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1. Introduction

Ministry of Health - Ajira Portal is an online tool enable human resources for health to apply for vacant positions through the Ministry with the intention of working at different health facilities and institutions under the Ministry of Health and providing different health services.

Getting started with the system

The requirements that shall be considered before start using the Ministry of Health - Ajira Portal system.

1.1. Requirements to access the system

The following are prerequisites before using the system.

- Basic knowledge of Computer
- Make sure your computer/Laptop or gadgets connected to the Internet
- Make sure you have up to date browsers example; Mozilla Firefox, Google Chrome, Safari, Internet explorer, etc.
- Have a valid email address which you can access

1.2. Documents required

You are required to have certified scanned copy of the following documents

- I. Birth certificate
- II. Form four and/ Form six academic certificates
- III. NECTA verification certificate (for those studied form four/six outside Tanzania)
- IV. Professional certificates
- V. TCU verification certificate (for those undergone professional studies outside Tanzania)
- VI. Curriculum vitae (CV)
- VII. Current passport size photo
- VIII. NIDA number and ID if available
- IX. Application Letter
- X. Professional licence certificate for licenced practitioners
- XI. Professional registration certificate (Full) for licenced practitioners
- XII. Internship certificate for those undergone internship
- XIII. Change of name by deed poll if you have different names on your birth certificate, NIDA and your academic and professional certificates. The deed poll should be registered by Commissioner for oaths and registrar of titles from the Ministry of Lands Housing and Human Settlements

2. Accessing Ministry of Health - Ajira Portal system

To access the system, open browser then enter the url <http://ajira.moh.go.tz> and you will be redirected to the page/screen shown below.

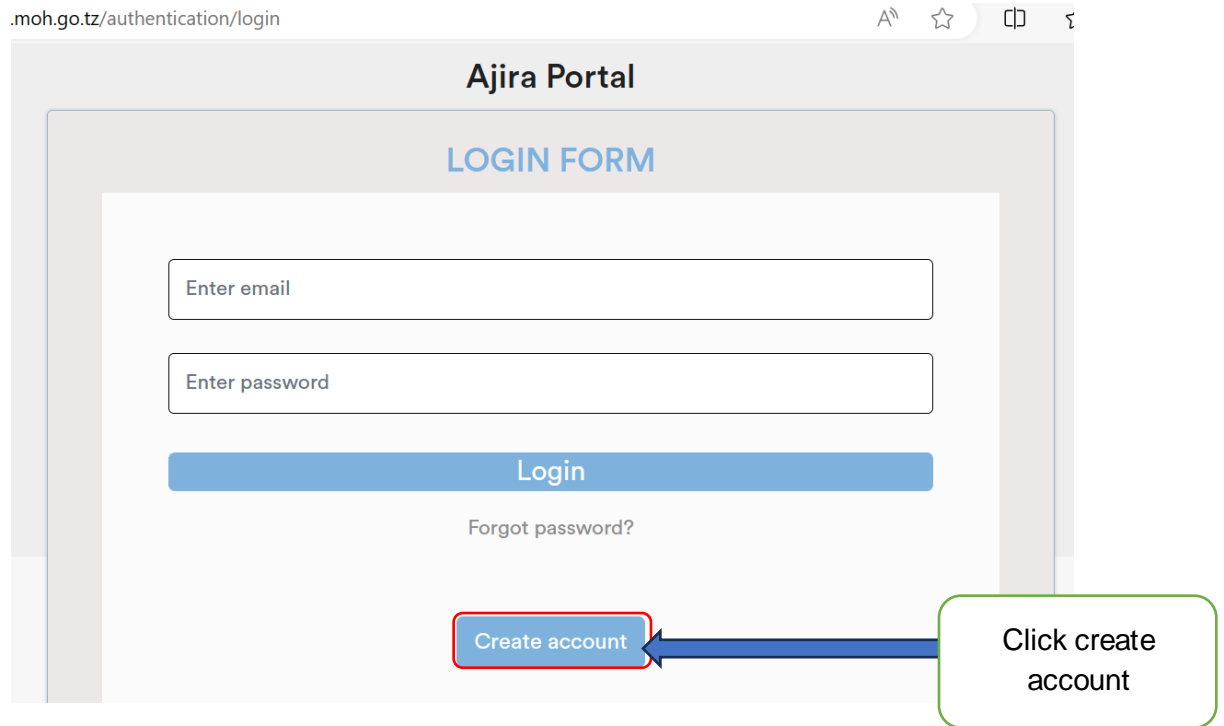
The screenshot shows a web browser with the address bar containing the URL ajira.moh.go.tz/authentication/login. An arrow points from a box labeled "Type the link" to the address bar. The page content includes the text "THE UNITED REPUBLIC OF TANZANIA" at the top, followed by the national coat of arms. Below the coat of arms is the text "MINISTRY OF HEALTH" and "Ajira Portal". The main content is a "LOGIN FORM" with two input fields: "Enter email" and "Enter password". Below these fields is a blue "Login" button, a link for "Forgot password?", and a blue "Create account" button. At the bottom of the form, contact information is provided: "Contact: +255 754 486 708(ICT), +255 715 618 824(HRO)" and a note: "For assistance please call from 08:00am to 4:00pm".

3. Creating Account

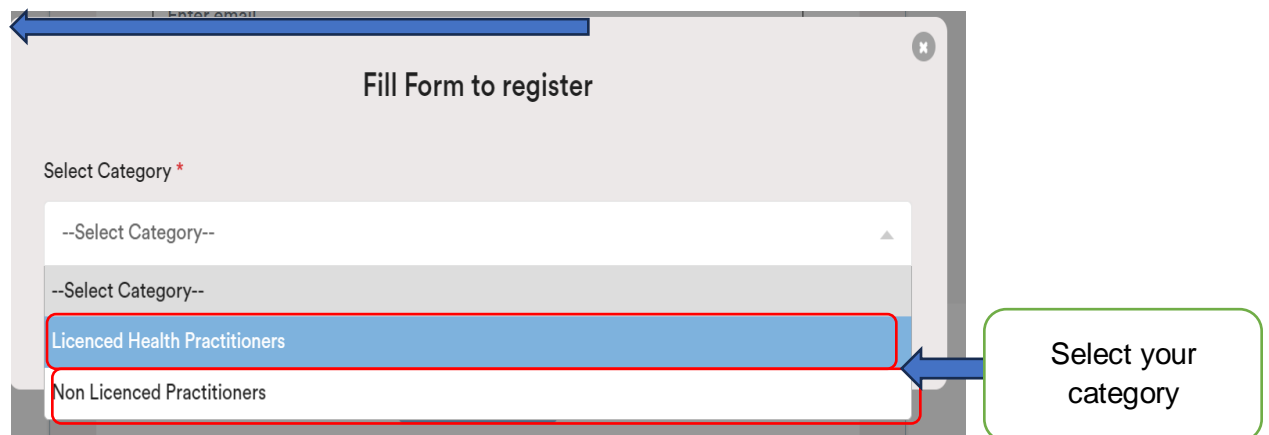
In order to access Ministry of Health - Ajira Portal system user is required to created account by using Username (email) and Password.

Before creating account make sure you have valid email address, active licence number for licenced practitioners

3.1. On the main home page, click on create account link.



3.2. Select category Licenced Health Practitioners for those practitioners that supposed to have licence or non licenced practitioners for those practitioners that are not supposed to have licence. Make sure you select a correct category. If you choose wrong category, you will not be able to proceed with other application process



- 3.3. For Licenced practitioners Select your Practitioners Council, Select your cadre, Enter Licence number Then Click submit
Make sure you select the correct Council, cadre and correct licence number.
Failure to do so, you will not be able to proceed with the application. After filling this form, the system will verify your registration details from your respective council system and pull your personal details.

The screenshot shows a form titled "Fill Form to register" with the following fields and annotations:

- Select Category ***: A dropdown menu with "Licenced Health Practitioners" selected. A red box highlights the dropdown.
- Select Council***: A dropdown menu with "BARAZA LA WATAALAMU WA MAABARA (HLPC)" selected. A red box highlights the dropdown. A blue arrow points from a green callout box "Select your Practitioners Council" to this field.
- Select Cadre***: A dropdown menu with "AFISA MTEKNOLOJIA II - MAABARA (HEALTH LABORATORY SCIENTIS... *" selected. A red box highlights the dropdown. A blue arrow points from a green callout box "Select your cadre" to this field.
- Provide licence No***: A text input field containing "ERP-000". A red box highlights the input. A blue arrow points from a green callout box "Enter Licence Reg Number" to this field.
- Submit**: A blue button. A blue arrow points from a green callout box "Click submit" to this button.

Below the licence number field, there is a note: "Please provide licence number as shown in your licence card".

- 3.4. For Non Licenced practitioners you will required to select cadre and then click submit. After submitting you will be requires to fill your personal details.
Make sure you select the correct cadre. Failure to select the correct cadre will not be able to proceed with the application

Fill Form to register

Select Category*
Non Licenced Practitioners

Select Cadre*
MSAIDIZI WA AFYA (HEALTH ASSISTANT)*

Submit

Select your cadre

Click Submit

- 3.5. Enter your First Name, Middle Name and Surname, Select Date of Birth and gender, Enter your phone number and email address and Type Verification Code given then click Register

Make sure you enter this information correctly especially your email. Within Ministry of Health Ajira Portal account is created once and will be used in all other vacancies that will be advertised. Make sure you remember your email password

YOUR ABOUT TO REGISTER AS: MSAIDIZI WA AFYA (HEALTH ASSISTANT)

First Name: Lulu
Middle Name: Amani
Surname: Kinyaga
Date of Birth: 2001-03-29
Sex: Male Female

Phone Number: 0715486708
Email: emsechu05@yahoo.com
Verification Code: Scale Hello

Back Register

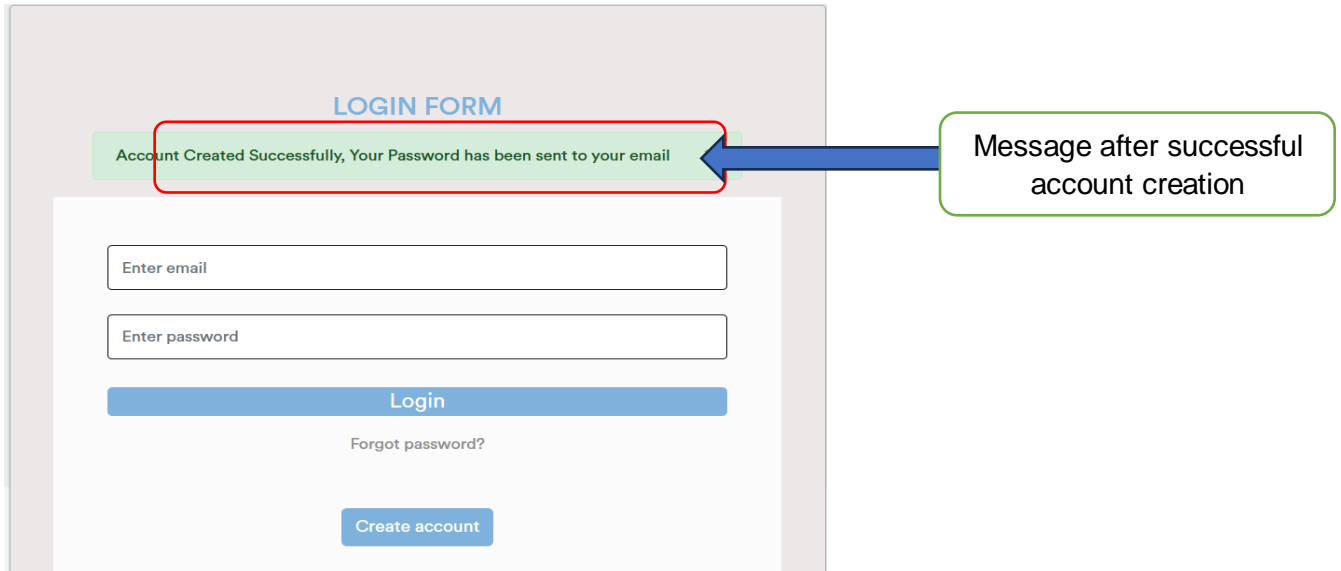
Click Register

Type verification code here

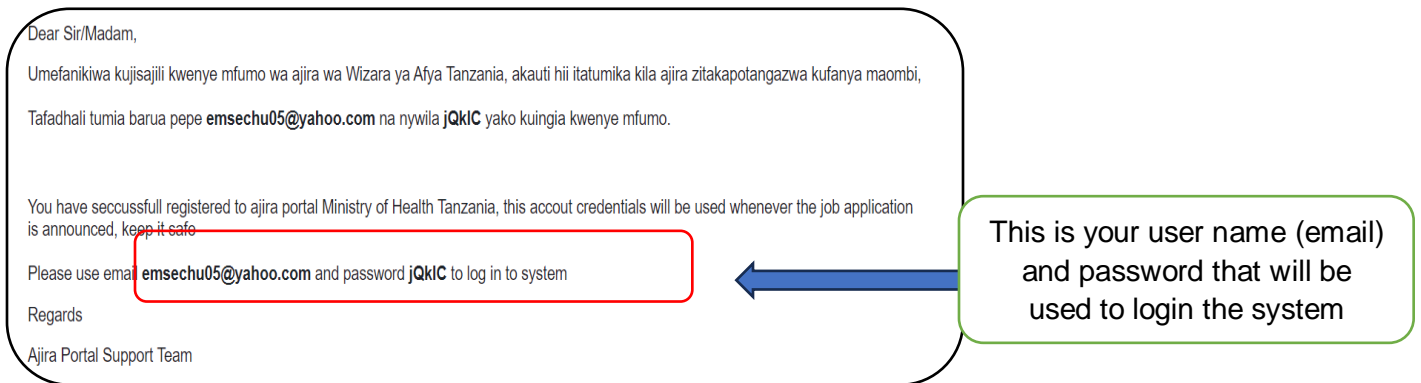
Enter your personal details

Enter your personal details

- 3.6. After filling the form and click register, you will get the message: “Account Created Successfully, Your Password has been sent to your email.”

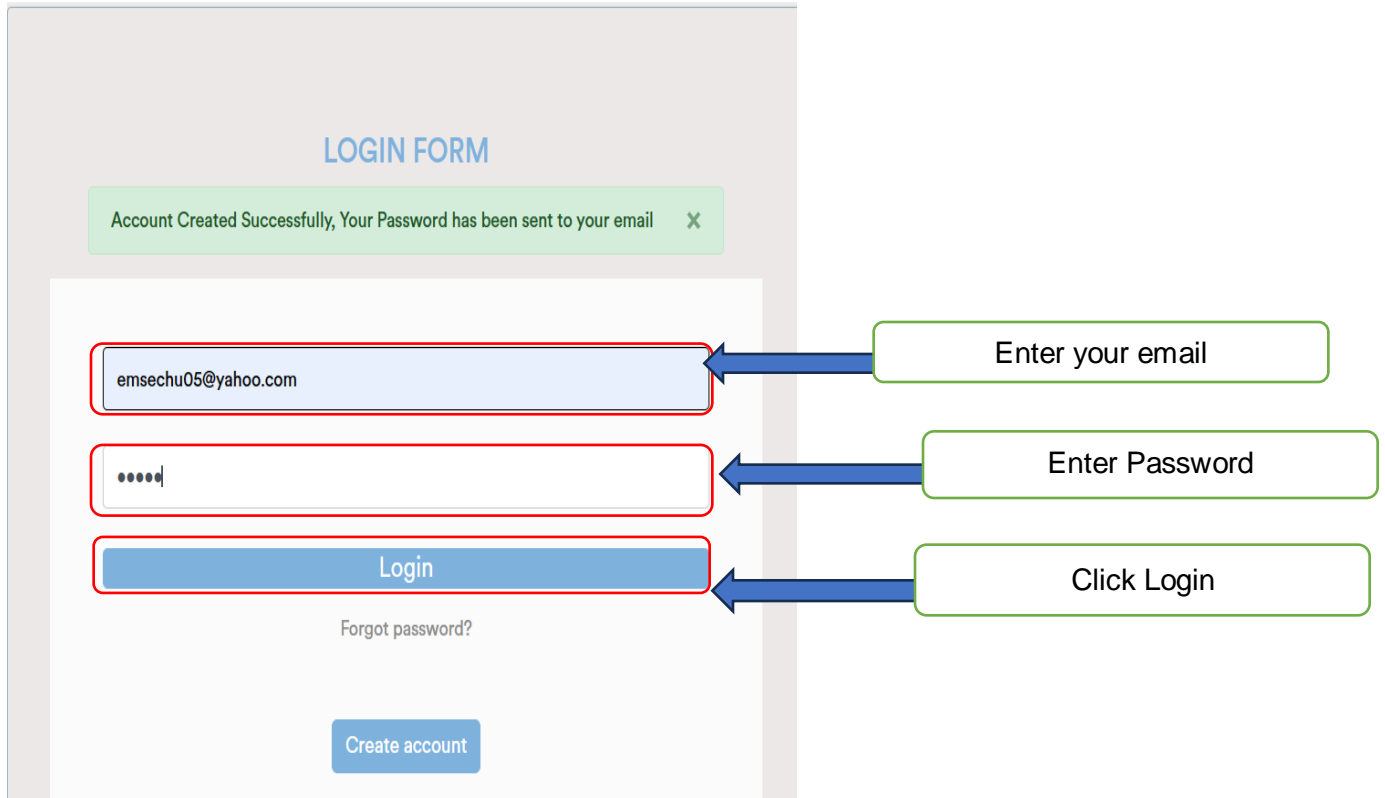


- 3.7. Then open your email to get the password. Account is created only once. This user name (email) will be used all the time when the Ministry advertise the vacancy. Make sure you have access to this email because you will be used to reset password all the time if you forget it. You are advised to change this password as it is difficult to remember. Refer the changing password process (Number 12)



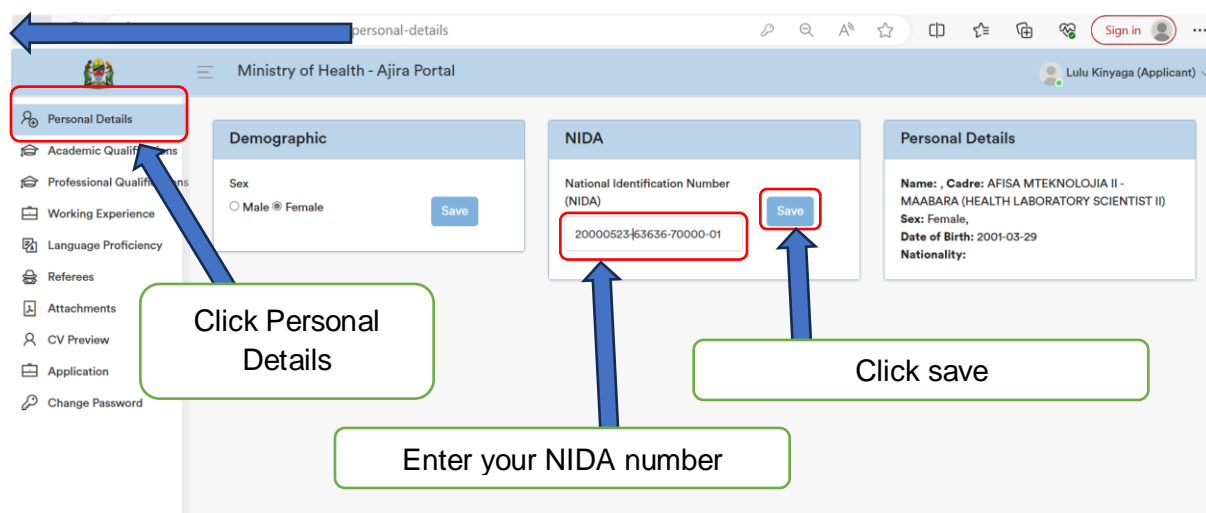
4. Login the System

To login the system enter email and password received from your email account then click Login. If you are not able to type the password correctly, try to copy and paste the password.



5. Adding Personal details

- 5.1. Click Personal Details then Enter your NIDA number then click save. The system will validate your NIDA number make sure you write correct number as written in your ID.



5.2. Enter other your currently administrative location (Region, Council), Identify if you were employed by the government, Select Marital Status, Postal address and Identify if you have any disabilities. Then Attach your passport size photo. Then click save

The screenshot shows the 'Ministry of Health - Ajira Portal' interface. The browser address bar displays 'https://ajira.moh.go.tz/applicant/personal-details'. The page title is 'Ministry of Health - Ajira Portal'. The user is logged in as 'Lulu Kinyaga (Applicant)'. The left sidebar contains navigation options: Personal Details, Academic Qualifications, Professional Qualifications, Working Experience, Language Proficiency, Referees, Attachments, CV Preview, Application, and Change Password. The main content area is divided into three sections: Demographic, NIDA, and Personal Details. The Demographic section includes fields for Sex (Male/Female), Current Region (Dodoma), Current District (Dodoma MC), Government Employee (Yes/No), Marital Status (Single/Married), Postal Address (1234), and Disability (Yes/No). The NIDA section has a National Identification Number (NIDA) field with the value 20010329-16112-00002-15. The Personal Details section shows Name: LULU AMANI KINYAGA, Cadre: AFISA MTEKNOLOJIA II - MAABARA (HEALTH LABORATORY SCIENTIST II), Sex: Female, Date of Birth: 2001-03-29, and Nationality: TANZANIAN. A red box highlights the Demographic section, and a blue arrow points from a callout box 'Continue Filling in your' to it. Another red box highlights the 'Save' button, and a blue arrow points from a callout box 'Click save' to it. A third red box highlights the profile picture area, and a blue arrow points from a callout box 'Attach your passport size photo' to it.

6. Adding Academic Qualifications

Select Study country, Identify Study level, Enter your Index Number, Completion year. Then attach certificates and click save. Repeat for all your academic qualification levels. All your academic details will be shown at My academic details.

Click Academic

Enter Index Number

Select Study Country

Select Academic

Click Save

Attach Certificate

Select Completion

Your Academic Qualifications

#	Study Country	NECTA Verification(For Non Tanzania Study Country)	Certificate	School	Level	Index Number	Year Completed	Re
1	Tanzania, United Republic of	Not Applicable		JANGWANI SECONDARY SCHOOL	A-level	S0204-0531	1996	

7. Adding Professional Qualifications

Select Study country, Institution, Academic level, program, completion year. Then attach certificate and click save button. Repeat for all level of studies. All your professional qualification details will be shown at My professional qualification details.

Select Study Country

Select Completion Year

Select Academic

Attach Certificate

Click save

Click Professional Qualification

Your Professional Qualification will be populated here

	Study Country	Institution	Course	NACT/TCU Verification	Certificate
1	Tanzania, United Republic of	Decca College of Health and Allied Sciences - Dodoma	Basic Technician Certificate in Medical Laboratory Sciences	Not Applicable	Click to
2	Tanzania, United Republic of	Decca College of Health and Allied Sciences - Dodoma	Ordinary Diploma in Medical Laboratory Sciences (Upgrading)	Not Applicable	Click to

8. Adding Working experience

If you have any experience related to the post you are looking, Click Working Experience, Write the place you have worked, select contract type, identify if you worked at government or private institution, select start work and identify if you are currently working there or not, If Not Identify Employment End Date then click save. Repeating adding your working experience until your current working experience. All your working experience details will be shown at working experience.

Ministry of Health - Ajira Portal

Personal Details
Academic Qualifications
Professional Qualifications
Working Experience
Language Proficiency
Referees
Attachments
CV Preview

Create Working Experience

Place: Tumaini Dispensary

Contract Type: Volunteer

Government or Private: Private

Start Date: 2023-01-02

I currently work here: No

End Date: 2023-07-05

Close Save

Click Working

Type Institution you worked

Select employment type

Select Ownership type

Select Start Date

Identify if it is your current

If No, Select End Date

Click Save

Working Experiences

Saved Successfully

+ Register New

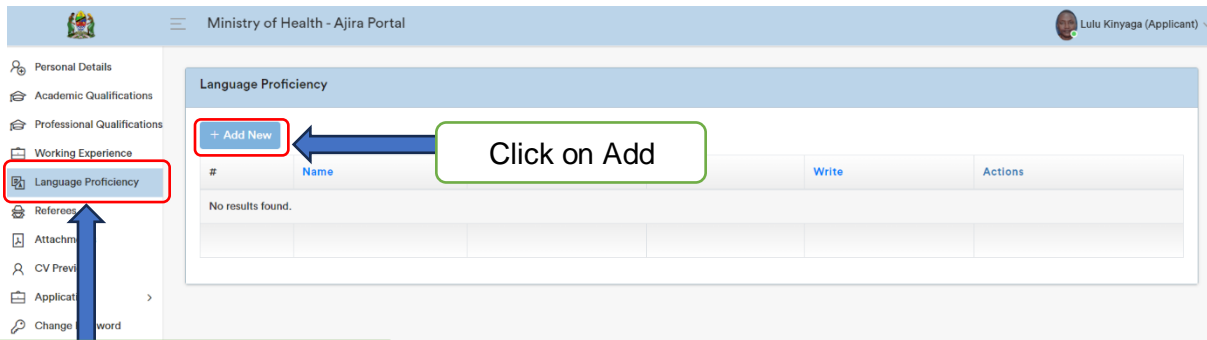
Showing 1-2 of 2 items.

#	Place	Start Date	End Date	I currently work here	Actions
1	Mashana	2020-12-30	2021-07-20	No	Update Delete
2	Tumaini Dispensary	2021-08-24	2023-02-08	No	Update Delete

9. Adding Language Proficiency

9.1. Click Language Proficiency then Click Add New

Ministry of Health Ajira Portal User Guide



Click on Language

9.2. Select language then identify level of speaking, Reading and Writing then click save. Repeat to all language you know.



Select Language

Identify level of Speaking, Reading and Writing

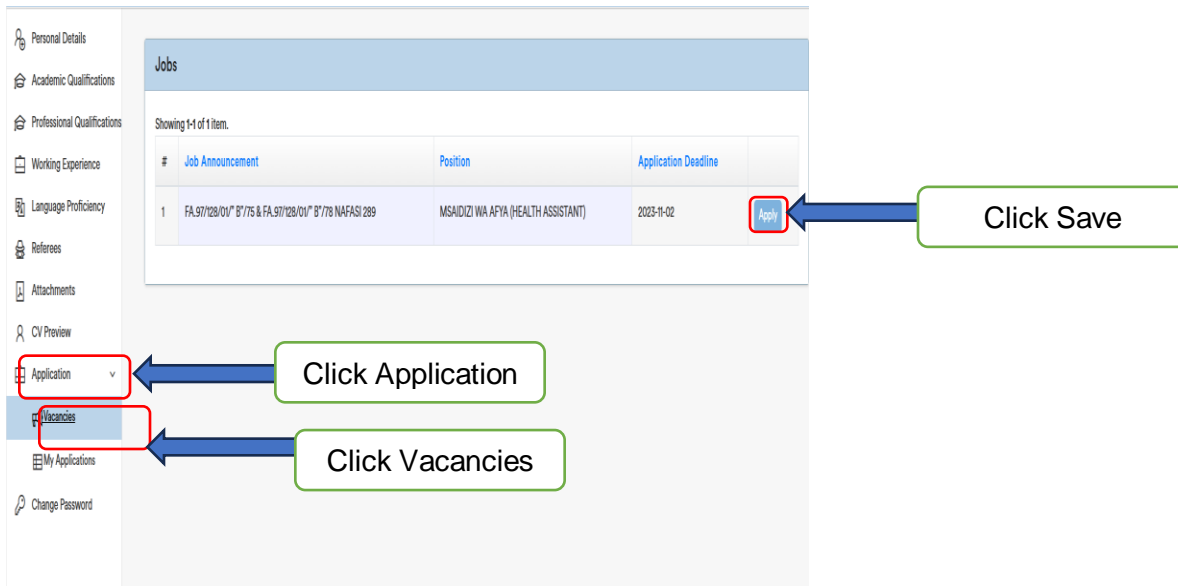
Click Save

10. Sending application

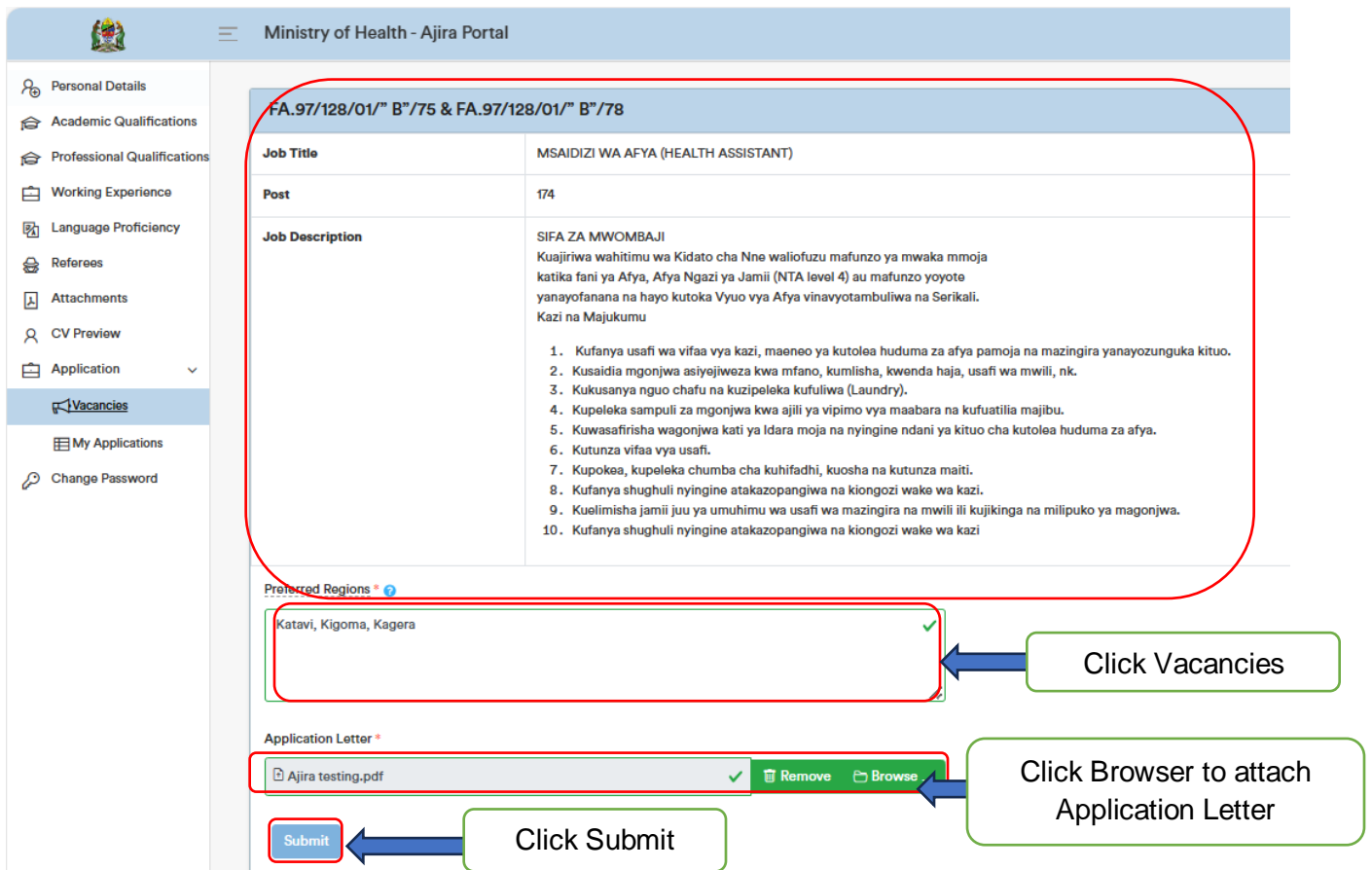
10.1. To send application click Application then vacancies.

Click Apply

Ministry of Health Ajira Portal User Guide



10.2. Confirm The Job title you want to apply as referred to advertised vacancy.
Enter Referred Region, attach application letter then click Submit.



10.3. To confirm if you have submitted your application click Application then click Vacancies. You will see your application status

The screenshot shows the 'Ministry of Health - Ajira Portal' interface. On the left is a navigation menu with items: Personal Details, Academic Qualifications, Professional Qualifications, Working Experience, Language Proficiency, Referees, Attachments, CV Preview, Application, Vacancies, My Application, and Change Password. The 'Application' and 'Vacancies' items are highlighted with red boxes, with blue arrows pointing to green callout boxes labeled 'Click Application' and 'Click Vacancies' respectively. The main content area shows a 'Jobs' section with a table containing one job announcement. The table has columns for '#', 'Job Announcement', 'Position', and 'Application Deadline'. The 'Application Status' column for the first row contains the text 'Already Applied', which is highlighted with a red box and a blue arrow pointing to a green callout box labeled 'Application Status'.

#	Job Announcement	Position	Application Deadline	Application Status
1	FA.97/128/01/ B*75 & FA.97/128/01/ B*78 NAFASI 289	MSAIDIZI WA AFYA (HEALTH ASSISTANT)	2023-11-02	Already Applied

11. Changing Password

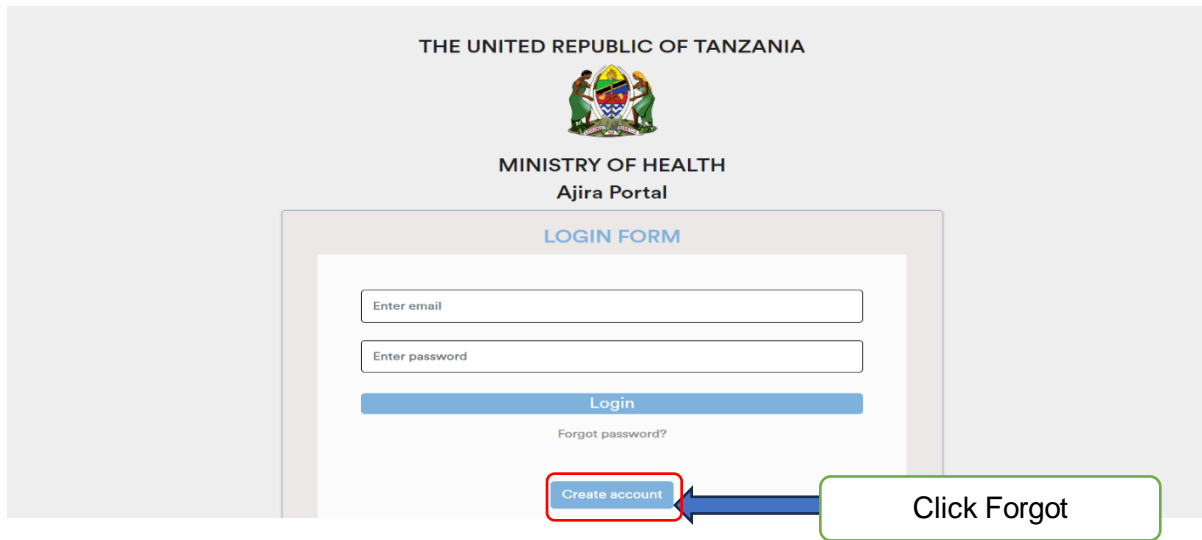
If you want to change your password, Click Change password then enter your old password then enter new password and re type new password, Then Click Change Password

The screenshot shows the 'Ministry of Health - Ajira Portal' interface. The 'Change Password' menu item in the left navigation bar is highlighted with a red box and a blue arrow pointing to a green callout box labeled 'Click Change'. The main content area shows a 'Change password' form with four input fields: 'Enter old password', 'Enter new password', 'Retype new password', and 'Change Password'. The first three fields are highlighted with red boxes and blue arrows pointing to green callout boxes labeled 'Enter Old', 'Enter New', and 'Re type new Password' respectively. The 'Change Password' button is highlighted with a red box and a blue arrow pointing to a green callout box labeled 'Click Change Password'.

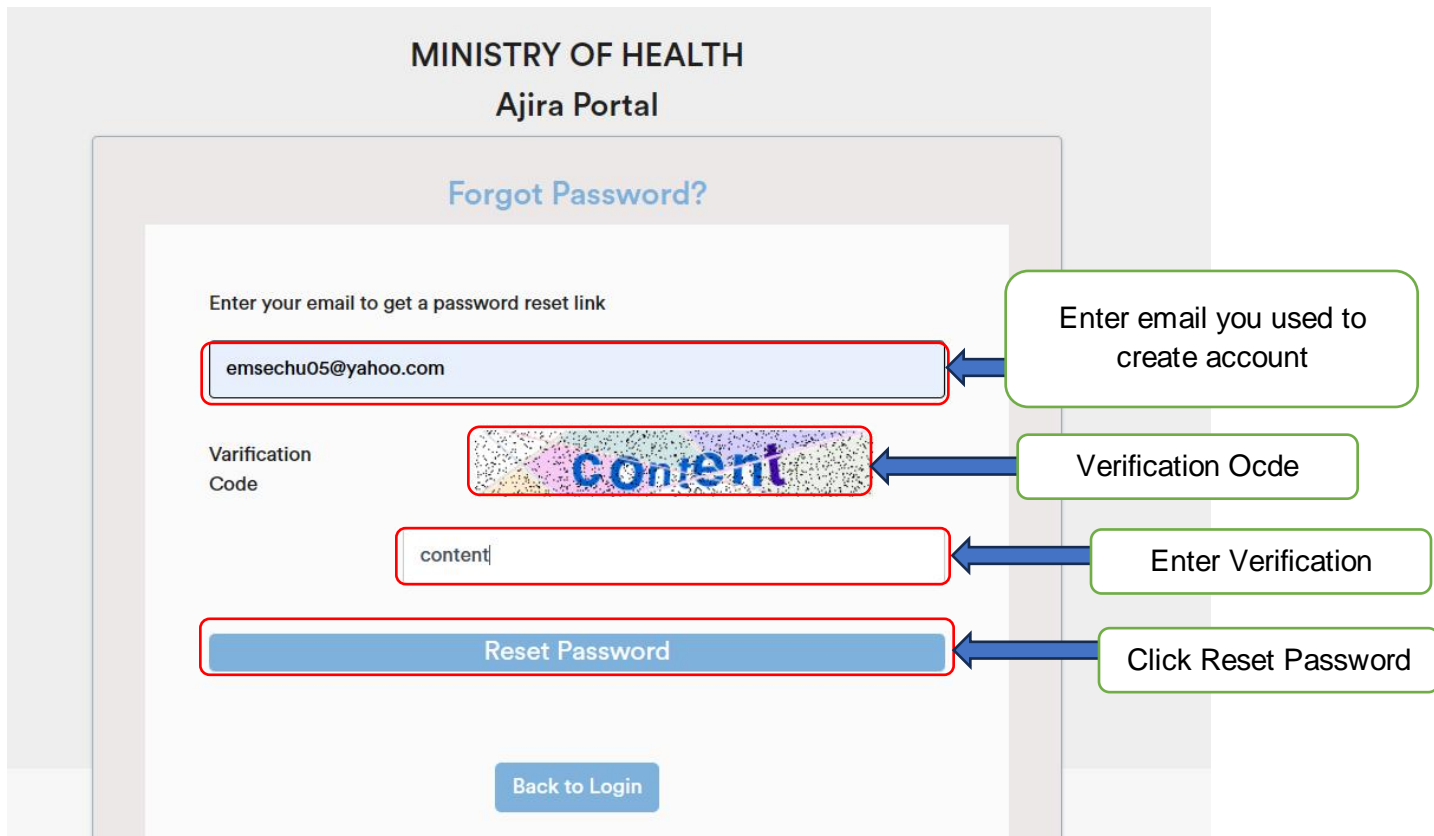
12. Forgot Password

If you forgot your Password or you have not received Password in your email during account creation

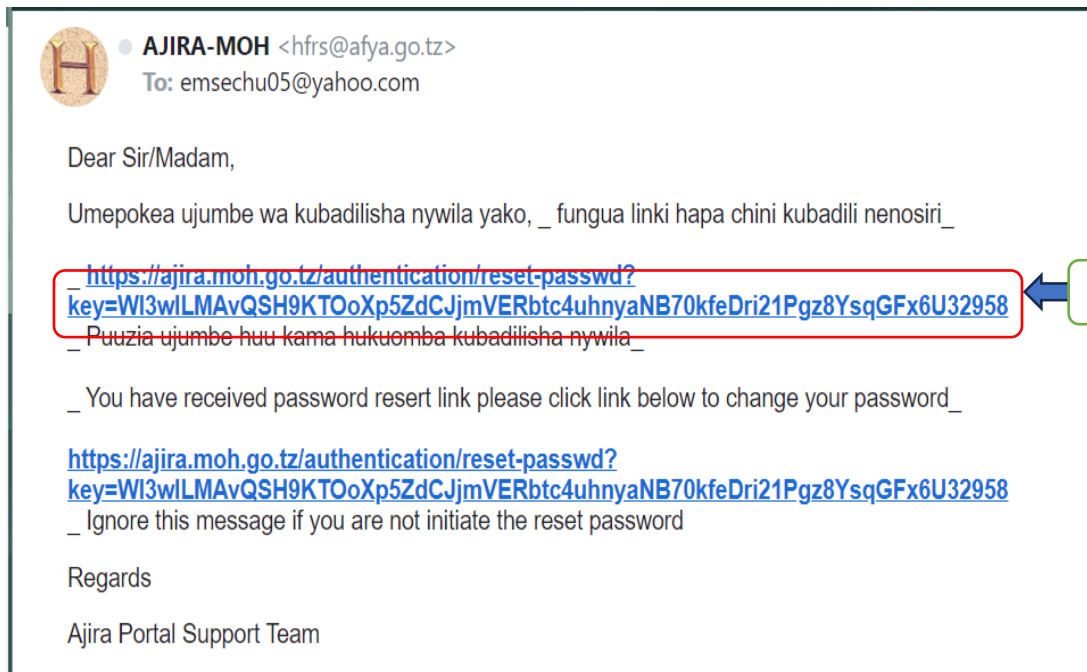
12.1. Click Forguit password



- 12.2. Enter email used during account creation, then enter verification code and click Reset Password. Then open your email and click the reset password link sent to your email



- 12.3. Login to your email and click the reset password link sent to your email to reset password



Then enter new password then re type the password and click change password. You can now login the system with new password

