



**JAMHURI YA MUUNGANO WA TANZANIA**  
WIZARA YA MAMBO YA NDANI YA NCHI  
JESHI LA POLISI TANZANIA



# Mwongozo wa Matumizi ya **MFUMO WA AJIRA**

## 1.0: UTANGULIZI

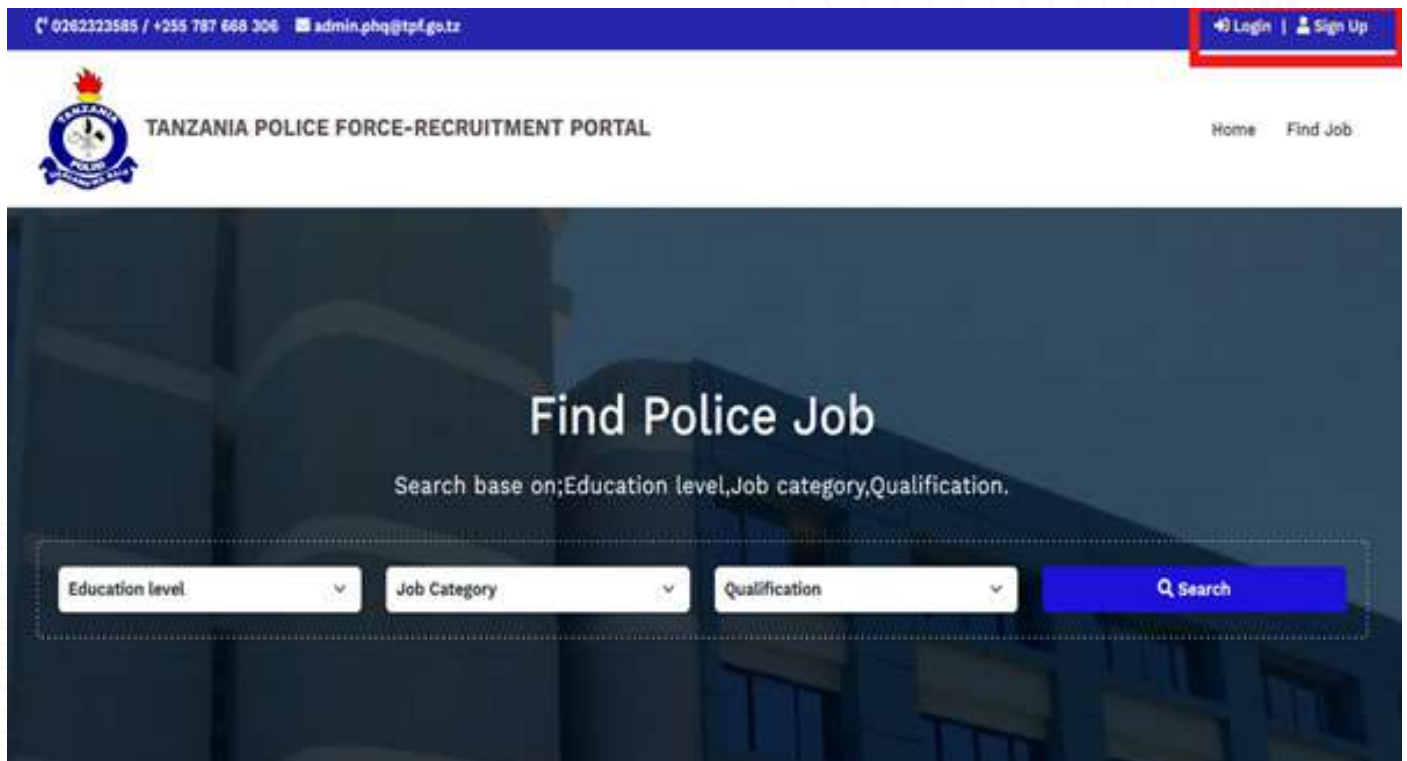
Mwongozo huu unaonyesha jinsi ya kutumia mfumo huu. Aidha, mwombaji anatakiwa kuomba kazi mara moja tu na si vinginevyo hivyo chagua kazi ambayo unaimudu vizuri vilevile mwombaji atatakiwa au anatakiwa kuwa na vitu vifuatavyo kabla ya kuomba kazi:

- (i) Namba ya NIDA iliyo sahihi
- (ii) Picha ya pasipoti (Passport size) kwenye format ya picha (.PNG/ JPG)
- (iii) Vyeti vya elimu

**Note:** Mwombaji wa ajira hataweza kubadilisha maombi yake ya kazi baada ya kuomba kazi husika.

## 2.0: KUFUNGUA AKAUNTI

**A.** Mwombaji anatakiwa kufungua mfumo wa ajira na kisha kubonyeza sehemu iliyoandika "SIGN UP" iliyopo sehemu ya juu kushoto mwa ukurasa wa nyumbani.



0262323585 / +255 787 668 306 | admin.phq@tpf.go.tz

Home | Find Job

**Find Police Job**

Search base on; Education level, Job category, Qualification.

Education level | Job Category | Qualification | Search

**B.** Mwombaji anatakiwa kujaza taarifa tatu za muhimu zinazohitajika ambazo ni

Majina atakayotumia kwenye akaunti yake

Barua pepe (Email) yake

Kujaza nywila atakayoitumia (Password)

## Create Account

Candidate Name \*

Email \*

Password \*

Confirm Password \*

[Create Account](#)

[Existing User? Login Now](#)



- C. Mwombaji anatakiwa kujaza tarakimu za namba yake ya utambulisho wa taifa (NIDA Number). Mfano: 19081103511060000128

## Create Profile

<a href="#">Dashboard</a>	<b>NIN (NIDA NUMBER):</b>
<a href="#">Edit Profile</a>	<input type="text" value="19081103511060000128"/>
<a href="#">Education</a>	<input type="button" value="SUBMIT NIN NUMBER"/>
<a href="#">Required Qualifications</a>	
<a href="#">Applied Jobs</a>	
<a href="#">Log Out</a>	

- D. Mwombaji anatakiwa kujaza taarifa zake ikiwemo anuani na namba ya simu na taarifa nyingine za ziada ikiwemo picha ya pasipoti.

### Current Address Informations

<b>Country:</b> <input type="text" value="Tanzania"/>	<b>Region:</b> <input type="text"/>	<b>District:</b> <input type="text"/>
<b>Ward:</b> <input type="text"/>	<b>Postal Address:</b> <input type="text"/>	

### Other Informations

<b>NHIF Number:</b> <input type="text"/>	<b>Marital Status:</b> <input type="text" value=""/>	<b>Disability:</b> <input type="text"/>
<b>Mobile Number:</b> <input type="text" value="0788073196"/>	<b>Next of Kin Mobile Number:</b> <input type="text"/>	
<b>Passport Size Image:</b> <input type="button" value="Browse..."/> No file selected.		




### 3.0 : KUJAZA TAARIFA ZA ELIMU NA WASIFU

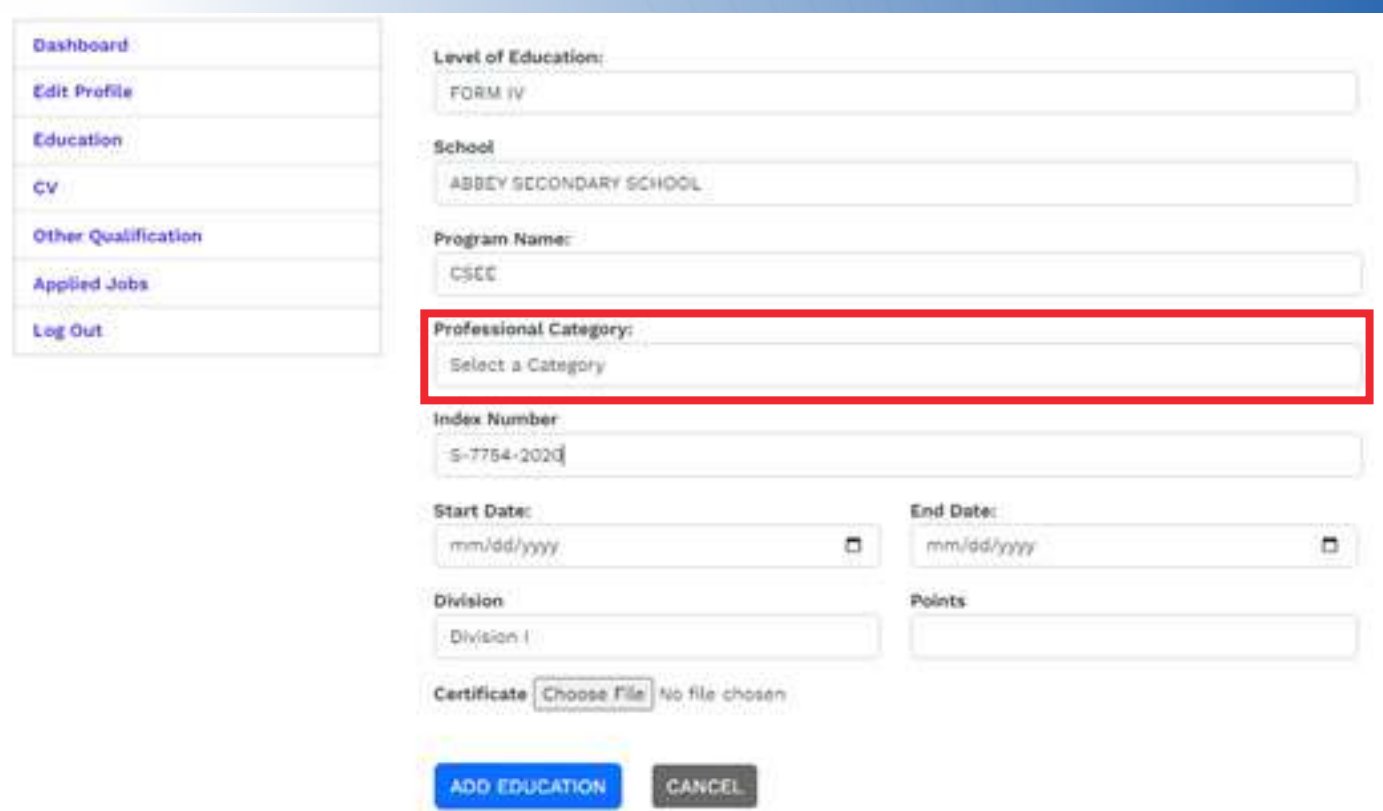
#### 3.1 : KUJAZA TAARIFA ZA ELIMU

Mwombaji anatakiwa kubofya sehemu iliyoandikwa “EDUCATION” na kisha kubonyeza tena “ADD ITEM” kujaza taarifa zake za elimu alizonazo

#### Education List



The screenshot shows a user interface with a sidebar menu on the left and a main content area. The sidebar menu includes: Dashboard, Edit Profile, Education (highlighted with a red box and labeled '1'), CV, Other Qualification, Applied Jobs, and Log Out. The main content area has a '+ Add Education' button (highlighted with a red box and labeled '2') and an 'Add Education' button below it.



The 'Add Education' form contains the following fields:

- Level of Education: FORM IV
- School: ABBEY SECONDARY SCHOOL
- Program Name: CSEE
- Professional Category: Select a Category (highlighted with a red box)
- Index Number: S-7754-2020
- Start Date: mm/dd/yyyy
- End Date: mm/dd/yyyy
- Division: Division I
- Points: (empty field)
- Certificate: Choose File No file chosen

At the bottom of the form are two buttons: ADD EDUCATION and CANCEL.

**NOTE:** Kwa waombaji wenye elimu ya Shahada (Degree), Stashahada (Diploma) na Astashahada (Certificate) watachagua taaluma husika kati ya zilizoorodheshwa kwenye “professional categories”. Kwa waombaji wa kidato cha nne au cha sita watachagua FORM IV au FORM SIX kama kategoria (professional category) za taaluma zao.

### 3.2: KUJAZA WASIFU WA MWOMBAJI

Kwa mwombaji mwenye taaluma/fani yoyote (Astashahada, Stashahada au Shahada) anapaswa kuweka wasifu(CV) wake kwenye sehemu iliyoandikwa CV na kuambatanisha wasifu wake.

**Upload CV**

Candidates applying for professional categories must attach their resumes. Form IV and Form VI applicants are excluded.

- Dashboard
- Edit Profile
- Education
- CV**
- Other Qualification
- Applied Jobs
- Log Out

**Attach CV \***  
Choose File No file chosen

Submit

### 4.0: JINSI YA KUOMBA KAZI

Mwombaji atatakiwa kuchagua kazi anayoiomba kulingana na taaluma yake kwa kupitia sehemu iliyoandikwa "FIND JOB" au kwenye ukurasa wa nyumbani (HOME PAGE).

**TANZANIA POLICE FORCE-RECRUITMENT PORTAL**

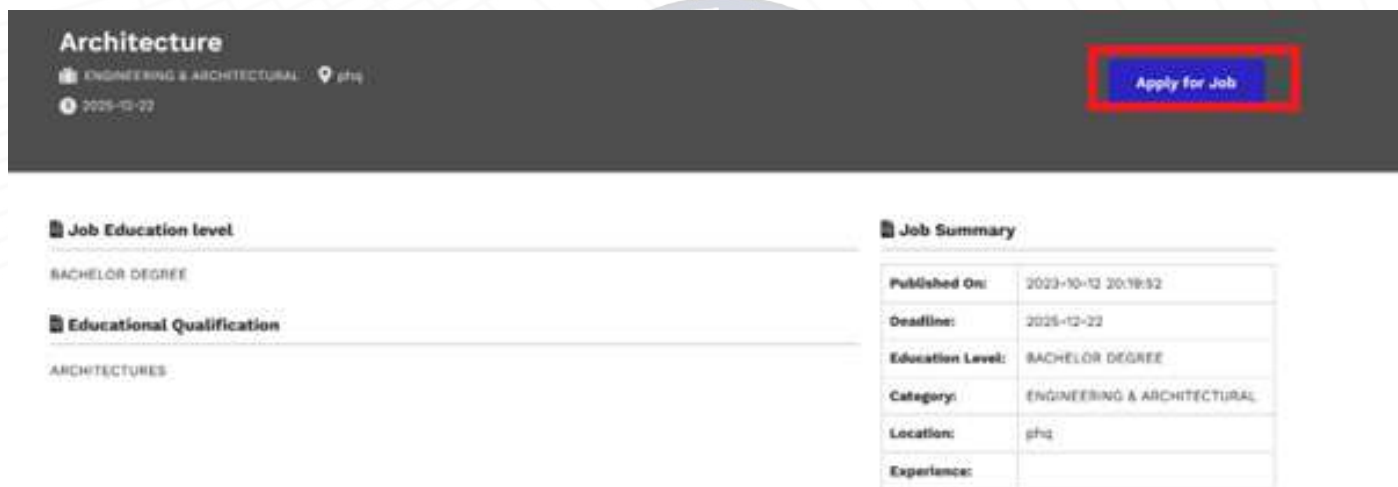
[Home](#) [Dashboard](#) [Profile](#) [Find Job](#)

**Required Qualifications Details**

- Dashboard
- Edit Profile
- Education
- Required Qualifications**
- Applied Jobs
- Log Out

Qualification Name	Camp	Number	Start Date	End Date	Action	Attachment
JKT	mgambo	2554	2024-03-04	2024-03-18	<a href="#">P</a> <a href="#">I</a>	<a href="#">View Attachment</a>

Mwombaji atatakiwa kubonyeza sehemu iliyoandika APPLY FOR JOB ili kuanza kuomba kazi.



**Architecture**  
ENGINEERING & ARCHITECTURAL | phq  
2025-12-22

**Apply for Job**


**Job Education level**  
BACHELOR DEGREE

**Educational Qualification**  
ARCHITECTURES

**Job Summary**

Published On:	2023-10-12 20:18:52
Deadline:	2025-12-22
Education Level:	BACHELOR DEGREE
Category:	ENGINEERING & ARCHITECTURAL
Location:	phq
Experience:	

Mwombaji atatakiwa kuambatanisha barua ya kuomba kazi (Cover letter) Pamoja na kuchagua kituo chake cha usali.



 **TANZANIA POLICE FORCE-RECRUITMENT PORTAL** [Home](#) [Dashboard](#) [Profile](#) [Find Job](#)

**Apply for Job: Architecture**

Full Name: **MWASITI JOSEPH AMWAMINIYE**

Cover Letter:  
Choose File No file chosen

Choose Location:

**Apply for Job**

**Note:** Mwombaji wa ajira hataweza kubadilisha maombi yake ya kazi baada ya kuomba kazi husika.



## 5.0: KUFUATILIA MAOMBI YA KAZI

Mwombaji atapokea taarifa zote juu ya maombi aliyoyafanya kwenye ukurasa wake wa nyumbani (DASHBOARD) au sehemu iliyoandikwa “APPLIED JOBS”.

### Dashboard

<a href="#">Dashboard</a>	<b>Welcome</b>
<a href="#">Edit Profile</a>	<b>Thank you for your interest in joining us. We're currently reviewing your application. Stay connected here for updates, and be sure to also visit other TPF platforms for further information.</b>
<a href="#">Education</a>	<b>0</b> Selected job
<a href="#">CV</a>	<b>0</b> Rejected job
<a href="#">Other Qualification</a>	<b>0</b> Shortlisted Job
<a href="#">Applied Jobs</a>	
<a href="#">Log Out</a>	







**Ofisi ya Mkuu wa Jeshi la Polisi,  
Makao Makuu ya Polisi,  
4 Mtaa wa Posta,  
S. L. P. 961,  
40483 DODOMA**

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