



# USER MANUAL

Tanzania Prisons Service  
Recruitment Management System  
(TPSRMS)

## TPSRMS USER MANUAL

- Introduction
- About the System
- System features

## INTRODUCTION

### Purpose of the User Manual

This **User Manual** is intended to provide clear and comprehensive guidance to applicants using the **Tanzania Prisons Service Recruitment Management System (TPSRMS)**. It serves as an instructional document to assist users in accessing, navigating, and efficiently using the portal throughout the recruitment process.

The manual acts as a step-by-step walkthrough of the system, aiming to help users understand the interface and make full use of the available features. Each section includes detailed explanations accompanied by screenshots and examples to ensure ease of understanding and successful system interaction.

## ABOUT THE SYSTEM

The **Tanzania Prisons Service Recruitment Management System (TPSRMS)** is a **web-based application** developed to streamline and digitize the recruitment process for the Tanzania Prisons Service.

This system is accessible through any device – including desktop computers, laptops, tablets, and mobile phones – as long as it has an active internet connection. It enables job seekers to:

- Register and verify their identity using national databases,
- Submit academic and professional qualifications,
- Apply for advertised job positions,
- Monitor application status and receive updates.

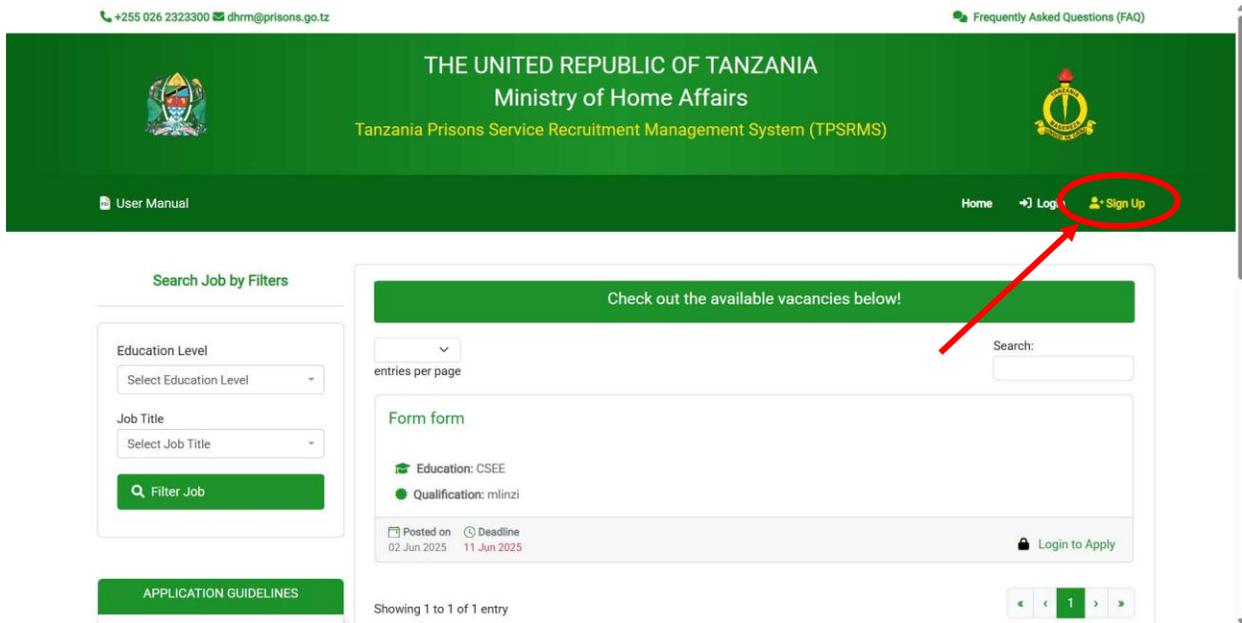
TPSRMS is designed with a focus on transparency, security, and efficiency to ensure that all qualified candidates have equal opportunity to apply and be considered for recruitment.

# 1. Registration

## Step 1: NIDA and Form IV Index Number Verification

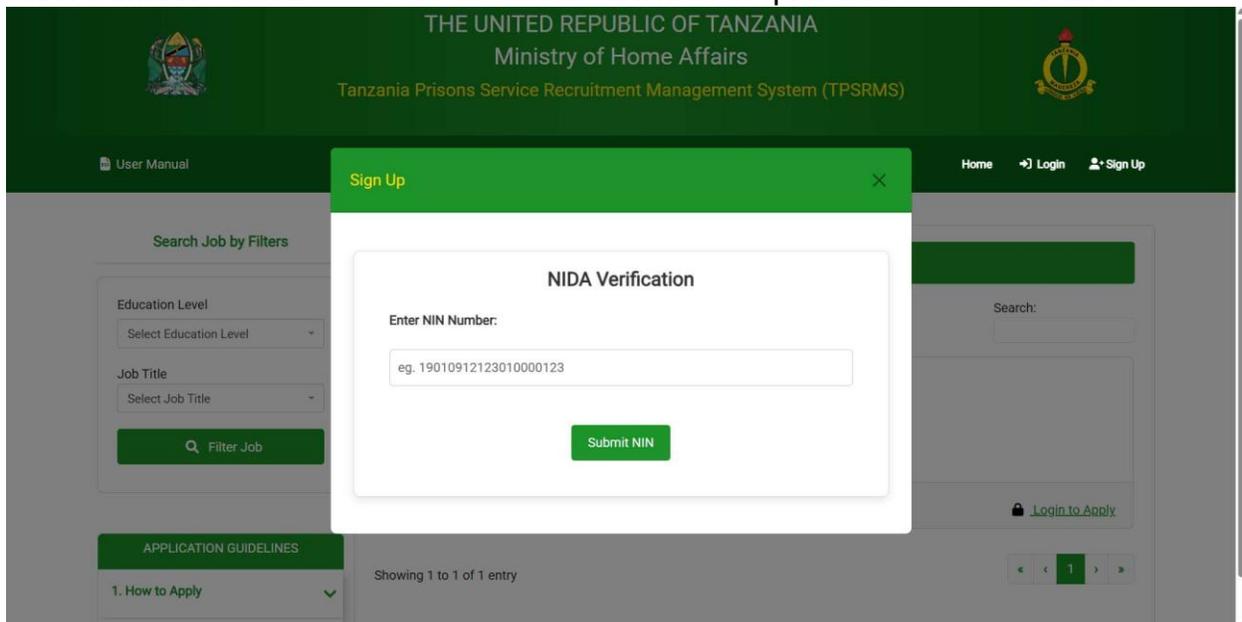
New candidates must Signup

- Signup

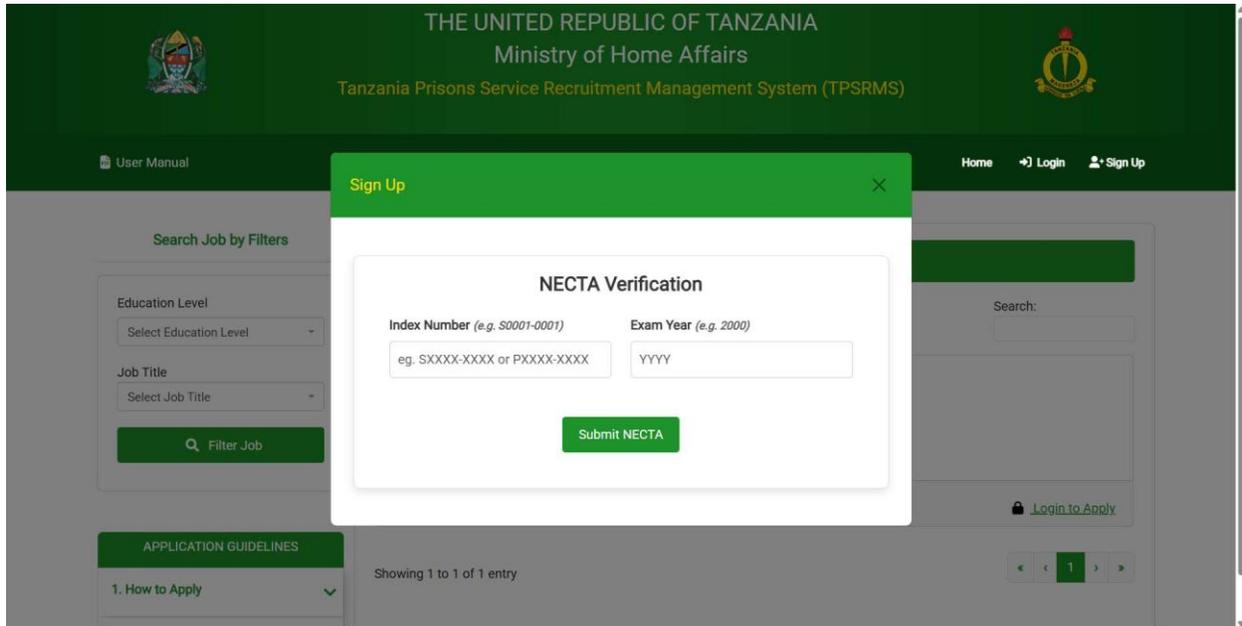


and verify their identity using:

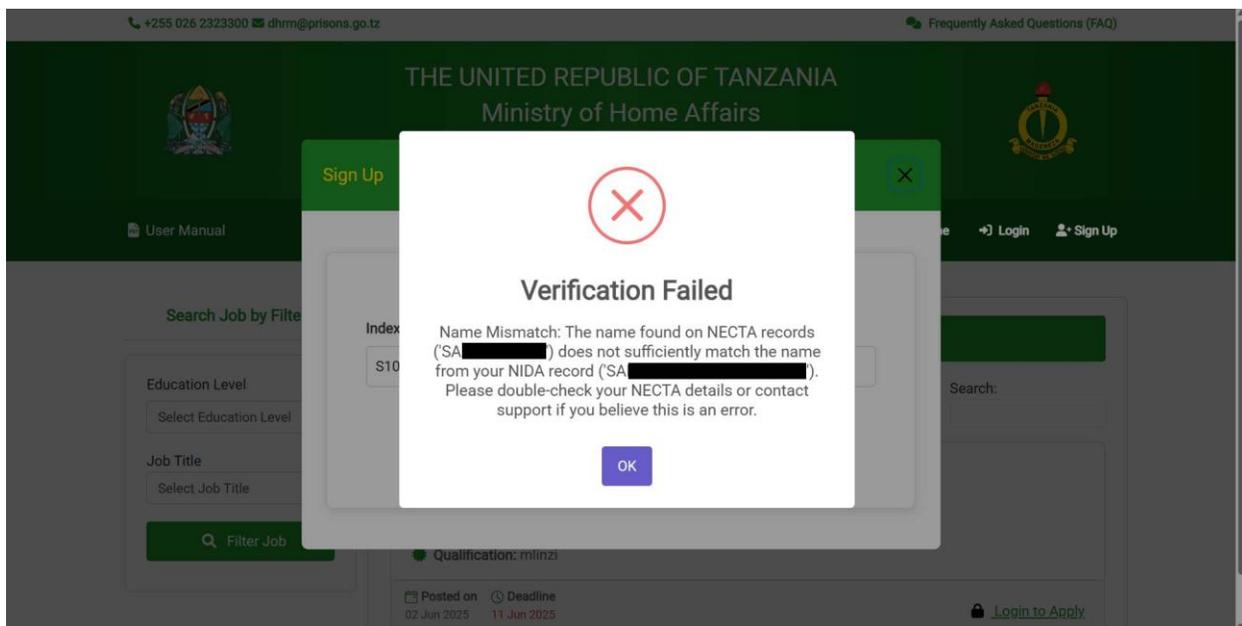
**NIDA Number:** Candidates will be asked verification questions based on NIDA data.



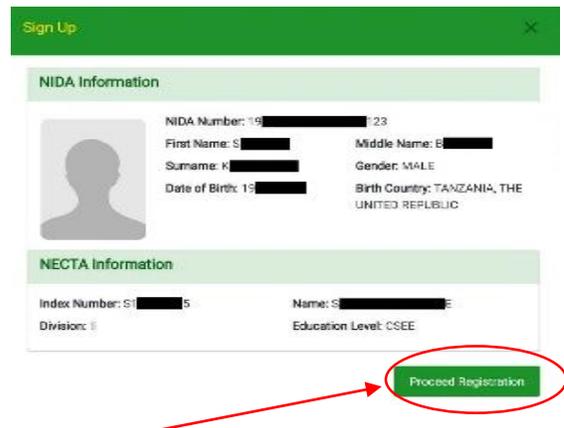
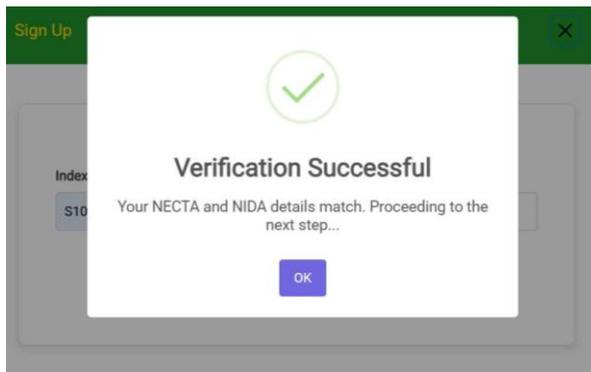
- **Form IV Index Number:** The system cross-checks names from NIDA and NECTA (Form IV certificate).



- If the names mismatch, the candidate can't proceed to the next step



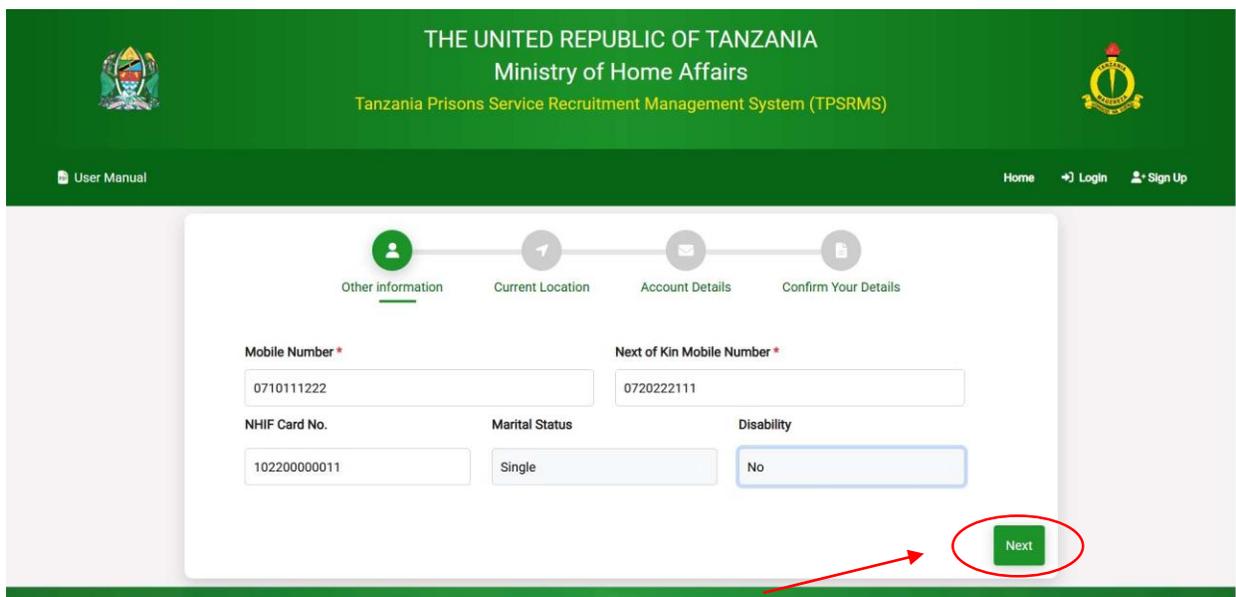
- If the names **match**, the candidate proceeds to the next step.



## Step 2: Personal Information Form

Candidates must fill in the following:

- Mobile Number
- Next of Kin Mobile Number
- Marital Status



- Residence Details

THE UNITED REPUBLIC OF TANZANIA  
Ministry of Home Affairs  
Tanzania Prisons Service Recruitment Management System (TPSRMS)

User Manual Home Login Sign Up

Other information Current Location Account Details Confirm Your Details

Region \*  
Dodoma

District \*  
Dodoma

Ward/Street \*  
Miyuji - Mipango

Postal Address \*  
P.O Box 1 Dodoma

Back Next

- Valid Email Address (a verification link will be sent here)
- Create a Strong Password

User Manual Home Login Sign Up

Other information Current Location Account Details Confirm Your Details

**Important:**  
Please ensure you provide a **valid** email address to complete your registration. Also, make sure the email has **not already been used** to register.

Username (Email) \*  
s@gmail.com

Password \*  
.....

Confirm Password \*  
.....

Back Next

Contact Us Useful Links

- After confirm details and submit

User Manual Home Login Sign Up

Other information Current Location Account Details **Confirm Your Details**

**Confirm Details**

NIN	First Name	Middle Name	Surname
19[REDACTED]123	MALI	KAULI	ZWANGEDABA
Current Resident Region	Current Resident District	Ward/Street	Mobile Number
Dodoma	Dodoma	Miyuji - Mipango	0700111222
Postal Address	Next of Kin Mobile	Account Email	
box 1 dodoma	0700111222	[REDACTED]@gmail.com	

Back Submit

Contact Us Useful Links

- After submission, the account will be created.

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User Manual Home

**Email Verification**

Thanks for signing up! Please verify your email address by clicking the link we sent. If you didn't receive it, click below to resend.

Cancel Resend Verification Email

Contact Us

Tanzania Prisons Services Headquarters,  
Arusha Road, Msalato Area  
P.O BOX 1176,  
DODOMA

0700000001/0700000001  
dhrm@prisons.go.tz

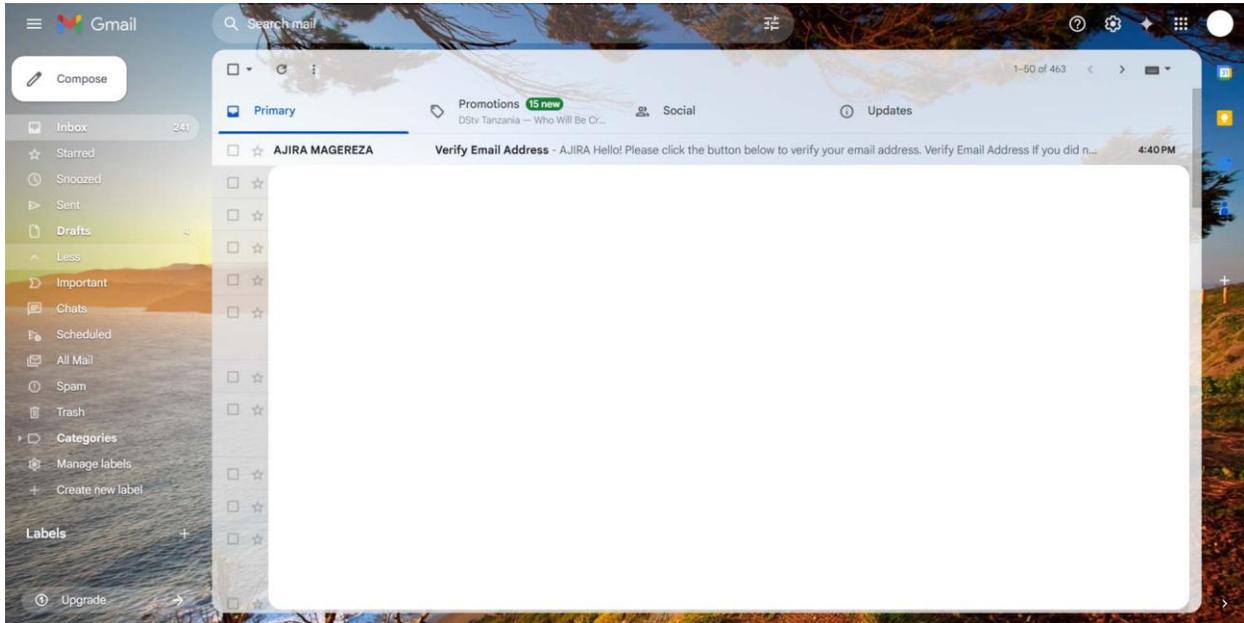
Useful Links

Ministry Of Home Affairs  
Tanzania Police Force  
Tanzania Prisons Service  
Fire and Rescure Force  
Tanzania Immigration Department

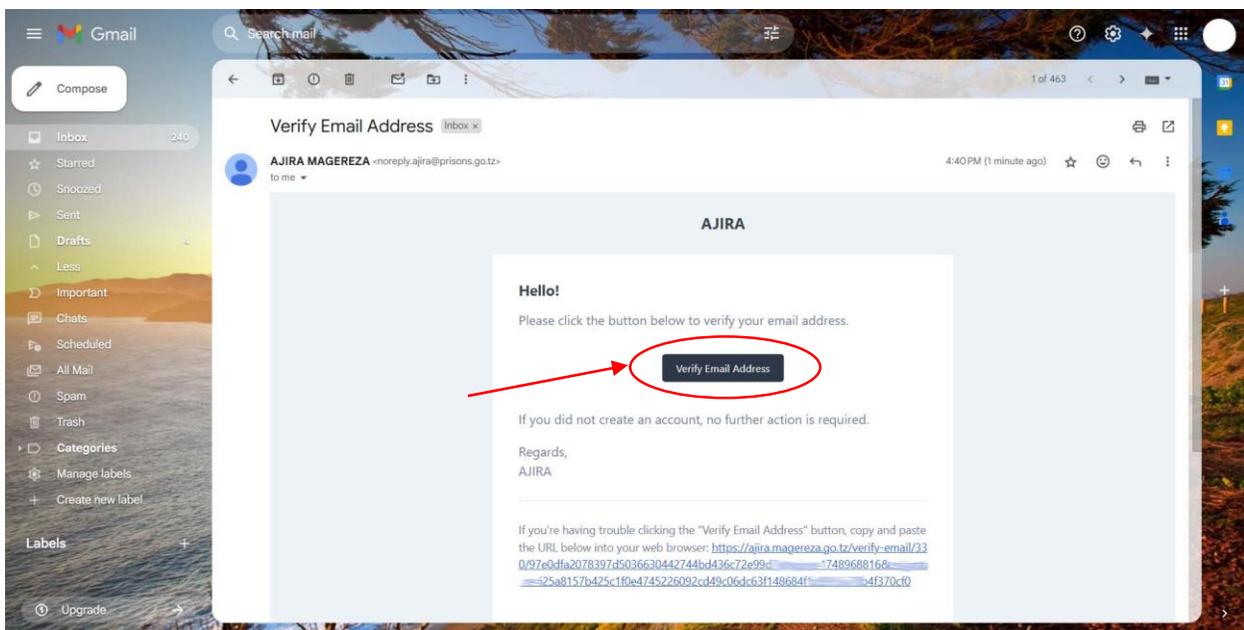
TPSRMS v 1.0

## 2. Verify Account via Email

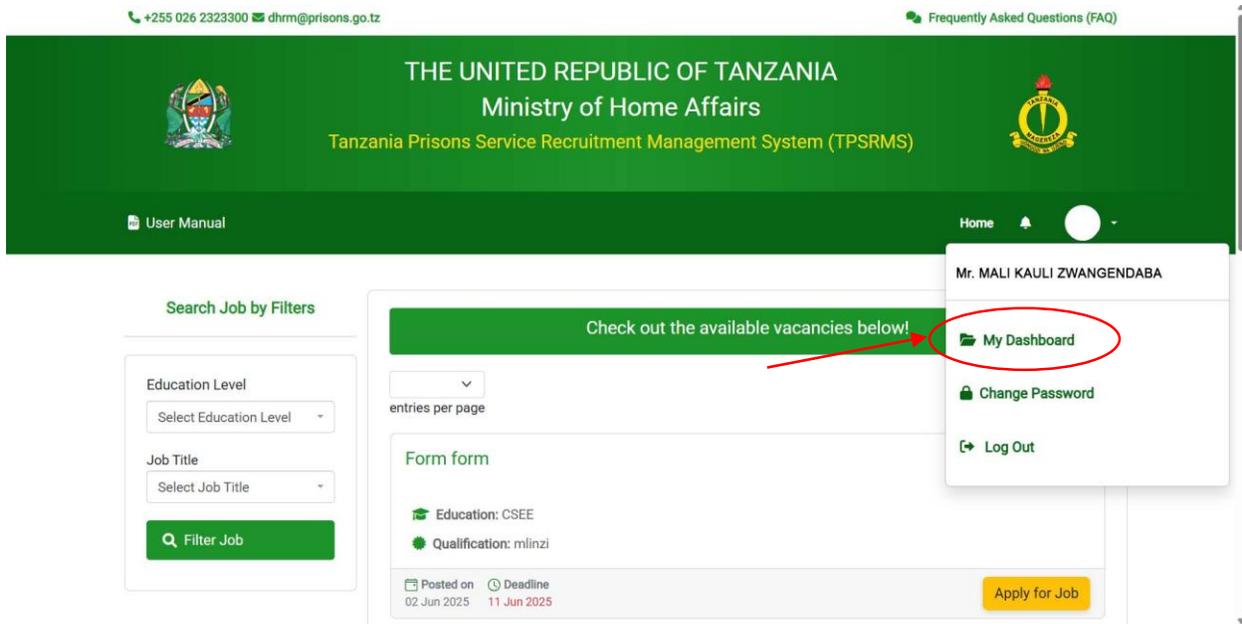
Step 1: Check inbox or spam folder for an email from **AJIRA MAGEREZA**



Step 2: Click the verification link provided in the email

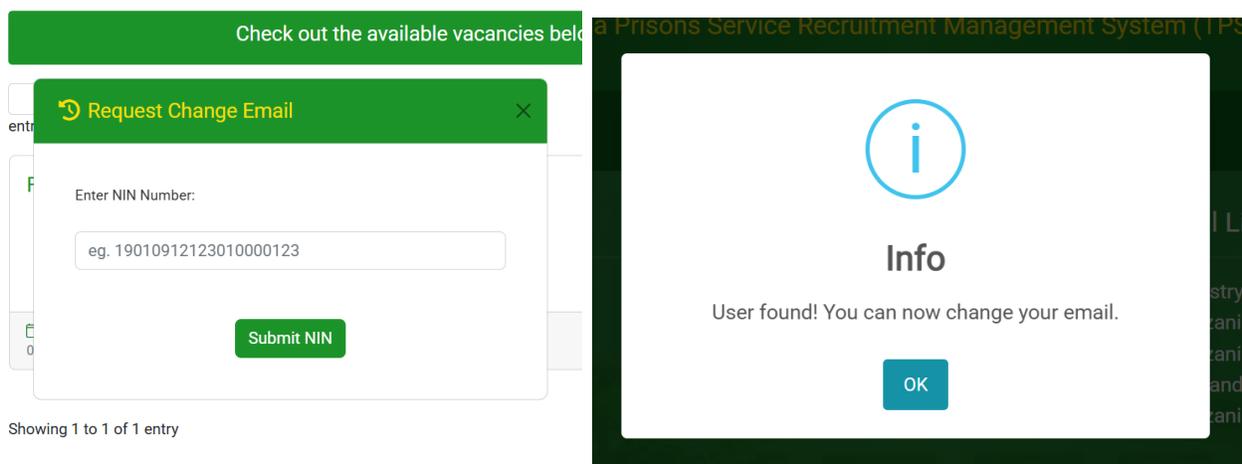


**Step 3:** After successful verification, the candidate will be login automatic and click **My Dashboard** to access candidate Dashboard or can log in manual through login page.

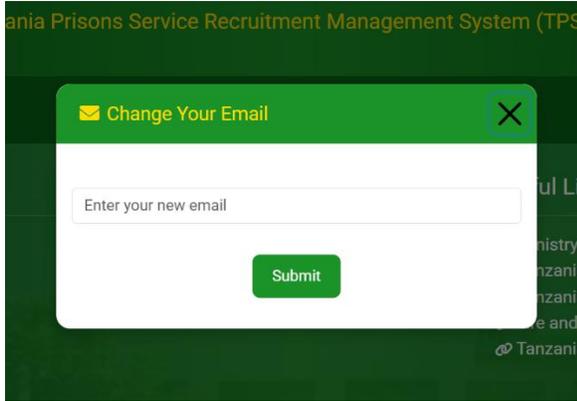


### 3. Change Email Address (If Incorrect Email Was Used During Registration)

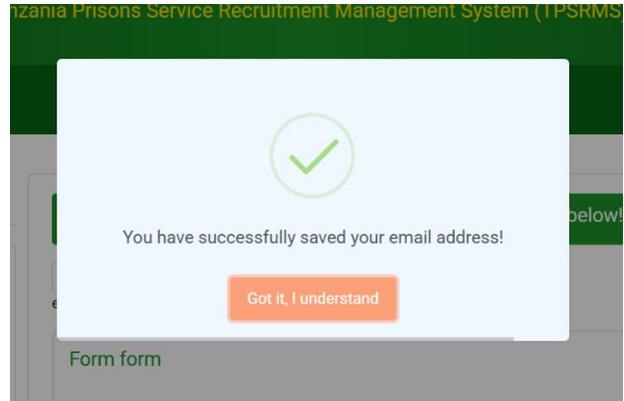
**Step 1:** Enter the NIDA Number used for registration



**Step 2: Enter a new valid email address. A new verification link will be sent**

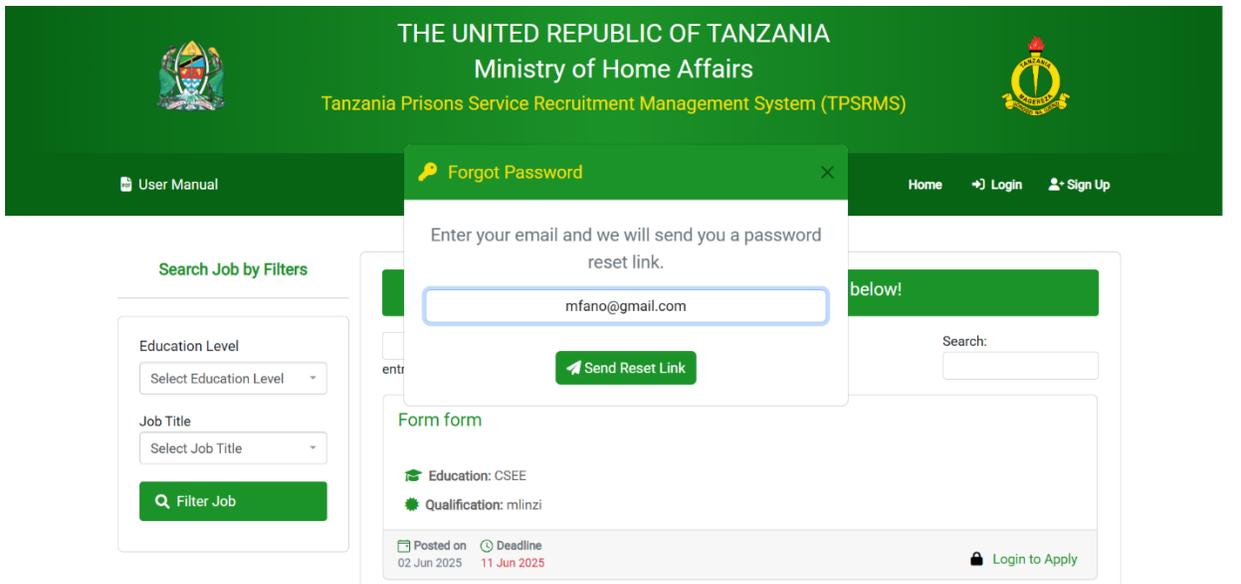


The screenshot shows a modal window titled "Change Your Email" with a close button (X) in the top right corner. Inside the modal, there is a text input field with the placeholder text "Enter your new email". Below the input field is a green "Submit" button.



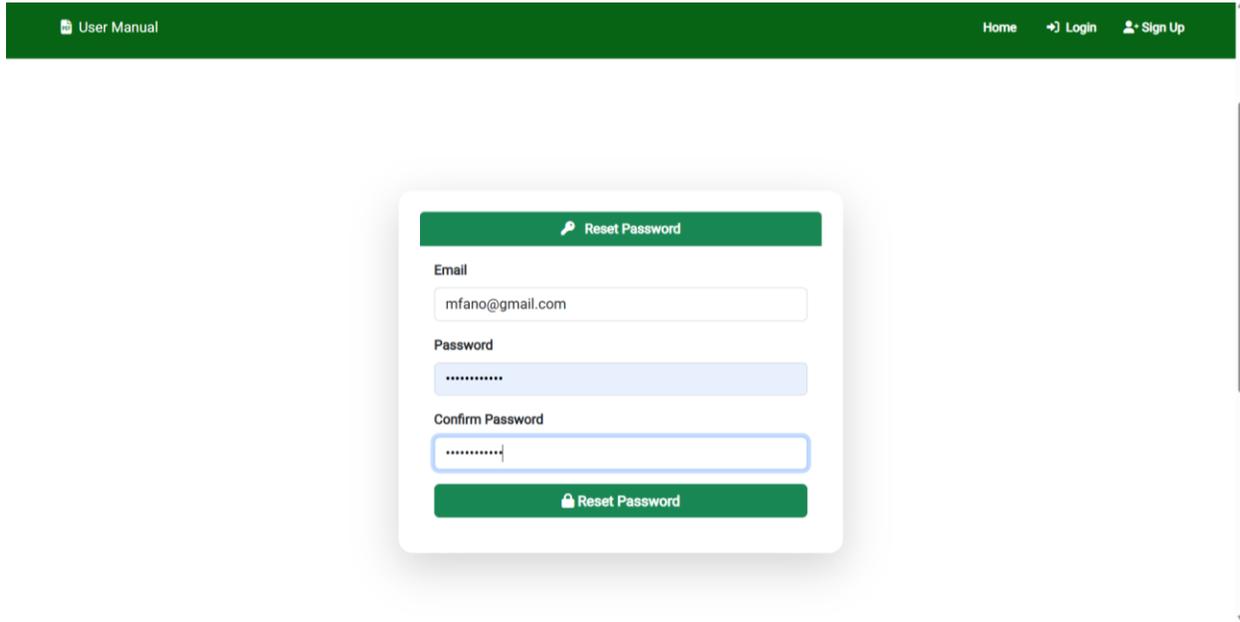
#### 4. Forgot Password

**Step 1: Enter the registered email to receive a password reset link**



The screenshot shows the main interface of the Tanzania Prisons Service Recruitment Management System (TPSRMS). At the top, there is a green header with the text "THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs Tanzania Prisons Service Recruitment Management System (TPSRMS)". Below the header, there is a navigation bar with "User Manual", "Home", "Login", and "Sign Up" links. The main content area features a "Forgot Password" modal window. The modal has a title "Forgot Password" and a close button (X). The text inside the modal says "Enter your email and we will send you a password reset link." Below this text is a text input field containing the email address "mfano@gmail.com". At the bottom of the modal is a green button labeled "Send Reset Link". In the background, there is a "Search Job by Filters" section with dropdown menus for "Education Level" and "Job Title", and a "Filter Job" button. Below that, there is a "Form form" section with fields for "Education: CSEE" and "Qualification: mlinzi", and a "Login to Apply" button.

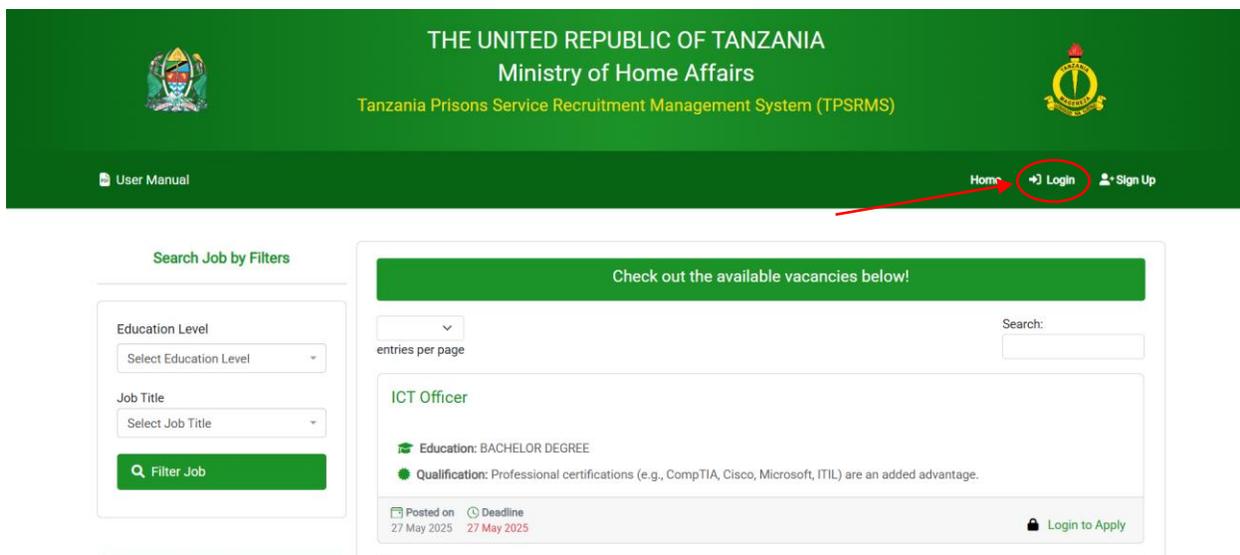
## Step 2: Click the link in your email and create a new strong password



The screenshot shows a web browser window with a green header. On the left, there is a 'User Manual' link. On the right, there are links for 'Home', 'Login', and 'Sign Up'. The main content area features a white 'Reset Password' form with a green title bar. The form includes three input fields: 'Email' (containing 'mfano@gmail.com'), 'Password', and 'Confirm Password'. A green 'Reset Password' button is located at the bottom of the form.

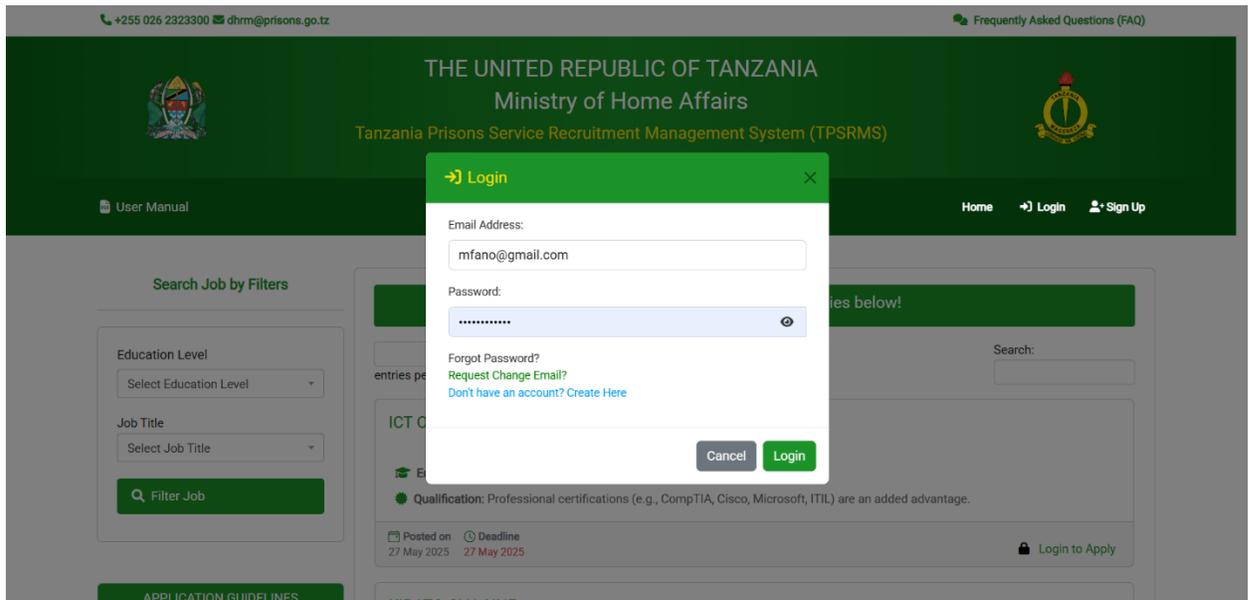
## 5. Login

To access the portal:



The screenshot displays the homepage of the Tanzania Prisons Service Recruitment Management System (TPSRMS). The header is green and features the national emblem of Tanzania on the left, the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs Tanzania Prisons Service Recruitment Management System (TPSRMS)' in the center, and the national emblem of the Tanzania Prisons Service on the right. A green navigation bar at the bottom of the header contains links for 'User Manual', 'Home', 'Login', and 'Sign Up'. A red arrow points to the 'Login' link, which is circled in red. Below the header, there is a 'Search Job by Filters' section on the left with dropdown menus for 'Education Level' and 'Job Title', and a 'Filter Job' button. The main content area has a green banner that says 'Check out the available vacancies below!'. Below this, there is a job listing for 'ICT Officer' with details on education and qualifications, and a 'Login to Apply' button.

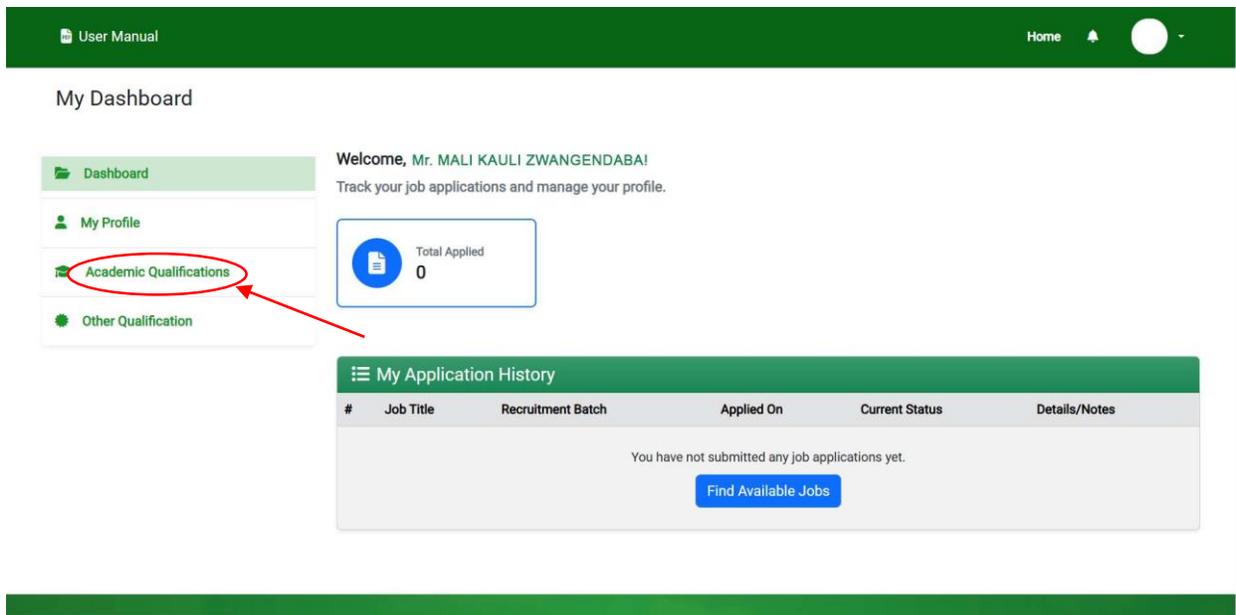
- Enter your **Email Address** (used during registration)
- Enter your **Password**



## 6. Candidate Dashboard

After logging in, the candidate will be redirected to their **Dashboard**.

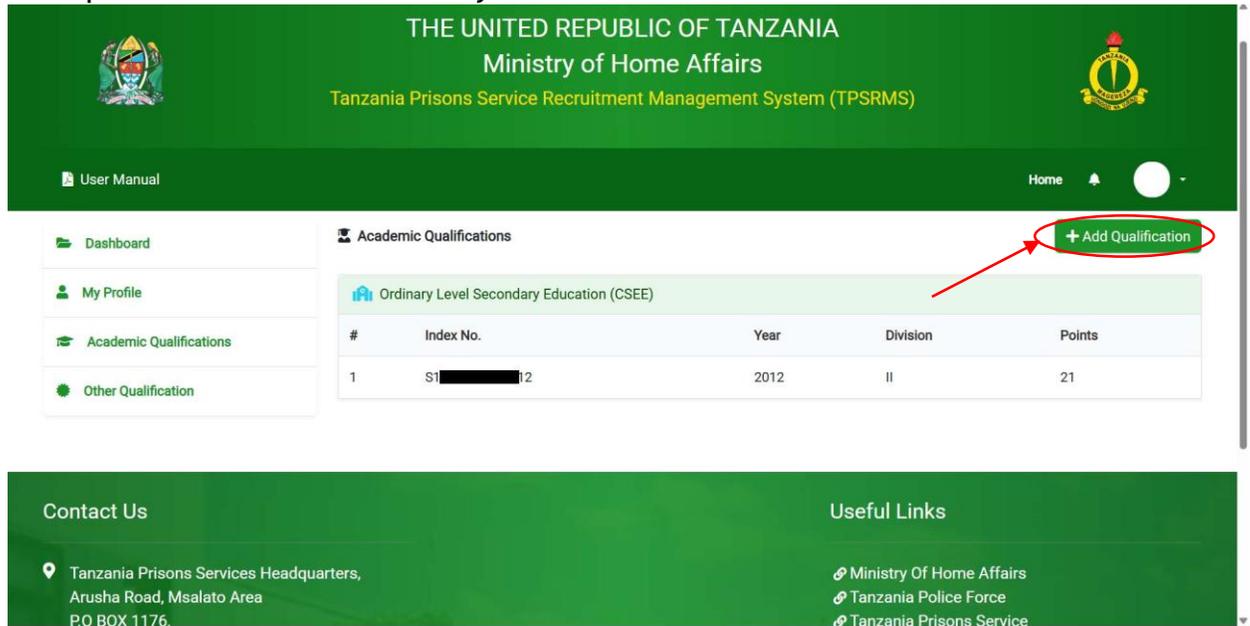
- The Dashboard displays the candidate's profile, academic qualifications, and application status.
- It is also the main entry point for adding qualifications or applying for jobs.



## 7. Add Academic Qualification

### (i) Form IV Qualification

- Every candidate already has a **Form IV** qualification verified during registration.
- This qualification is automatically added and visible on the dashboard.



The screenshot displays the dashboard of the Tanzania Prisons Service Recruitment Management System (TPSRMS). The header includes the national emblem, the text "THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs", and the system name "Tanzania Prisons Service Recruitment Management System (TPSRMS)". A navigation menu on the left lists "Dashboard", "My Profile", "Academic Qualifications", and "Other Qualification". The main content area, titled "Academic Qualifications", shows a table for "Ordinary Level Secondary Education (CSEE)". A red circle highlights a "+ Add Qualification" button in the top right corner of the table area, with a red arrow pointing to it.

#	Index No.	Year	Division	Points
1	S1 [REDACTED] I2	2012	II	21

### (ii) Add Other Academic Qualifications

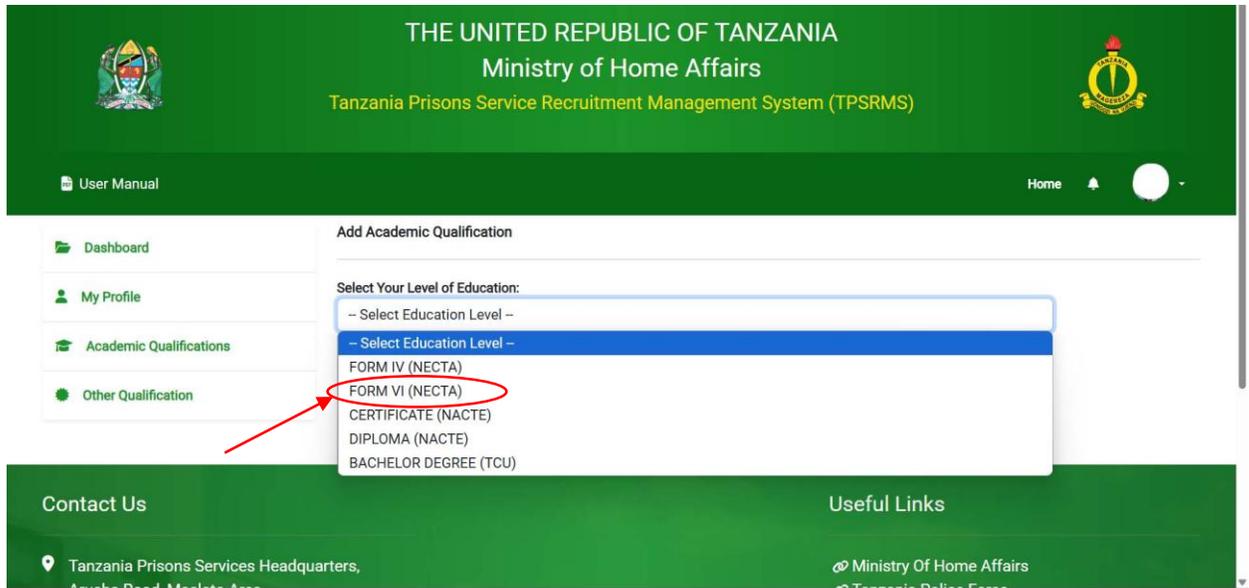
Candidates can add additional qualifications such as:

- **Form VI**
- **Certificate**
- **Diploma**
- **Bachelor Degree**

→ Form VI Qualification

- Enter Form VI Index Number and Awarded Year  
Example Format:

- Index Number: S1000-0001 or P1000-0001
- Awarded Year: 2000



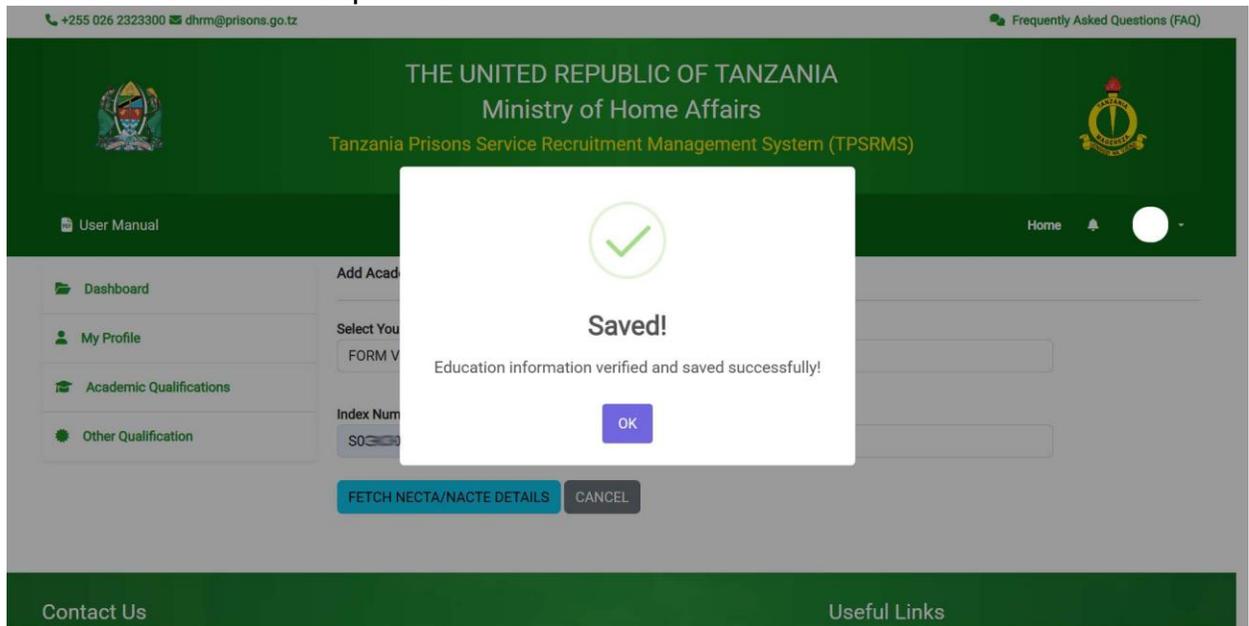
The screenshot shows the 'Add Academic Qualification' form in the TPSRMS system. The dropdown menu for 'Select Your Level of Education' is open, showing options: FORM IV (NECTA), FORM VI (NECTA) (circled in red with a red arrow pointing to it), CERTIFICATE (NACTE), DIPLOMA (NACTE), and BACHELOR DEGREE (TCU). The form also includes a sidebar with navigation options like Dashboard, My Profile, Academic Qualifications, and Other Qualification.

- The system will fetch the results from NECTA.



The screenshot shows the 'Add Academic Qualification' form with the dropdown menu closed. The 'Select Your Level of Education' field now contains 'FORM VI (NECTA)'. Below this, there are input fields for 'Index Number' (with the example 'S0123-0001') and 'Completion/Award Year'. At the bottom of the form, there are two buttons: 'FETCH NECTA/NACTE DETAILS' and 'CANCEL'.

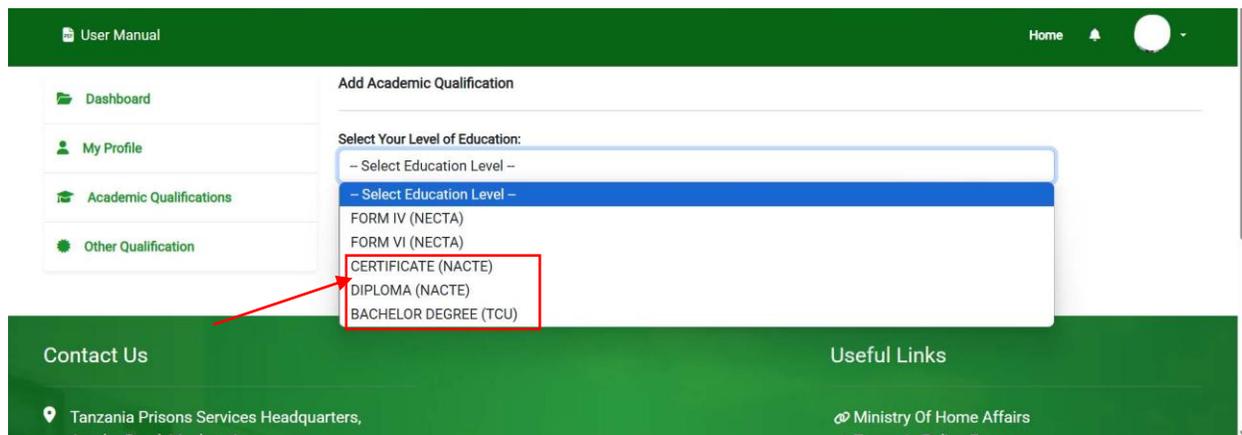
- Click **Save** to store the qualification.



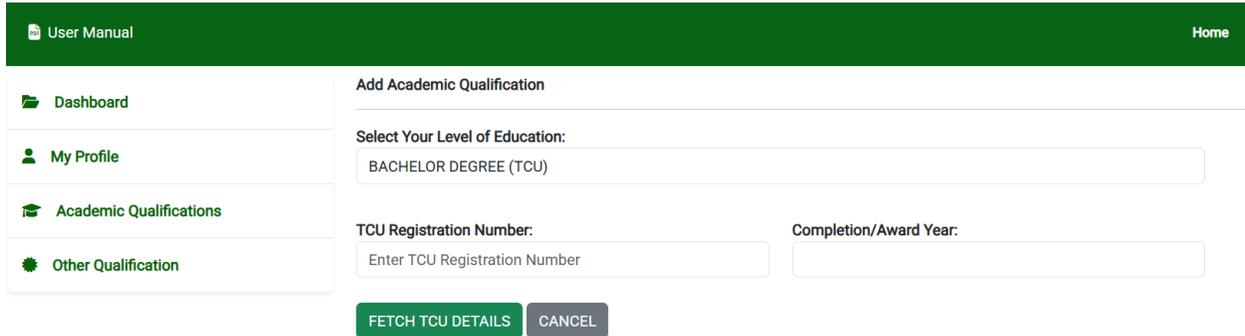
**Note:** If the names do not match with the ones on your NIDA record, the qualification will not be accepted.

### → Certificate / Diploma / Bachelor Degree

- Select your education level.
- Enter **Registration Number** and **Awarded Year**.
- The system fetches data from:  
**NACTVET** for Certificate/Diploma  
**TCU** for Bachelor Degrees



## Example for Bachelor Degree (TCU)



User Manual Home

Dashboard

My Profile

Academic Qualifications

Other Qualification

Add Academic Qualification

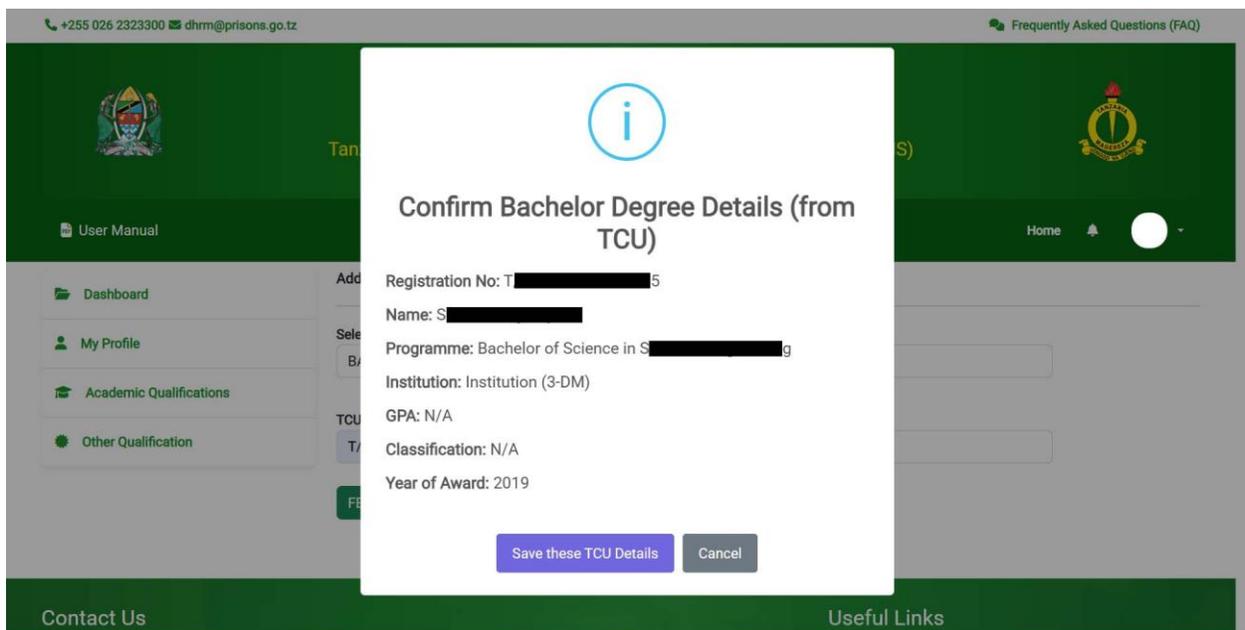
Select Your Level of Education:  
BACHELOR DEGREE (TCU)

TCU Registration Number:  
Enter TCU Registration Number

Completion/Award Year:

FETCH TCU DETAILS CANCEL

- Click **Save these TCU Details** to store the qualification.



+255 026 2323300 dhrm@prisons.go.tz Frequently Asked Questions (FAQ)

User Manual Home

Dashboard

My Profile

Academic Qualifications

Other Qualification

Confirm Bachelor Degree Details (from TCU)

Registration No: T [REDACTED] 5

Name: S [REDACTED]

Programme: Bachelor of Science in S [REDACTED] g

Institution: Institution (3-DM)

GPA: N/A

Classification: N/A

Year of Award: 2019

Save these TCU Details Cancel

Contact Us Useful Links

### Note:

- High-level education will **only be saved** if the **program is listed** in the current job list.
- If the **names do not match** with the ones on your NIDA record, the qualification will **not be accepted**.

- Qualification will be stored.

**Academic Qualifications** + Add Qualification

**Ordinary Level Secondary Education (CSEE)**

#	Index No.	Year	Division	Points
1	SI [REDACTED] 2	2012	N/A	N/A

**Advanced Level Secondary Education (ACSEE)**

#	Index No.	Year	Division	Points
1	SC [REDACTED] 5	2015	N/A	N/A

**Higher Education**

#	Level	Institution	Program	Reg. No.	Year	GPA	Class
1	BACHELOR DEGREE	Institution (3-DM)	Bachelor of Science in S [REDACTED]	T [REDACTED] 5	2019	N/A	N/A

## 8. Add Other Qualifications (Optional)

- Candidates can optionally add **Other Qualifications** such as short courses, training, etc.

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User Manual Home

**Other Qualification Details** + Add Qualifications

Other qualifications are missing! Please add them to highlight your expertise.

Other Qualification

- Fill in the required details.

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User Manual Home

Dashboard  
My Profile  
Academic Qualifications  
Other Qualification

### Add Qualification

**Qualification Name:**

**Certificate Number:**

**Institution/Camp Name:**

**Location :**

**Start Date:**

**End Date:**

**Attachment** max size 256KB  
 No file chosen

- Click **Save** to add the qualification.

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Ministry of Home Affairs  
Tanzania Prisons Service Recruitment Management System (TPSRMS)

User Manual Home

### My Other Qualification

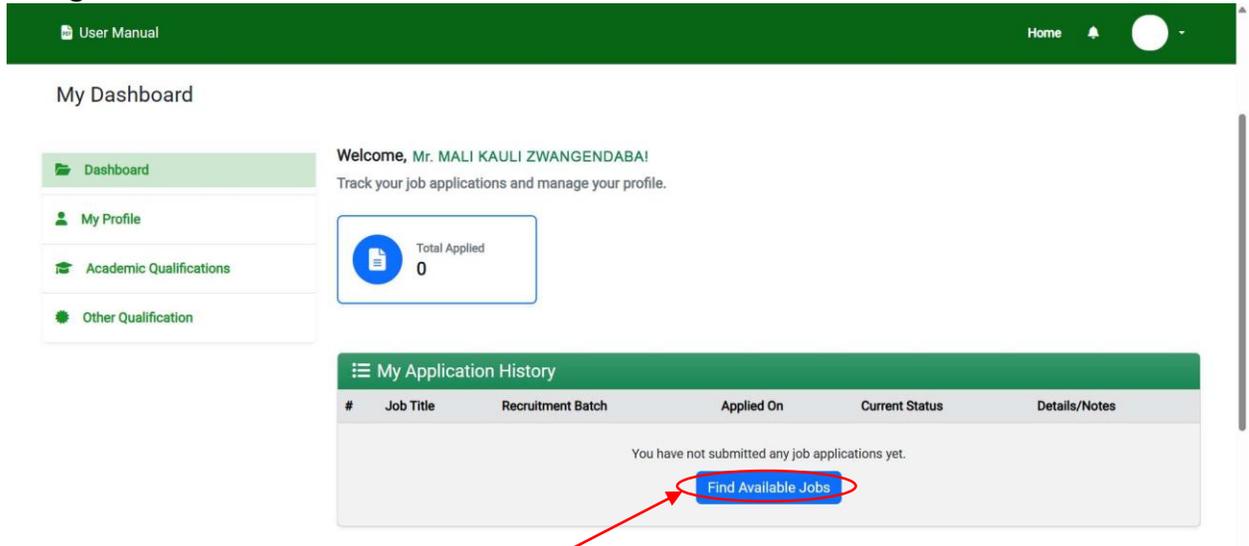
Dashboard  
My Profile  
Academic Qualifications  
Other Qualification

### Other Qualification Details

Qualification Name	Institution/Camp_Name	Certificate_number	Start Date	End Date	Action	Attachment
CCNA	HUAWEI	CCNA01	2025-01-01	2025-06-01	<input type="button" value="edit"/> <input type="button" value="delete"/>	<input type="button" value="View Attachment"/>

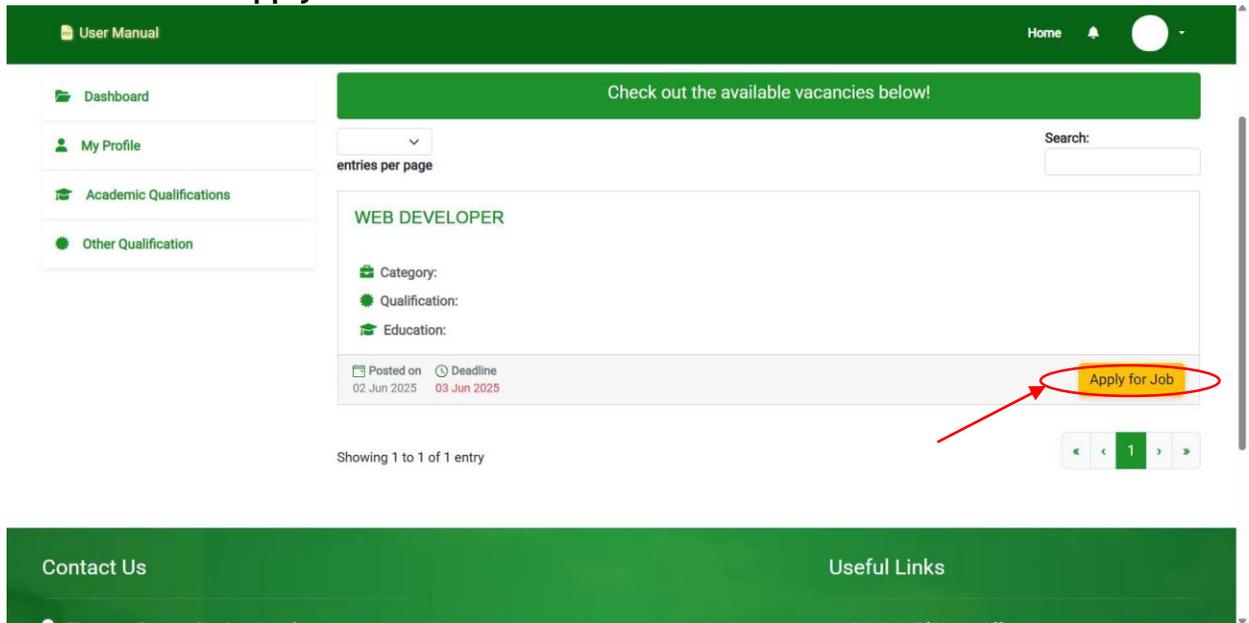
## 9. View Available Jobs

- Navigate to the Dashboard.



The screenshot shows a user dashboard with a green header bar containing 'User Manual', 'Home', a notification bell, and a profile icon. Below the header, the page is titled 'My Dashboard'. On the left, there is a sidebar menu with options: 'Dashboard' (selected), 'My Profile', 'Academic Qualifications', and 'Other Qualification'. The main content area features a welcome message: 'Welcome, Mr. MALI KAULI ZWANGENDABA! Track your job applications and manage your profile.' Below this is a 'Total Applied' counter showing '0'. A 'My Application History' table is displayed, which is currently empty with the message 'You have not submitted any job applications yet.' A blue button labeled 'Find Available Jobs' is highlighted with a red circle, and a red arrow points to it from below.

- Click the blue “Apply for a Job” button.



The screenshot shows a job listing page with a green header bar containing 'User Manual', 'Home', a notification bell, and a profile icon. Below the header, the page is titled 'Check out the available vacancies below!'. There is a search bar and a dropdown menu for 'entries per page'. The main content area displays a job listing for 'WEB DEVELOPER'. The listing includes details for 'Category:', 'Qualification:', and 'Education:'. Below these details, there is a section for 'Posted on' (02 Jun 2025) and 'Deadline' (03 Jun 2025). A blue button labeled 'Apply for Job' is highlighted with a red circle, and a red arrow points to it from below. At the bottom of the page, there is a green footer bar with 'Contact Us' and 'Useful Links'.

- The system will display jobs based on your academic qualifications:
  - Form IV Jobs
  - Certificate Jobs
  - Diploma Jobs
  - Bachelor Degree Jobs

**Note:** Jobs outside your qualification level will **not** be shown.

## 10. Apply for a Job

### Step 1: Upload Application Letter

User Manual Home

### Apply for Job: WEB DEVELOPER

Category: N/A | Required Education: N/A | Experience: N/A Years

Applying as: S [redacted] E (NIN: 19 [redacted] 23)

**Application Letter (PDF Only)\***  
Max size: 700KB

Choose file No file chosen

**Choose Interview Location (Branch)\***  
- Select Location -

**DISCLAIMER:** By submitting this application, you confirm that the information provided is accurate and complete. Any misrepresentation may result in disqualification. Academic and qualification information cannot be changed after you apply. Ensure your profile is complete and accurate before applying.

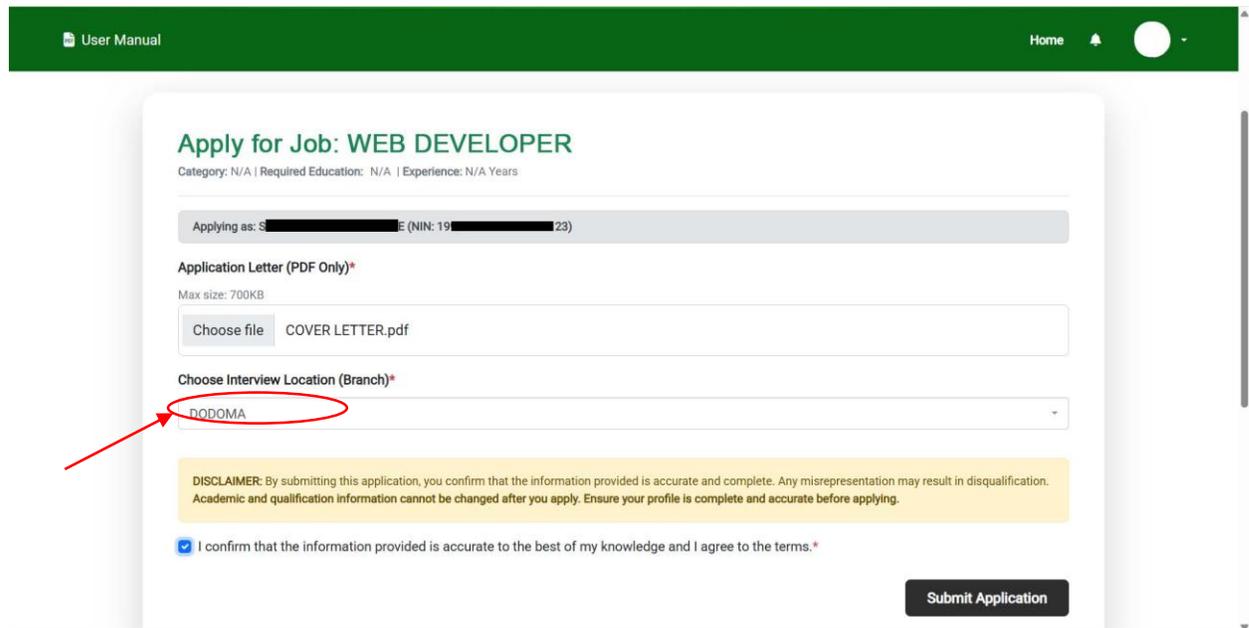
I confirm that the information provided is accurate to the best of my knowledge and I agree to the terms.\*

Submit Application

- Must be in **PDF format**.
- File size must be **700KB or less**.

## Step 2: Select Interview Location

- Choose any available location regardless of your residence or birth location.



User Manual Home

### Apply for Job: WEB DEVELOPER

Category: N/A | Required Education: N/A | Experience: N/A Years

Applying as: S [REDACTED] E (NIN: 19 [REDACTED] 23)

**Application Letter (PDF Only)\***  
Max size: 700KB  
Choose file COVER LETTER.pdf

**Choose Interview Location (Branch)\***  
DODOMA

**DISCLAIMER:** By submitting this application, you confirm that the information provided is accurate and complete. Any misrepresentation may result in disqualification. Academic and qualification information cannot be changed after you apply. Ensure your profile is complete and accurate before applying.

I confirm that the information provided is accurate to the best of my knowledge and I agree to the terms.\*

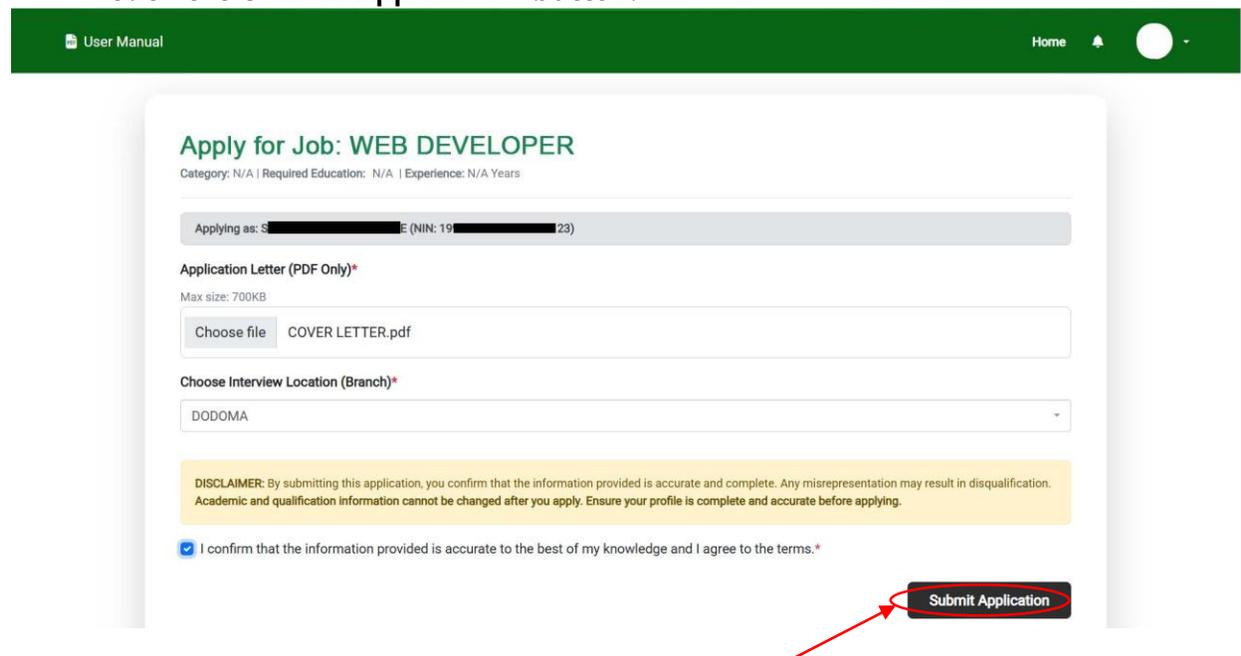
Submit Application

## Step 3: Accept Disclaimer

- Read the **terms and conditions** carefully.
- Click **Agree** to proceed.

## Step 4: Submit Application

- Click the **Submit Application** button.



User Manual Home

### Apply for Job: WEB DEVELOPER

Category: N/A | Required Education: N/A | Experience: N/A Years

Applying as: S [REDACTED] E (NIN: 19 [REDACTED] 23)

**Application Letter (PDF Only)\***  
Max size: 700KB  
Choose file COVER LETTER.pdf

**Choose Interview Location (Branch)\***  
DODOMA

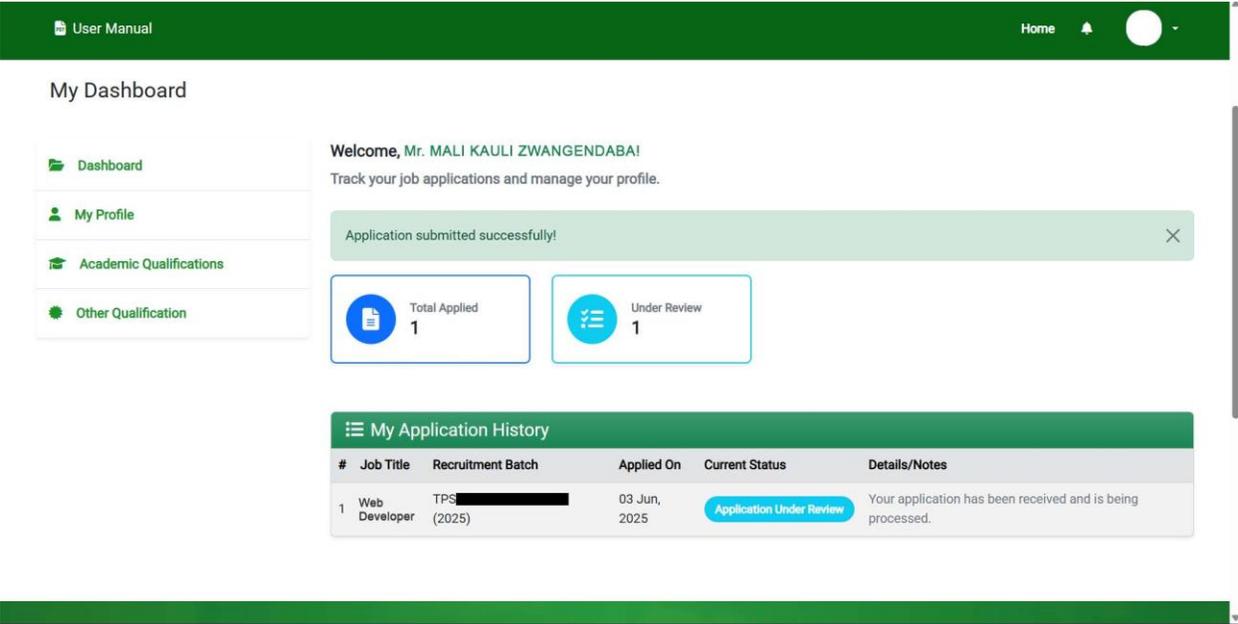
**DISCLAIMER:** By submitting this application, you confirm that the information provided is accurate and complete. Any misrepresentation may result in disqualification. Academic and qualification information cannot be changed after you apply. Ensure your profile is complete and accurate before applying.

I confirm that the information provided is accurate to the best of my knowledge and I agree to the terms.\*

Submit Application

# 11. Viewing Application Status

- Once a candidate has submitted a job application, they can view the Application status through their dashboard. Candidate will see a list of jobs you've applied for.



## Follow Up

- If you are invited for interview or selected, the status will indicate the next steps.
- In some cases, you may receive an email or notification through your account as well.