



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

🏠 Login | 👤 Sign Up



TANZANIA POLICE FORCE-RECRUITMENT PORTAL

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

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

NIN (NIDA NUMBER):

SUBMIT NIN NUMBER

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

### Current Address Informations

Country:

Region:

District:

Ward:

Postal Address:

### Other Informations

NHIF Number:

Marital Status:

Disability:

Mobile Number:

Next of Kin Mobile Number:

Passport Size Image:

Browse...

No file selected.

SAVE

### 3.0 : KUJAZA TAARIFA ZA ELIMU NA WASIFU

#### 3.1 : KUJAZA TAARIFA ZA ELIMU

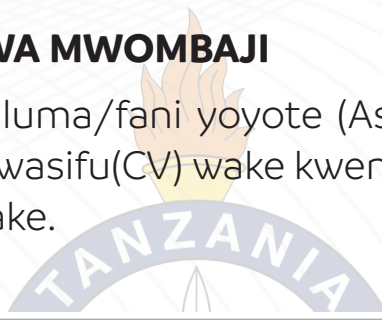
Mwombaji anatakiwa kubofya sehemu iliyoandikwa “EDUCATION” na kisha kubonyeza tena “ADD ITEM” kujaza taarifa zake za elimu alizonazo

The image shows two screenshots of a web application interface. The top screenshot shows a sidebar menu with 'Education' highlighted (1) and a '+ Add Education' button (2) next to it. The bottom screenshot shows the 'Add Education' form with the following fields: Level of Education (FORM IV), School (ABBEY SECONDARY SCHOOL), Program Name (CSEE), Professional Category (Select a Category), Index Number (S-7754-2020), Start Date (mm/dd/yyyy), End Date (mm/dd/yyyy), Division (Division I), Points, and Certificate (Choose File No file chosen). The 'Professional Category' field is highlighted with a red box. At the bottom of the form are 'ADD EDUCATION' and 'CANCEL' buttons.

**NOTE:** Kwa waombaji wenye elimu ya Shahada (Degree), Stashahada (Diploma) na Astashahada (Certificate) watachagua taaluma husika kati ya zilizoorodheshwa kwenye “profesional 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

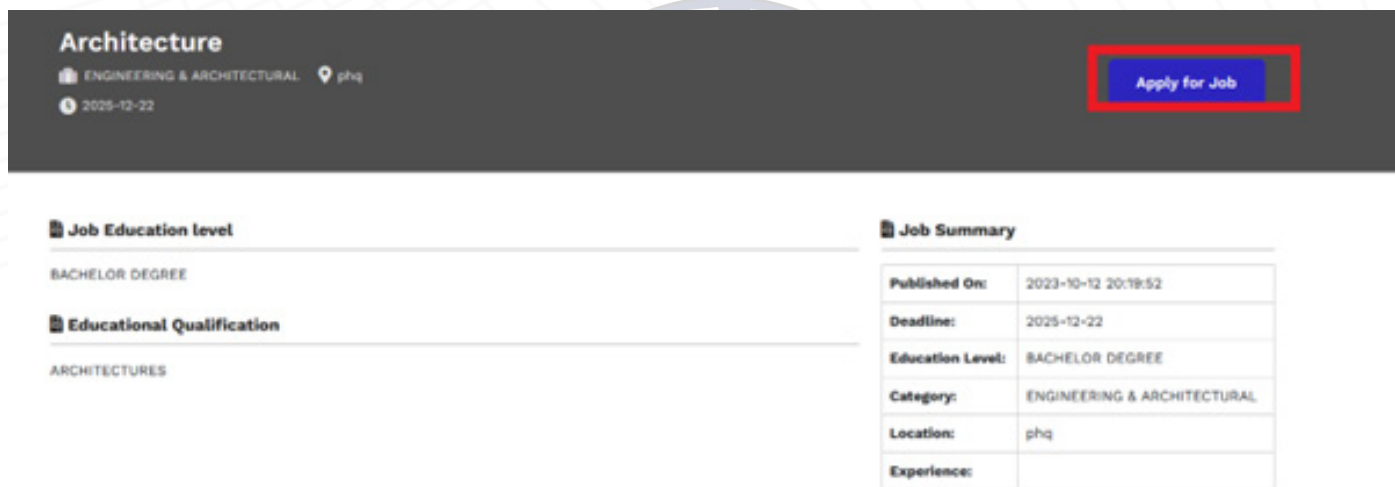
Mwombaji atatakiwa kuchagua kazi anayoiomba kulingana na taaluma yake kwa kupitia sehemu iliyoandikwa "FIND JOB" au kwenye ukurasa wa nyumbani (HOME PAGE).



## Required Qualifications Details

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

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



The screenshot shows a job application interface for 'Architecture'. At the top, there is a dark header with the job title 'Architecture', category 'ENGINEERING & ARCHITECTURAL', location 'phq', and date '2025-12-22'. A red box highlights a blue 'Apply for Job' button. Below the header, there are two sections: 'Job Education level' with 'BACHELOR DEGREE' and 'Educational Qualification' with 'ARCHITECTURES'. To the right, a 'Job Summary' table provides details:

Published On:	2023-10-12 20:19:52
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

Dashboard
Edit Profile
Education
CV
Other Qualification
Applied Jobs
Log Out

Welcome

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>0</b> Selected job	<b>0</b> Rejected job	<b>0</b> Shortlisted Job
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**Ofisi ya Mkuu wa Jeshi la Polisi,  
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