



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**

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

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

User Manual Home Log In **Sign Up**

Search Job by Filters

Education Level
Select Education Level

Job Title
Select Job Title

Filter Job

APPLICATION GUIDELINES

Check out the available vacancies below!

entries per page

Search:

Form form

Education: CSEE
Qualification: miinzi

Posted on: 02 Jun 2025 Deadline: 11 Jun 2025 Login to Apply

Showing 1 to 1 of 1 entry

and verify their identity using:

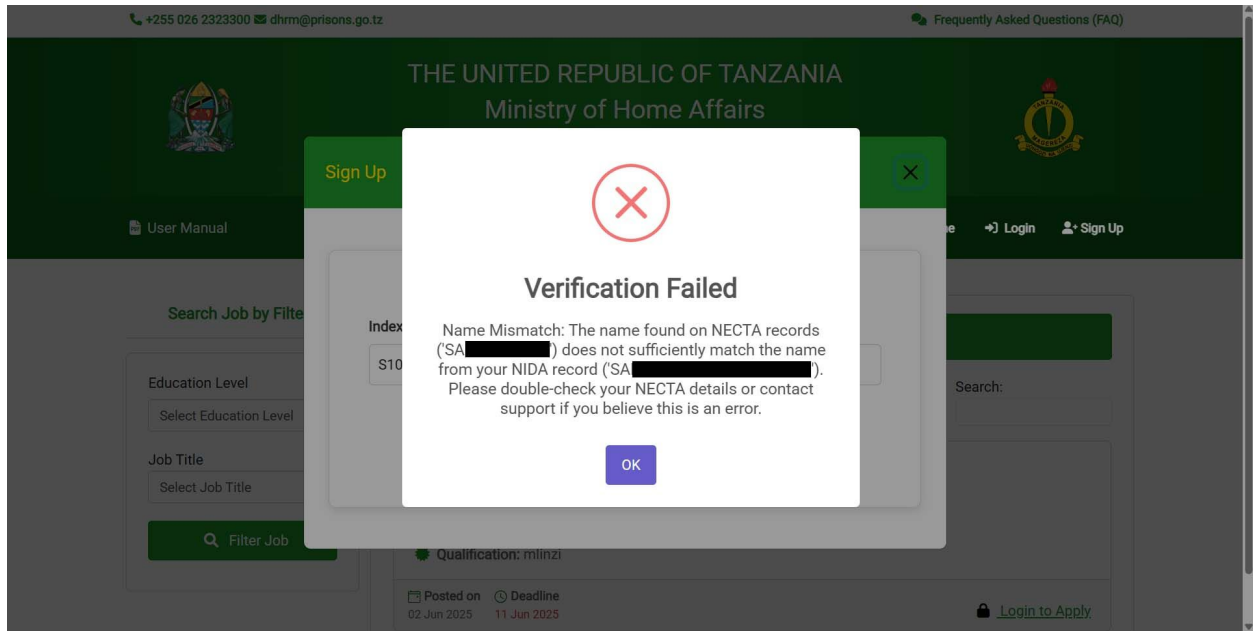
NIDA Number: Candidates will be asked verification questions based on NIDA data.

The screenshot displays the TPSRMS interface with a green header containing the national emblem, the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs Tanzania Prisons Service Recruitment Management System (TPSRMS)', and a prison emblem. A 'Sign Up' modal is open, featuring a 'NIDA Verification' section. This section includes a label 'Enter NIN Number:', a text input field with the placeholder 'eg. 19010912123010000123', and a green 'Submit NIN' button. The background shows a 'Search Job by Filters' sidebar with dropdowns for 'Education Level' and 'Job Title', a 'Filter Job' button, and an 'APPLICATION GUIDELINES' section with '1. How to Apply' selected. The main content area shows 'Showing 1 to 1 of 1 entry' and a pagination control with '1' selected.

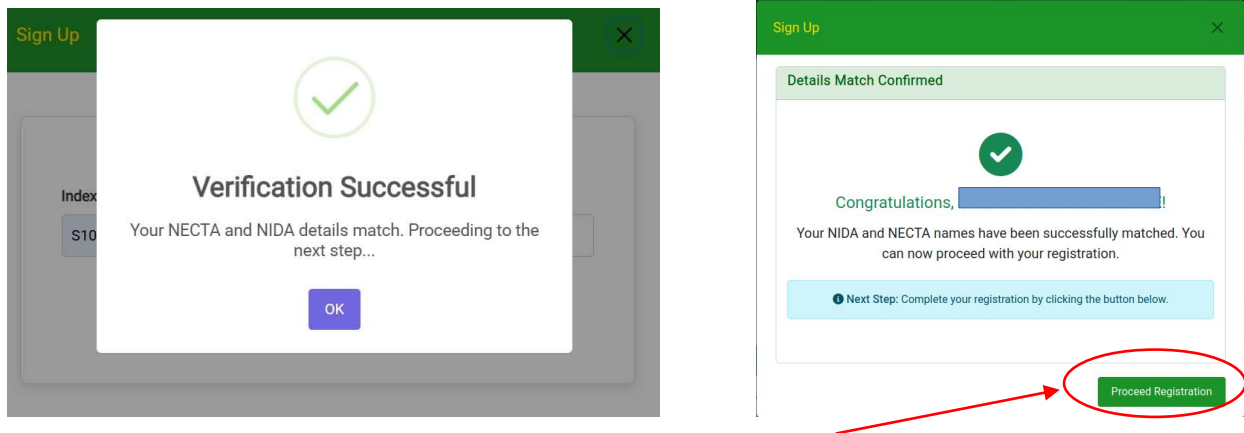
- **Form IV Index Number:** The system cross-checks names from NIDA and NECTA (Form IV certificate).

This screenshot shows the same TPSRMS interface as above, but with a 'NECTA Verification' modal open. The modal contains two input fields: 'Index Number (e.g. S0001-0001)' with a placeholder 'eg. SXXXX-XXXX or PXXXX-XXXX' and 'Exam Year (e.g. 2000)' with a placeholder 'YYYY'. A green 'Submit NECTA' button is positioned below these fields. The background elements, including the header, sidebar filters, and main content area, remain identical to the previous screenshot.

- 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

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

Mobile Number * 0710111222

Next of Kin Mobile Number * 0720222111

NHIF Card No. 102200000011

Marital Status Single

Disability No

Next

- Residence Details

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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

The screenshot shows a registration form with a progress bar at the top indicating four steps: 'Other information', 'Current Location', 'Account Details' (the current step), and 'Confirm Your Details'. Below the progress bar, a yellow box contains an important note: '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.' The form fields include 'Username (Email) *' with the value 's...@gmail.com', 'Password *', and 'Confirm Password *'. At the bottom left is a 'Back' button, and at the bottom right is a 'Next' button, which is circled in red with a red arrow pointing to it. The footer contains 'Contact Us' and 'Useful Links' links.

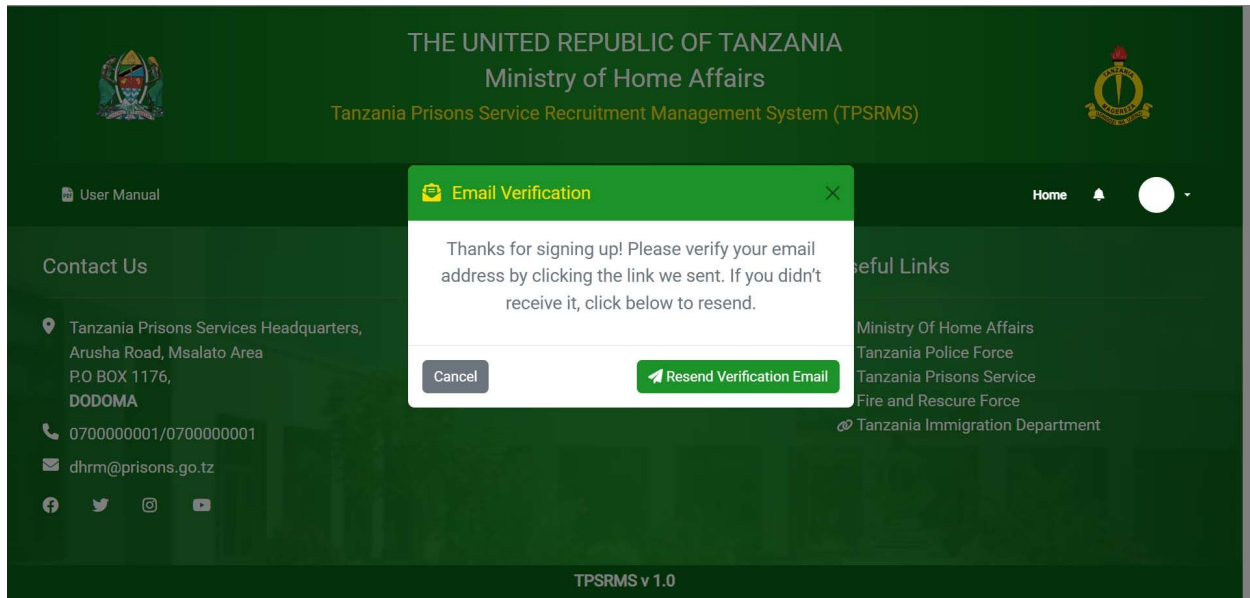
- After confirm details and submit

The screenshot shows the 'Confirm Your Details' step of the registration process. The progress bar at the top now highlights 'Confirm Your Details' as the current step. The form displays a summary of the user's details in a table-like layout:

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

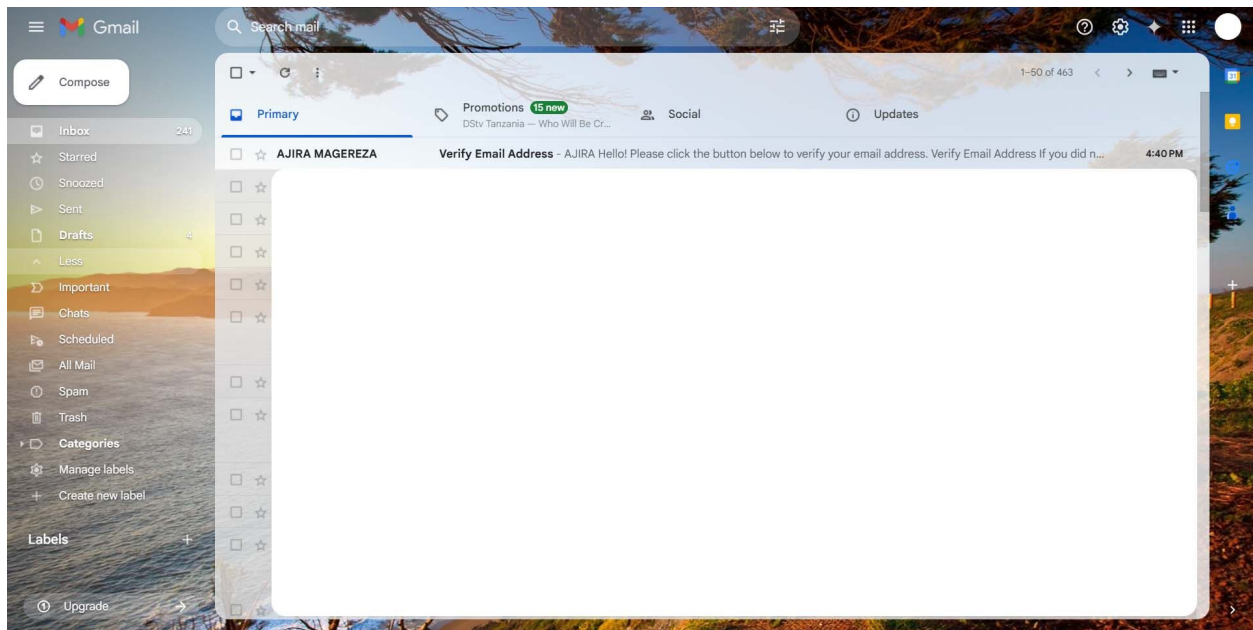
At the bottom left is a 'Back' button, and at the bottom right is a 'Submit' button with a document icon, which is circled in red with a red arrow pointing to it. The footer contains 'Contact Us' and 'Useful Links' links.

- After submission, the account will be created.

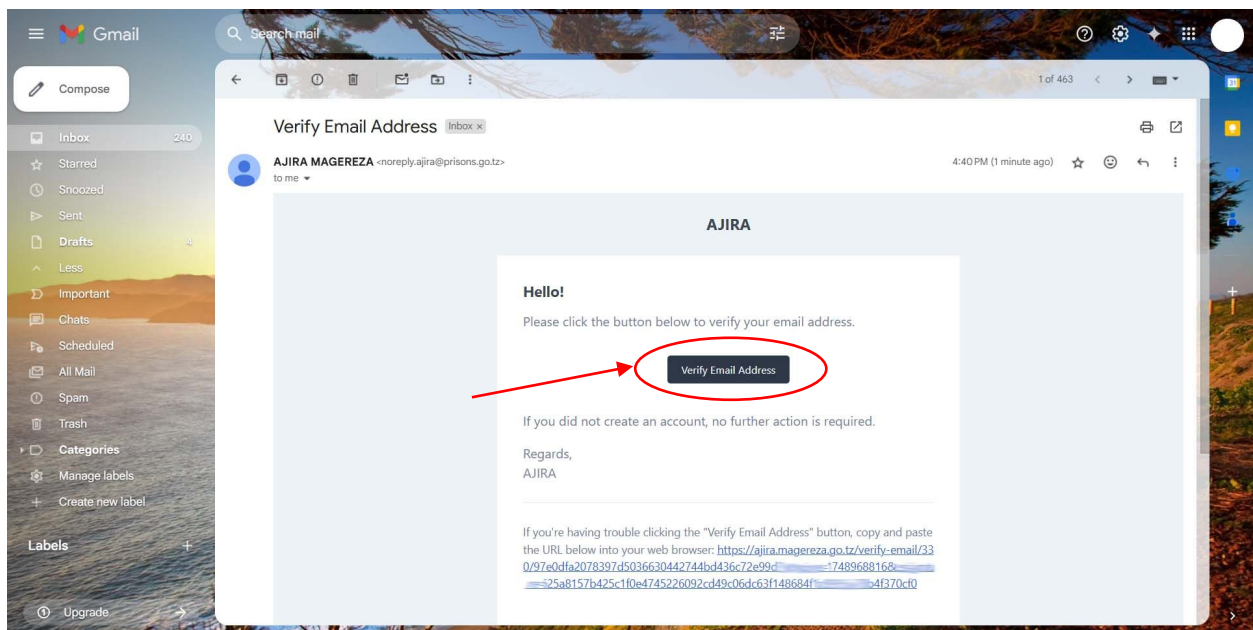


2. Verify Account via Email

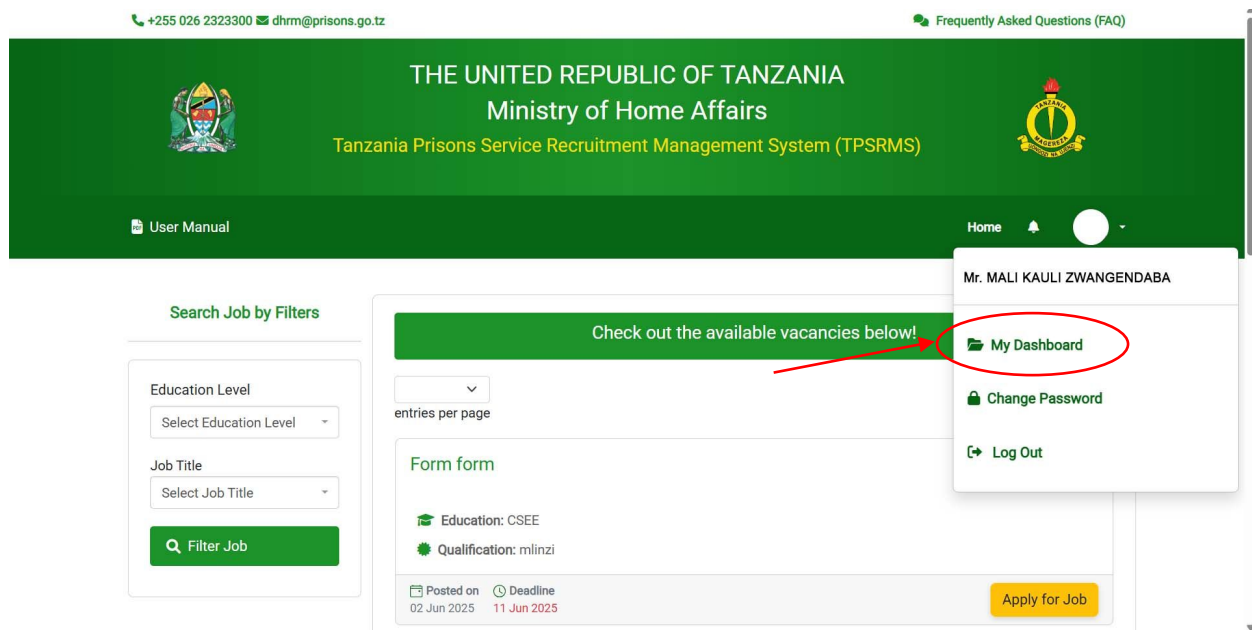
Step 1: Check **inbox** or **spam folder** for an email from **AJIRA MAGEREZA**



Step 2: Click the verification link provided in the email

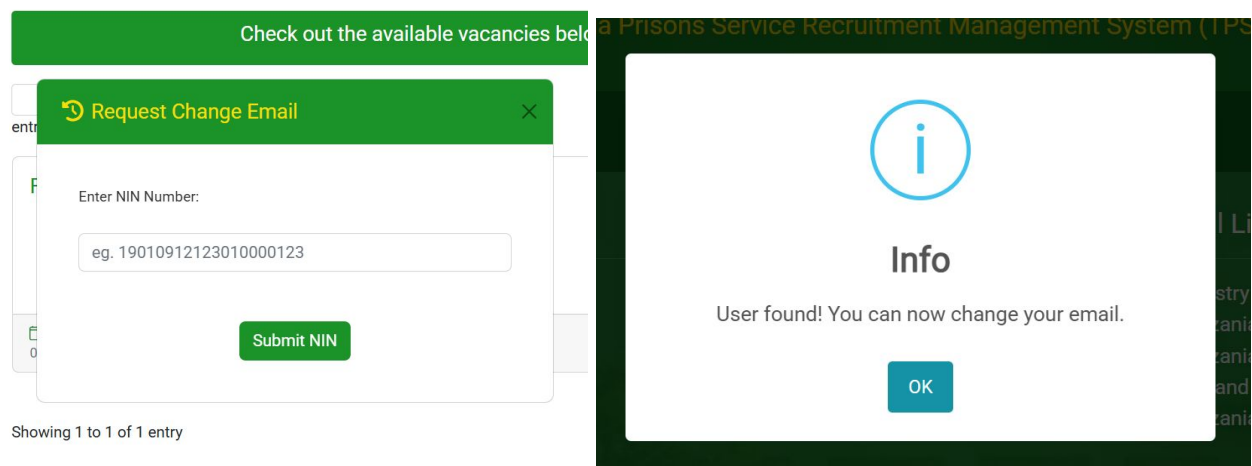


Step 3: After successful verification, the candidate will be login automatic and click My Dashboard to access candidate Dashboard or can log in manual through login page.

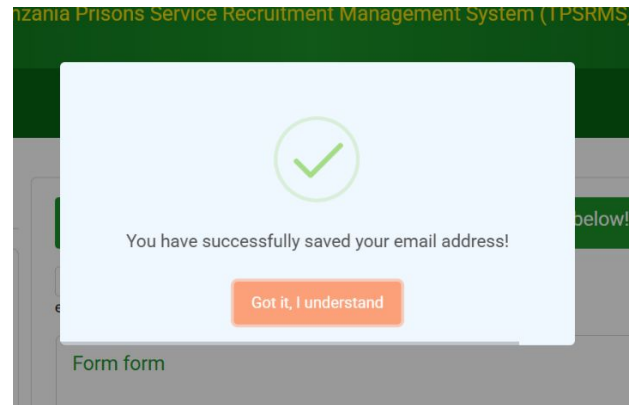
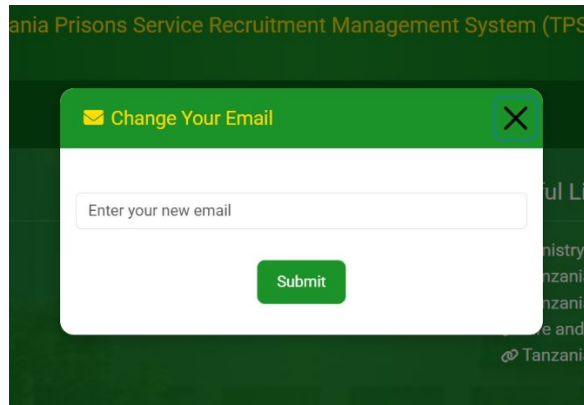


3. Change Email Address (If Incorrect Email Was Used During Registration)

Step 1: Enter the NIDA Number used for registration

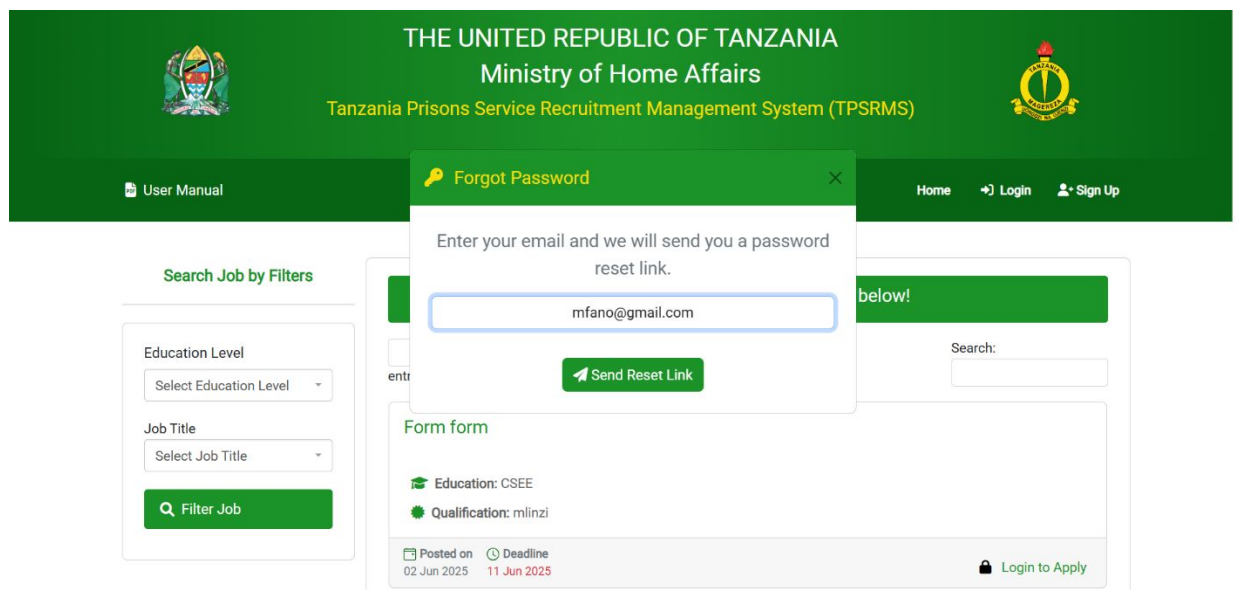


Step 2: Enter a new valid email address. A new verification link will be sent



4. Forgot Password

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



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

[User Manual](#)[Home](#)[Login](#)[Sign Up](#)

Reset Password

Email

mfano@gmail.com


Password

Confirm Password

Reset Password

5. Login


To access the portal:



THE UNITED REPUBLIC OF TANZANIA

Ministry of Home Affairs

Tanzania Prisons Service Recruitment Management System (TPSRMS)



[User Manual](#)[Home](#)[Login](#)[Sign Up](#)

Search Job by Filters

Education Level

Select Education Level

Job Title

Select Job Title

Filter Job

Check out the available vacancies below!

entries per page

Search:

ICT Officer

Education: BACHELOR DEGREE

Qualification: Professional certifications (e.g., CompTIA, Cisco, Microsoft, ITIL) are an added advantage.

Posted on

Deadline

27 May 2025

27 May 2025

Login to Apply

- 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.

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

User Manual Home

Dashboard

My Profile

Academic Qualifications

Other Qualification

Academic Qualifications

Ordinary Level Secondary Education (CSEE)

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

+ Add Qualification

Contact Us

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

Useful Links

- Ministry Of Home Affairs
- Tanzania Police Force
- Tanzania Prisons Service

(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:

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

The screenshot displays the web interface of the Tanzania Prisons Service Recruitment Management System (TPSRMS). The header features the national emblem of Tanzania, the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs', and the system name 'Tanzania Prisons Service Recruitment Management System (TPSRMS)'. A navigation bar includes a 'User Manual' link and a 'Home' button. The left sidebar contains menu items: 'Dashboard', 'My Profile', 'Academic Qualifications', and 'Other Qualification'. The main content area is titled 'Add Academic Qualification' and includes a dropdown menu labeled 'Select Your Level of Education:'. The dropdown is open, showing options: '-- Select Education Level --', '-- Select Education Level --', 'FORM IV (NECTA)', 'FORM VI (NECTA)', 'CERTIFICATE (NACTE)', 'DIPLOMA (NACTE)', and 'BACHELOR DEGREE (TCU)'. A red circle highlights 'FORM VI (NECTA)', and a red arrow points from the 'Other Qualification' menu item to this selection. The footer contains 'Contact Us' information for the Tanzania Prisons Services Headquarters and 'Useful Links' for the Ministry of Home Affairs and the Tanzania Police Force.

- The system will fetch the results from **NECTA**.

The screenshot shows the 'Add Academic Qualification' form in the TPSRMS. The header includes the Tanzanian coat of arms, the text 'THE UNITED REPUBLIC OF TANZANIA Ministry of Home Affairs', and the system name 'Tanzania Prisons Service Recruitment Management System (TPSRMS)'. A sidebar on the left contains links to 'User Manual', 'Dashboard', 'My Profile', 'Academic Qualifications', and 'Other Qualification'. The main form area has a title 'Add Academic Qualification' and a dropdown menu for 'Select Your Level of Education:' with 'FORM VI (NECTA)' selected. Below this are input fields for 'Index Number:' (with 'Eg: S0123-0001' as a placeholder) and 'Completion/Award Year:'. At the bottom of the form are two buttons: 'FETCH NECTA/NACTE DETAILS' (in blue) and 'CANCEL' (in grey). The footer of the page has 'Contact Us' and 'Useful Links' links.

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

This screenshot shows the same 'Add Academic Qualification' form as the previous one, but with a confirmation dialog box overlaid in the center. The dialog box has a green checkmark icon at the top, followed by the text 'Saved!' and 'Education information verified and saved successfully!'. At the bottom of the dialog is an 'OK' button. The background form is dimmed, showing the same fields and buttons as before. The page header and footer remain the same.

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

The screenshot shows the 'Add Academic Qualification' form. On the left is a sidebar with links: Dashboard, My Profile, Academic Qualifications, and Other Qualification. The main form area has a dropdown menu titled 'Select Your Level of Education:'. The dropdown is open, showing options: -- Select Education Level --, FORM IV (NECTA), FORM VI (NECTA), CERTIFICATE (NACTE), DIPLOMA (NACTE), and BACHELOR DEGREE (TCU). The 'BACHELOR DEGREE (TCU)' option is highlighted with a red box. Below the dropdown, there are sections for 'Contact Us' and 'Useful Links'.

Example for **Bachelor Degree (TCU)**

This screenshot shows the 'Add Academic Qualification' form after the selection. The 'Select Your Level of Education:' dropdown now displays 'BACHELOR DEGREE (TCU)'. Below this, there are two input fields: 'TCU Registration Number:' with a placeholder 'Enter TCU Registration Number' and 'Completion/Award Year:'. At the bottom of the form are two buttons: 'FETCH TCU DETAILS' and 'CANCEL'.

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

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

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.

User Manual

Home

Dashboard

My Profile

Academic Qualifications

Other Qualification

Academic Qualifications

+ Add Qualification

Ordinary Level Secondary Education (CSEE)

#	Index No.	Year	Division	Points
1	S1 [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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Ministry of Home Affairs

Tanzania Prisons Service Recruitment Management System (TPSRMS)

User Manual

Home

Dashboard

My Profile

Academic Qualifications


Other Qualification

Other Qualification Details


+ Add Qualifications

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

- Fill in the required details.



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



User Manual
Home

Dashboard
My Profile
Academic Qualifications
Other Qualification

Add Qualification

Qualification Name:
~ Select Qualification Name ~

Certificate Number:
Certificate/Service number

Institution/Camp Name:
eg. UDOM/MGAMBO JKT

Location :
eg. KIGOMA

Start Date:
dd/mm/yyyy

End Date:
dd/mm/yyyy

Attachment max size 256KB
Choose file No file chosen

SUBMIT

- 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

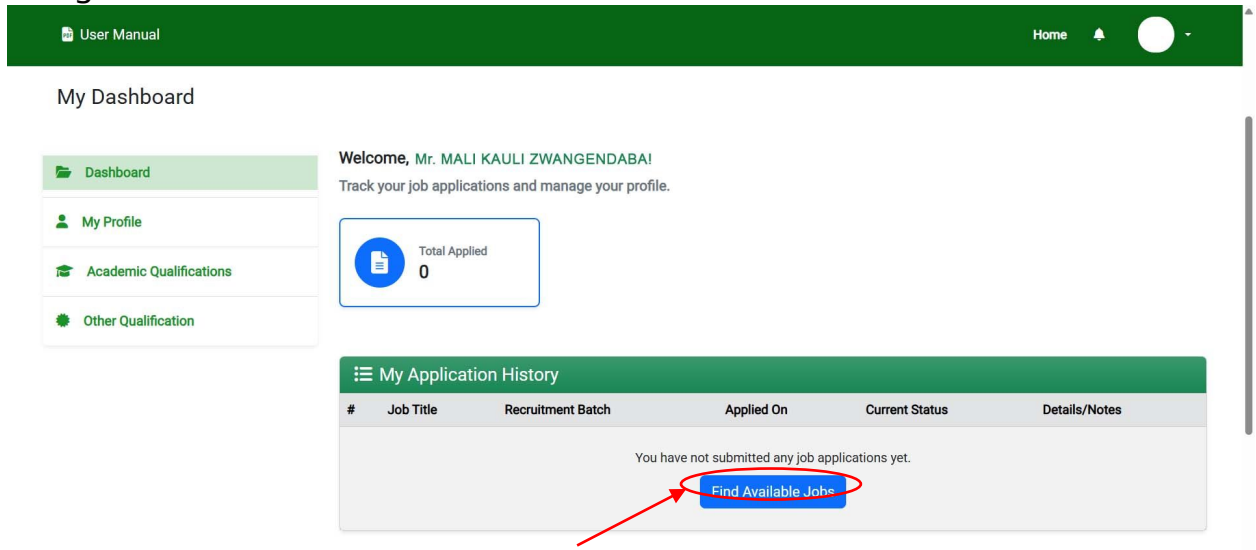
Other Qualification Details

+ Add Qualifications

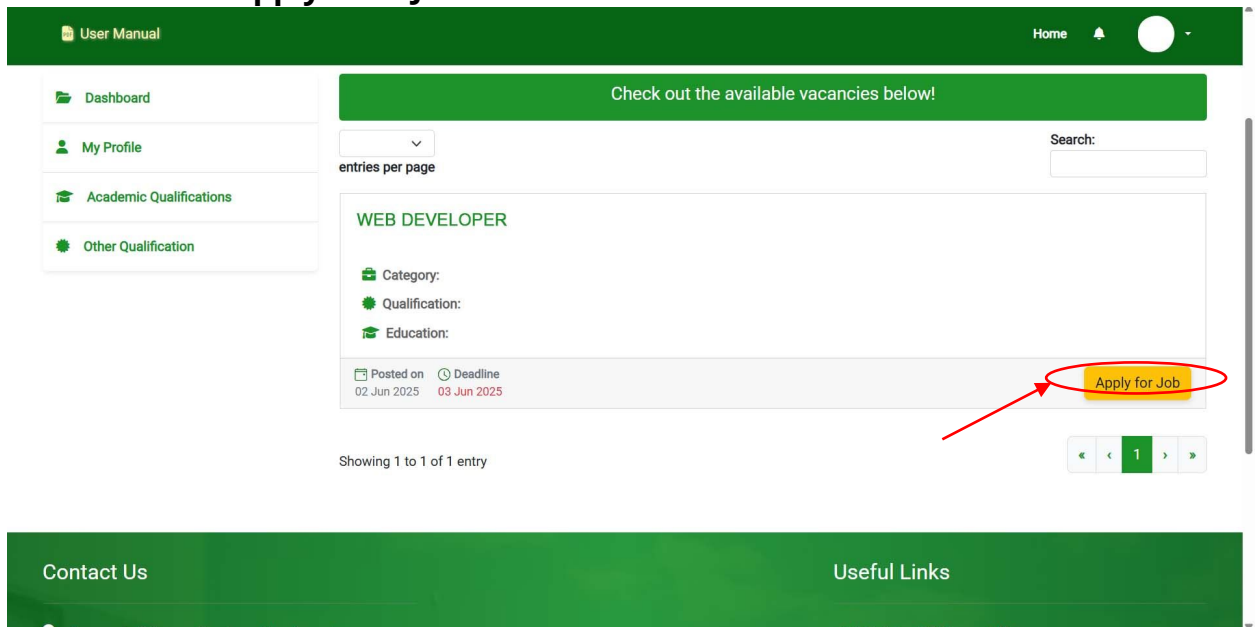
Qualification Name	Institution/Camp_Name	Certificate_number	Start Date	End Date	Action	Attachment
CCNA	HUAWEI	CCNA01	2025-01-01	2025-06-01	 	<div>View Attachment</div>

9. View Available Jobs

- Navigate to the **Dashboard**.



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



- 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

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

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 E (NIN: 19 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.

User Manual
Home

My Dashboard

Dashboard
My Profile
Academic Qualifications
Other Qualification

Welcome, Mr. MALI KAULI ZWANGENDABA!

Track your job applications and manage your profile.

Application submitted successfully!

Total Applied
1

Under Review
1

My Application History

#	Job Title	Recruitment Batch	Applied On	Current Status	Details/Notes
1	Web Developer	TPS (2025)	03 Jun, 2025	Application Under Review	Your application has been received and is being processed.

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.