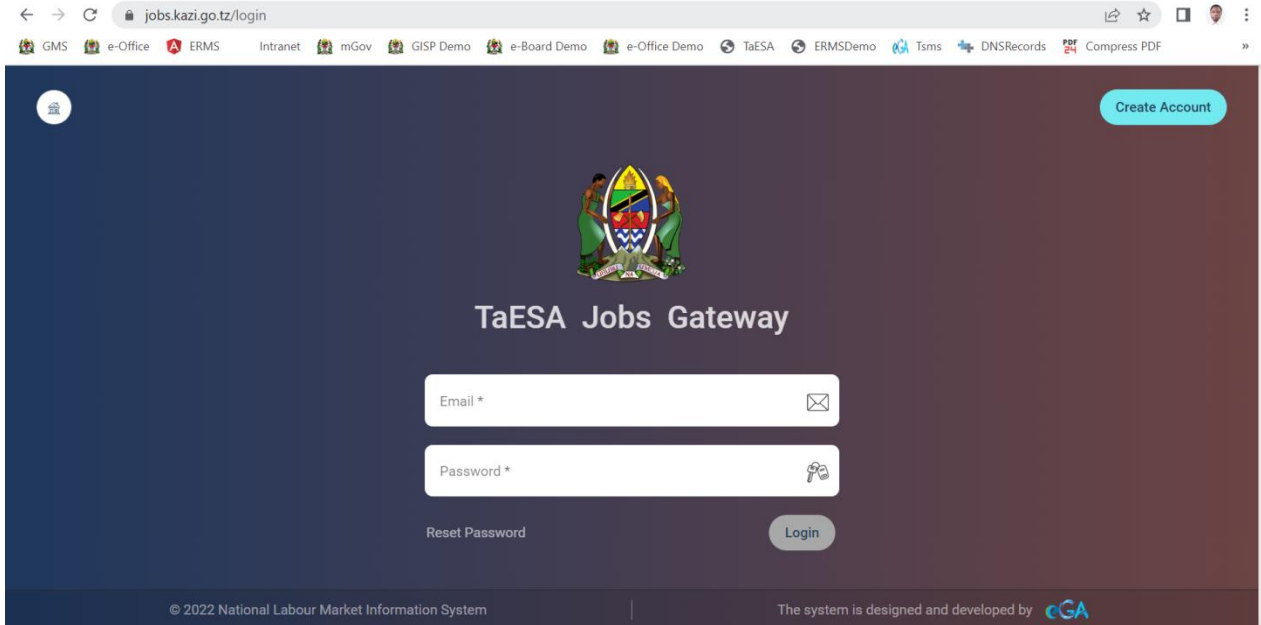
2.15 Submit CV



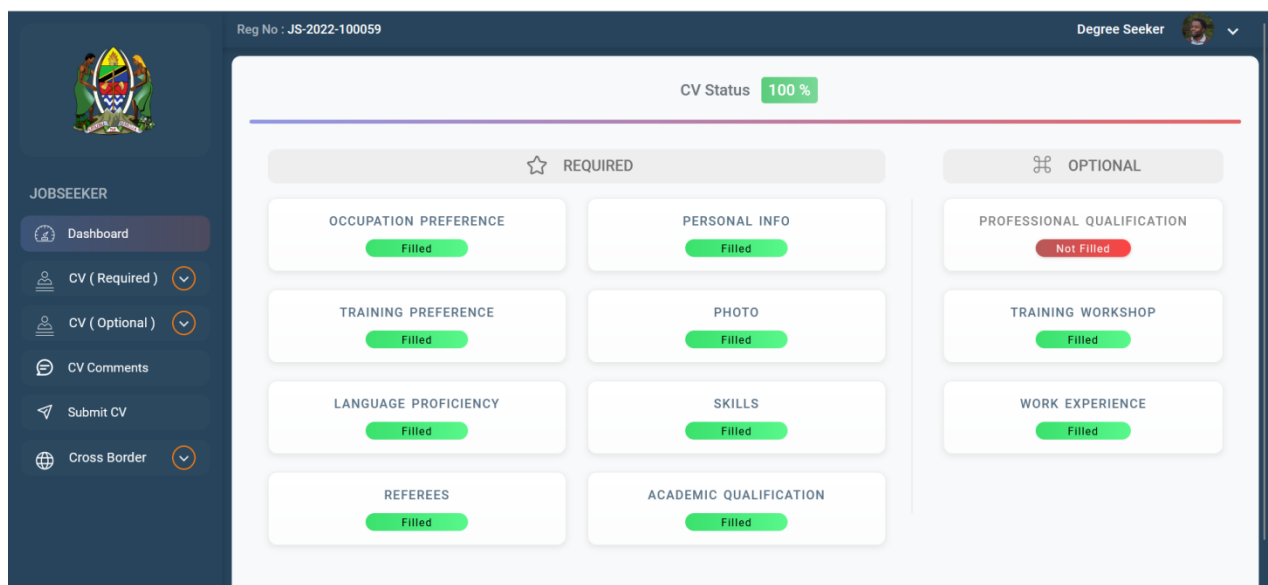
3. System Accessibility

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;

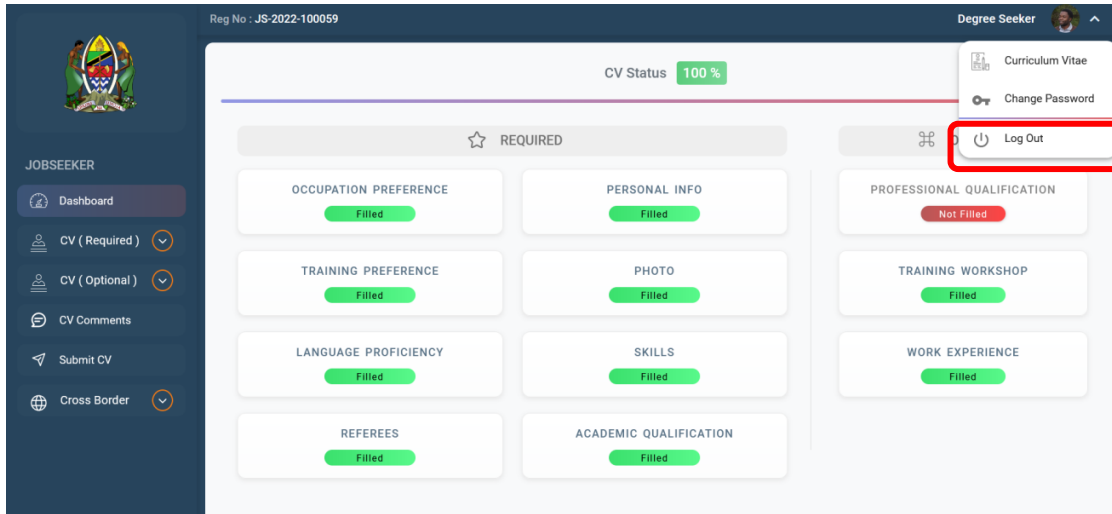


3. Provide your username that is email address used during registration of account and password to login;
4. Upon successful login, the system will open the home, which is characterized by system modules, for user to access and be able to navigate or surf the relevant system features.



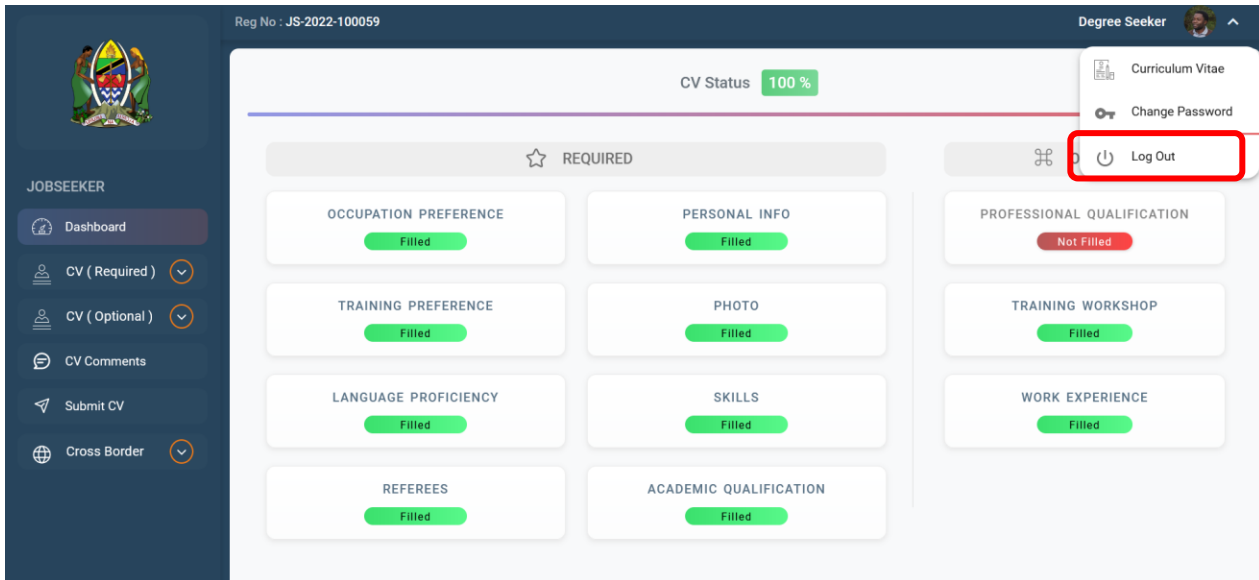
3.2 Logging out

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



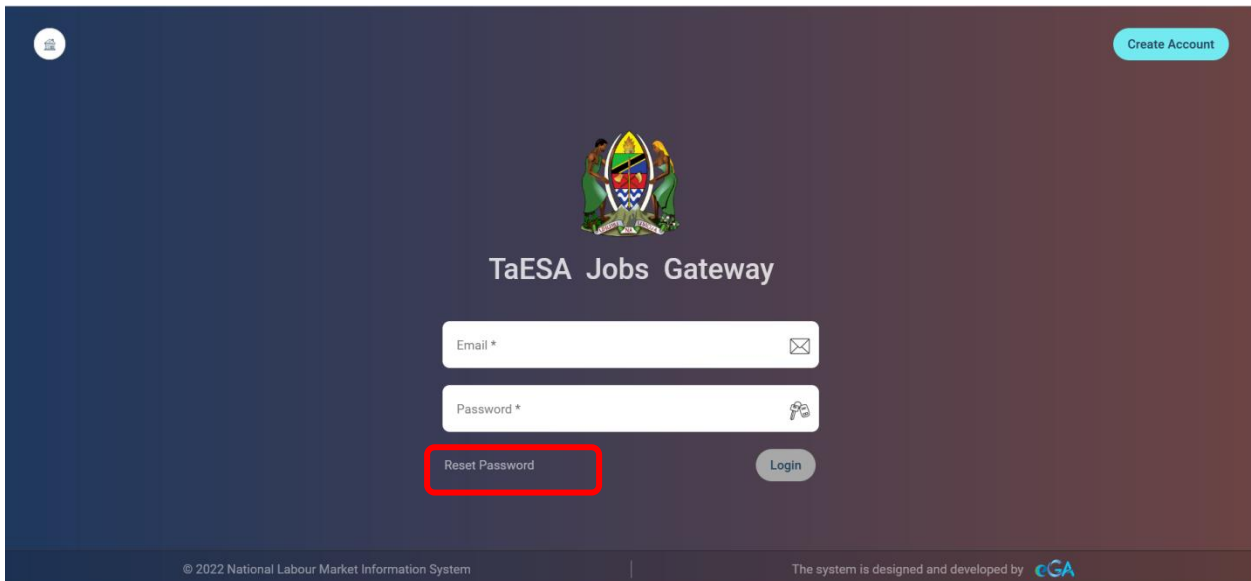
3.3 Changing Password

1. Click down arrow appearing against user ID then click *Change Password* in order to 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

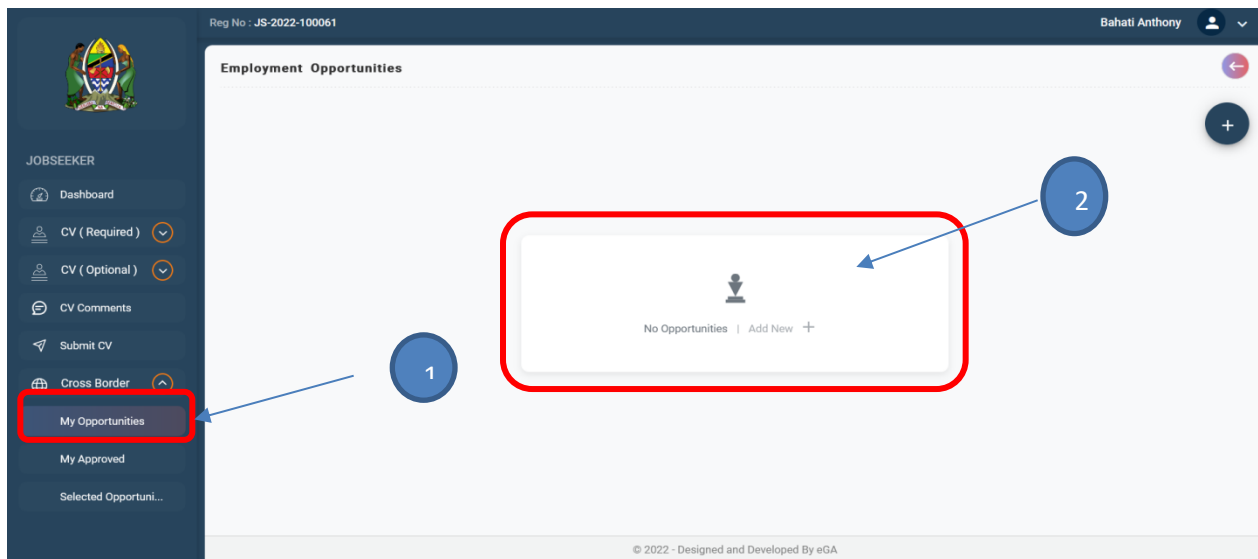
7. Click the link *Password reset*
8. Enter new Password
9. Confirm new Password
10. Click “*Reset Password*”

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*

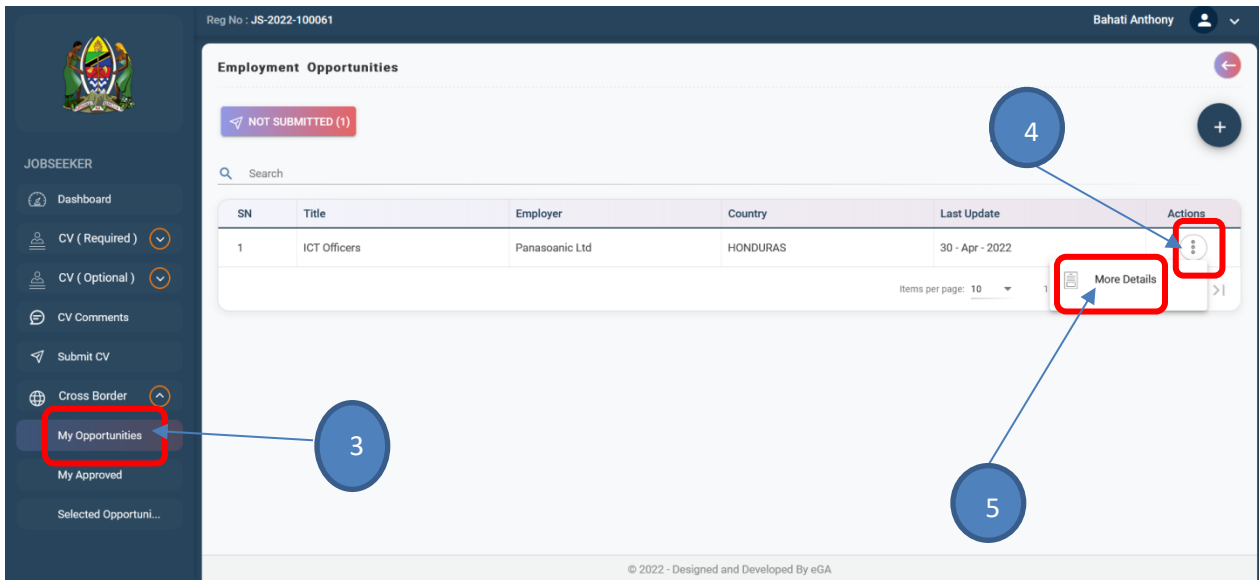


5. Fill all required Opportunity details
6. Click *Next*
7. Fill location details
8. Click Register

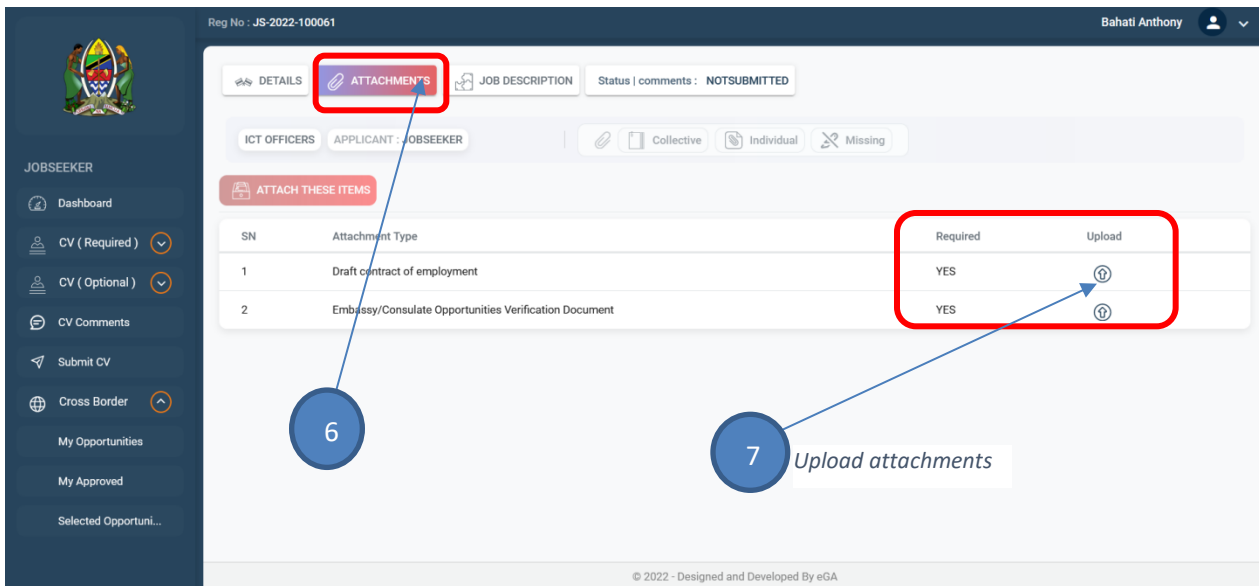
5.2 Adding Attachments, Job Description, Bill Generation and Submission of Application

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

Reg No : JS-2022-100061 Bahati Anthony

DETAILS ATTACHMENTS **JOB DESCRIPTION** Status | comments : NOTSUBMITTED

ICT OFFICERS APPLICANT : JOBSEEKER

Select Cross Boarder Vacancy

Add Vacancy

Title Vacancy Category

This field is required

Education Level Minimum GPA Number Of Opening

Minimum Age Maximum Age Vacancy Start Date Vacancy End Date

Job Description

Save

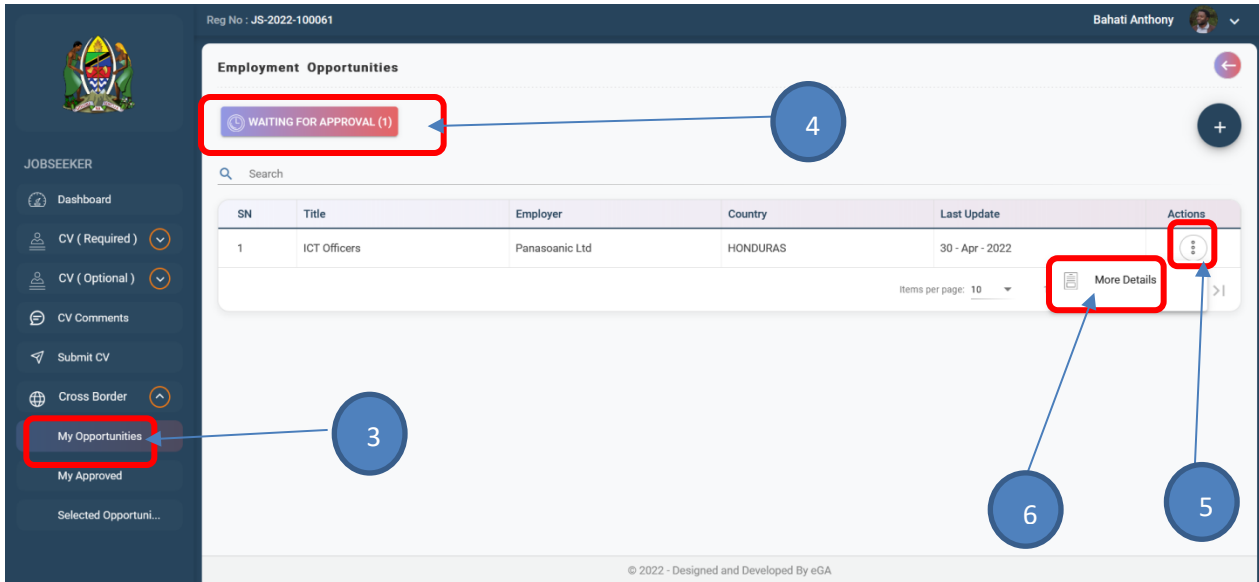
10. Fill all required details
11. Click Save
12. Generate Bill
13. Confirm Bill Generation
14. Make Payment with provided Control number
15. Click Submit
16. Confirm

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

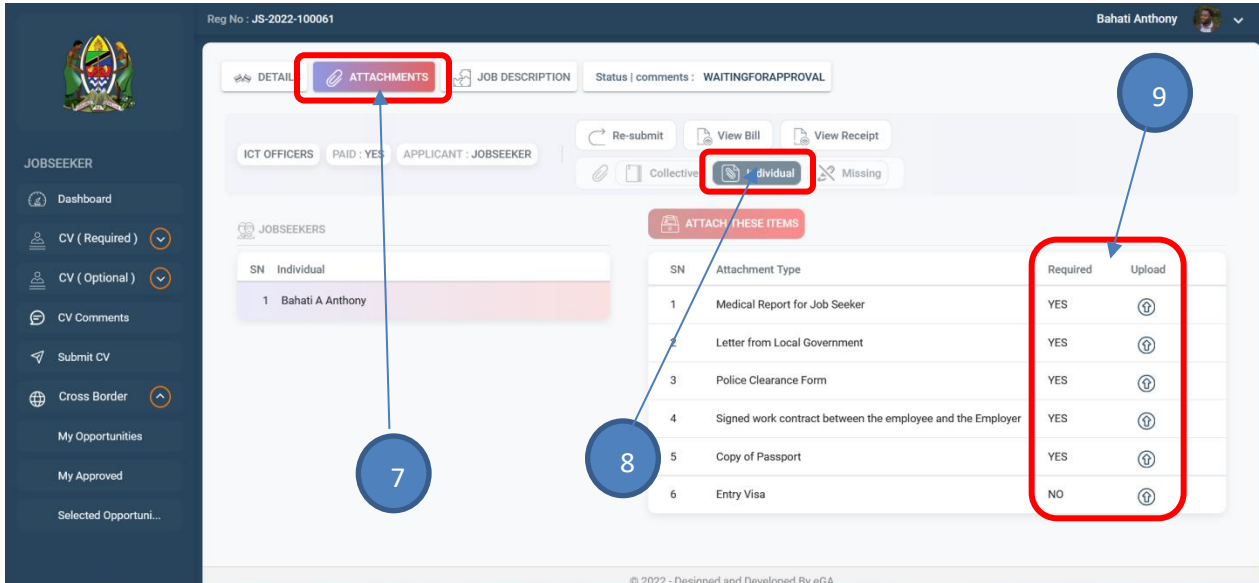
5.3 Attaching Necessary Attachments and Re-submission

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



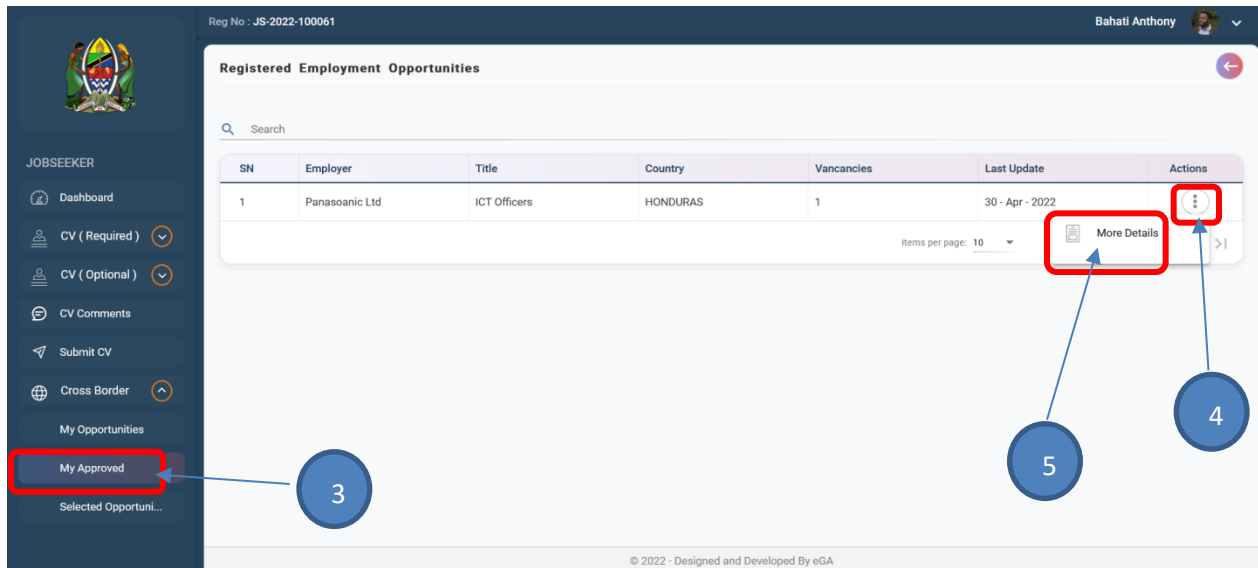
9. Upload all necessary attachments then Click Resubmit

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

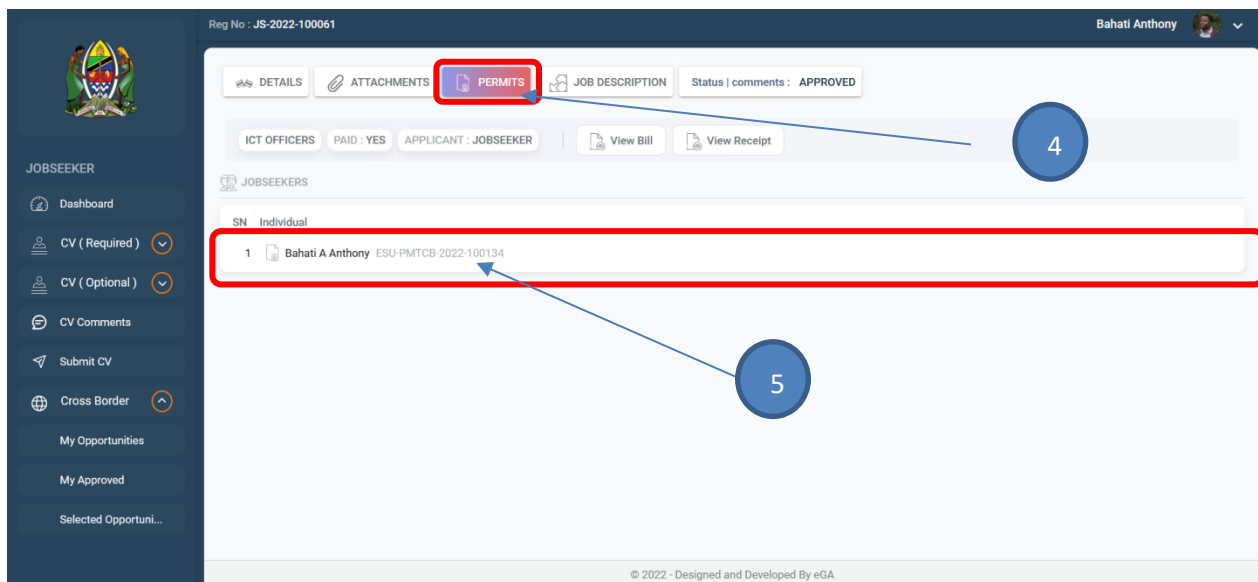
5.4 Downloading Permit

Steps

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



4. Click *Permits*



5. *View Permit*

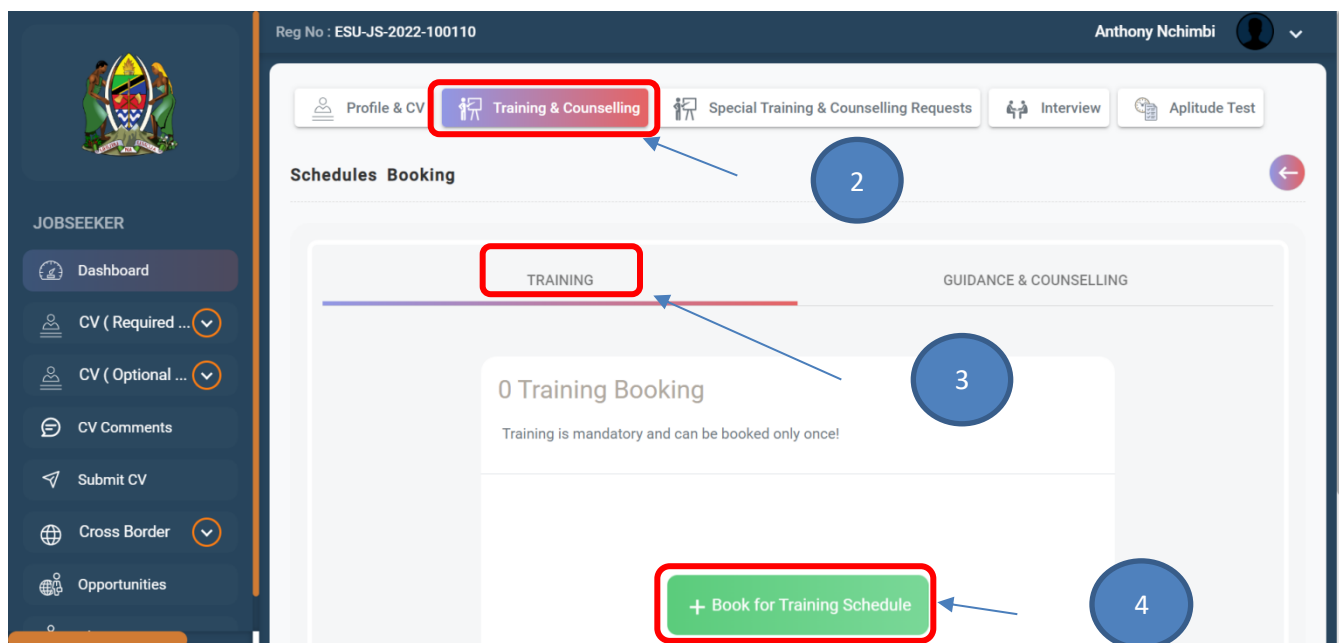
6. Download Permit

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

Available Training List

SN	Reference No	Training Title	Training Type	Location	Start Date	End Date	Actions
1	TR-2023-01-30-8938	MGANTE	Job Search Techniques Trainings	Dar es Salaam	31-Jan-2023	31-Jan-2023	Details
2	TR-2023-01-24-84549	PETER UGATA - SOFT SKILLS	Soft skills Training	Dar es Salaam	31-Jan-2023	31-Jan-2023	Details
3	TR-2023-01-24-51724	Susan Training DSM	Soft skills Training	Dar es Salaam	28-Jan-2023	31-Jan-2023	Details
4	TR-2023-01-24-108468	Nchimbi DSM-Training	Job Search Techniques Trainings	Dar es Salaam	24-Jan-2023	31-Jan-2023	Details
5	TR-2023-01-18-131342	Training Kiwale Test 18 January	Vetting	Dar es Salaam	18-Jan-2023	31-Jan-2023	Details
6	TR-2023-01-17-7228	Training Night 17 January 2023	Soft skills Training	Dar es Salaam	17-Jan-2023	31-Jan-2023	Details

6. Click Book On Specific Schedule

7. Confirm Booking

SOFT SKILLS TRAINING

Soft skills Training

Training Category: In or Outdoor
Zonal Name: East and Coastal Zone

NORMAL
INDOOR

Location: Dar es Salaam
Start Date: 31-Jan-2023
End Date: 31-Jan-2023

Created Date: 24 - Jan - 2023

Available Schedules

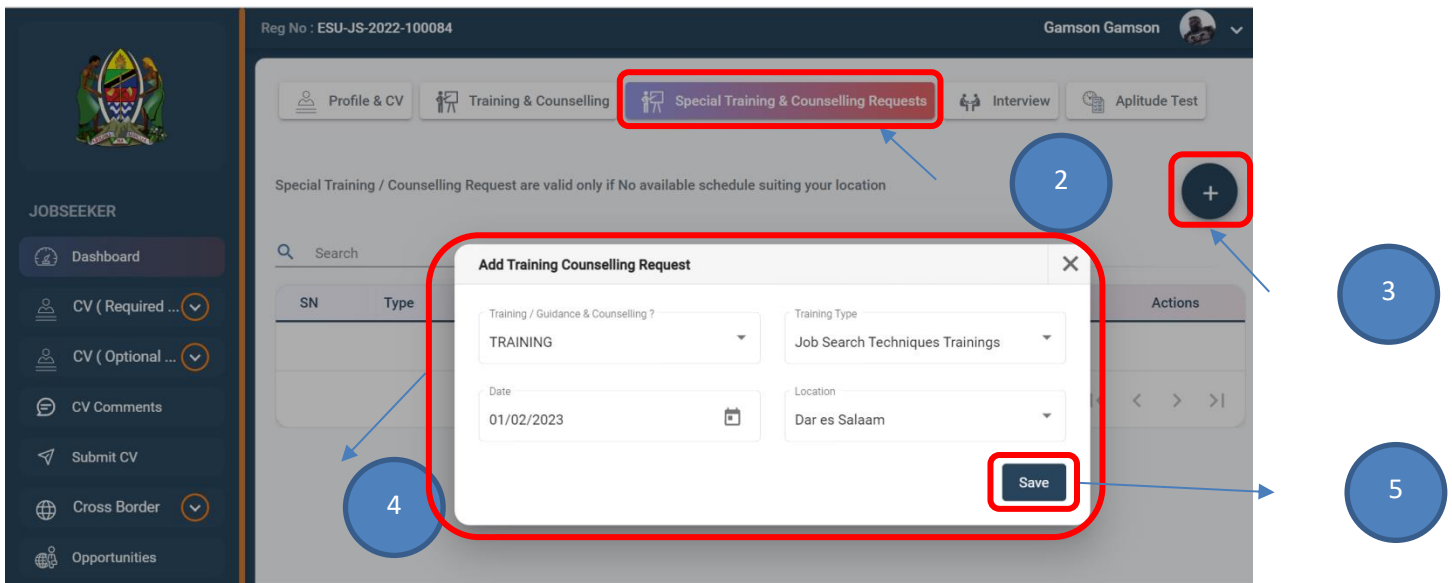
Are you sure you want to book?

Yes Cancel

SN	Reference No	Location	Venue	Capacity	Booked Seats	Date	Time	Actions
1	SH-2023-01-24-54105		DSM	10	1	31-Jan-2023 09:02 - 12:00	09:02 - 12:00	Book

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

Reg No : ESU-JS-2022-100088

Profile & CV | Training & Counselling | **Interview** | Aptitude Test

Title	Description
rtt	tyty
Hq	Date Range
	30-Sep-2022
Derivery Mode	Status
ONLINE_CONFERENCE	PENDING

View More

2

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

Reg No : ESU-JS-2022-100110 | Anthony Nchimbi

Opportunities | Previous Applications

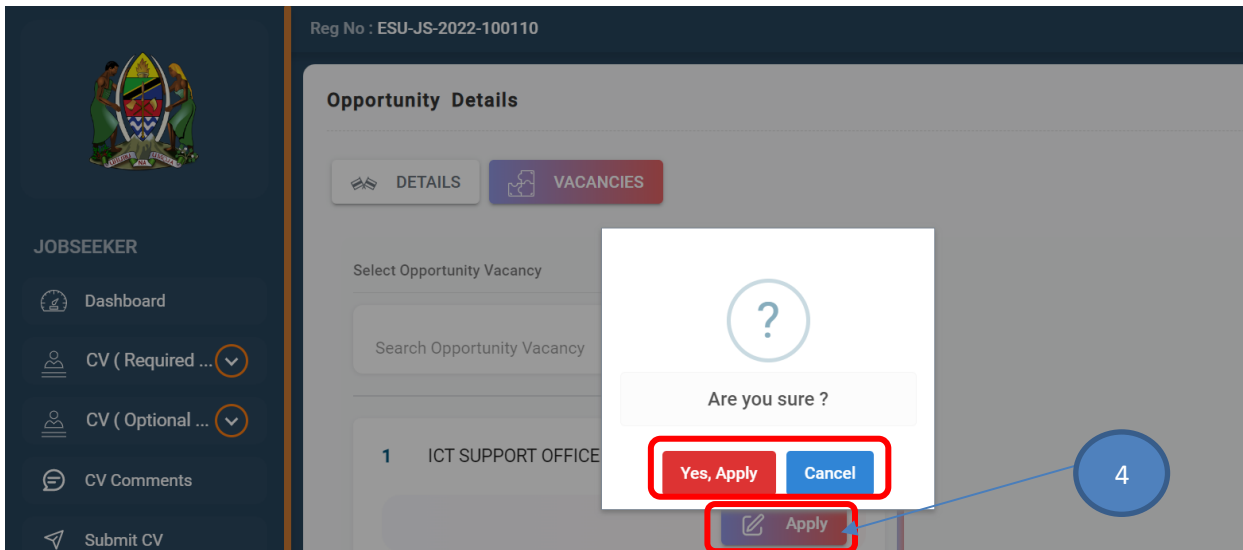
ICT Support Officer	ICT For life	ICT Repeat
2	2	2
Institution Name NCHIMBI COMPANY Ltd	Institution Name NCHIMBI COMPANY Ltd	Institution Name NCHIMBI COMPANY Ltd
Job Description Test	Job Description ICT For life	Job Description ICT Repeat
Duty Station DSM	Duty Station DSM	Duty Station DSM
Terms Of Service PERMANENT	Terms Of Service PERMANENT	Terms Of Service CONTRACT

More Details

2

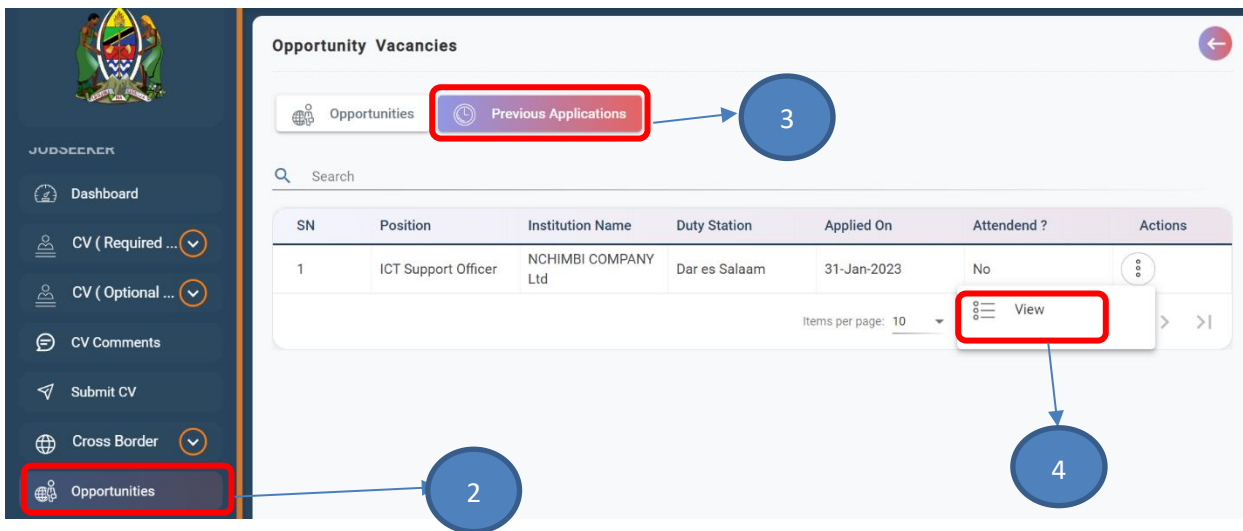
3

4. Click Apply
5. Confirm to submit Application

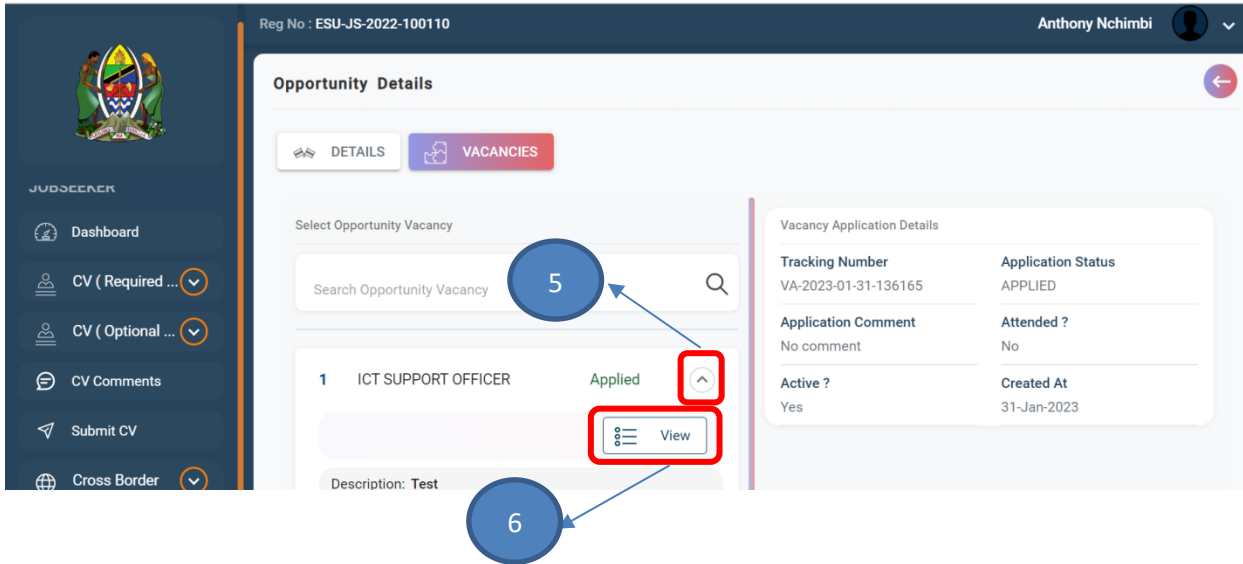


8.2 Jobseeker View Application Status

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

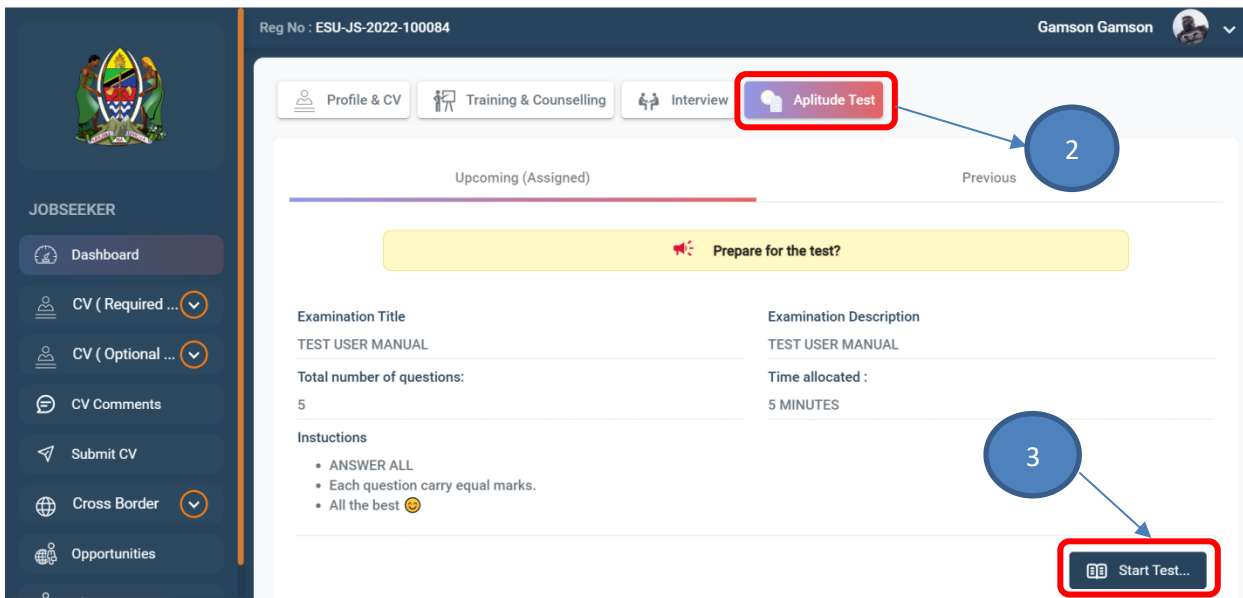


5. Click Drop down Icon in Vacancies
6. Click View More



8.3 Jobseeker Conduct Aptitude Test

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



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

6. Jobseeker Confirm Submission of Aptitude Test

The screenshot shows the Jobseeker interface with a sidebar on the left containing navigation options: Dashboard, CV (Required ...), CV (Optional ...), CV Comments, Submit CV, Cross Border, Opportunities, and Placements. The main content area displays three multiple-choice questions. A modal dialog box is centered on the screen, asking "Are you sure you want submit Your aptitude test?" with "Submit" and "Cancel" buttons. A red box highlights the "Submit" button in the modal, with a blue circle labeled "6" pointing to it. Another red box highlights the "Submit" button at the bottom of the question list, with a blue circle labeled "5" pointing to it. The background questions are partially visible and dimmed.

Reg No : ESU-JS-2022-100084 Gamson Gamson

3. Office Button is symbolized with which feature on MS Word?

- (A). Paper
- (B). Ribbon
- (C). Arrow
- (D). Office

4. What is MS Power Point for

- (A). All Answers
- (B). Database application
- (C). Presentation
- (D). Editing

5. Which of the following is NOT

- (A). Word Count
- (B). Brush
- (C). Font Size
- (D). Page Margin
- (E). Page Margin

Submit

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7. Jobseeker View Aptitude Test Result

The screenshot shows the Jobseeker interface displaying the results of an aptitude test. A red box highlights the results summary section. The summary includes the test title "Aptitude Test : TEST USER MANUAL", the total number of questions (5), the score marks (60%), the duration (5 MINUTES), and the remarks (PASS). Below the summary, two multiple-choice questions are shown with their correct answers highlighted in green.

Reg No : ESU-JS-2022-100084 Gamson Gamson

Aptitude Test : TEST USER MANUAL

Total number of questions	Score Marks:
5	60 %
Duration:	Remarks:
5 MINUTES	PASS

1. Which of the following is NOT present in MS Word?

- (A). Page Margin
- (B). Word Count
- (C). Brush
- (D). Font Size

Right

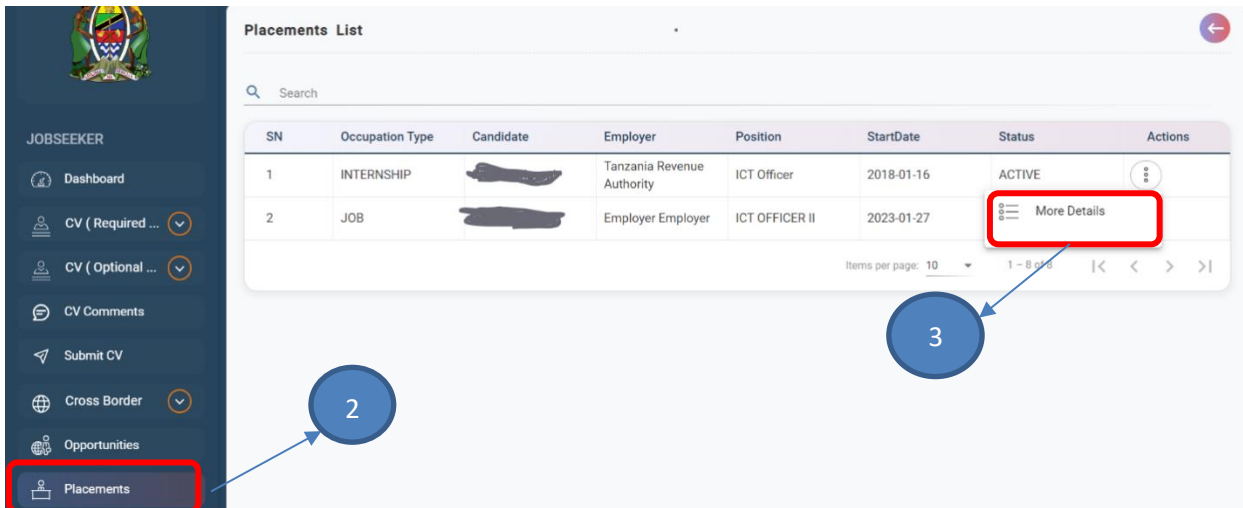
2. What was the initial name of Microsoft Word when it was released?

- (A). Multi-Tool Word
- (B). Multi-Type Word
- (C). Multi-Technique Word
- (D). Multi-Transition Word

Right

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

