



THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR

THE CIVIL SERVICE COMMISSION

ZanAjira Portal

User Guide Manual

Version 1.0

JULY 2022

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1. Introduction

1.1 Zanjira Overview

Zanjira system is a web based application system that designed to simplify the job application process for job seekers as well as improving and increasing transparency in the recruitment process for Civil Servants in Zanzibar.

1.2 System Users

Applicant: An applicant is the user in the system that able to create an account and apply for job vacancies. They will need to fill all required information and documents in order to apply.

1.2.1 Tips for Users

The proper use of the Zanjira Portal will simplify, improve value for money and enhance Good Governance in recruitment process for Civil Service in Zanzibar. Therefore all users must ensure that they use the system with integrity.

Make sure that you have ZanID number, scanned passport size picture and scanned copies of all your certificates in pdf format so as to enable you to complete the process of completing your profile.

1.2.2 Help Desk

For support contact Zanjira portal help desk Team:-

1. E-mail:

1. info@zanajira.go.tz
2. habari@zanajira.go.tz
3. maulizo@zanajira.go.tz

1.3 User Guide Manual Overview

This user guide manual provides information regarding the setup and use of the ZanAjira portal. Reviewing the user guide manual can help you to make the sufficient use of the portal.

1.4 Scope

The user manual provides instructions and guidance for all procedures and steps that describe how to register in the portal, fill information's, documents and apply for job vacancies.

1.5 ZanAjira Requirements

The ZanAjira Portal can be accessed using a computer system with the following minimum specifications:

- A sustainable network connection.
- Web browser

2. Home page

The ZanAjira portal home page.



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CIVIL SERVICE COMMISSION
ZanAjira

[Vacancies](#) [Login](#) [Register](#)

Available Job Vacancies

Search

Description	Closing Date
Post: MWALIMU "GRADE A" SANAA DARAJA LA II - 18 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Aug 3, 2022 Apply
Post: 2. MWALIMU "GRADE A" SAYANSI DARAJA LA II - 6 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Sep 1, 2022 Apply
Post: AFISA MITAJI YA UMMA DARAJA LA II - 8 Posts Employer: OFISI YA RAISI FEDHA NA MIPANGO More Details	Aug 29, 2022 Apply
Post: AFISA TAKWIMU MSAIDIZI DARAJA LA III - 10 Posts	Aug 29, 2022

ZanAjira home page contain the following features:

- **Vacancies:** Displays the list of all vacancies.
- **Log in:** Allow registered users to log in to an account, complete profile and make an application.
- **Register:** User create an account on ZanAjira portal before apply for a vacancies.
- **Search:** Users can search available specific job vacancy.

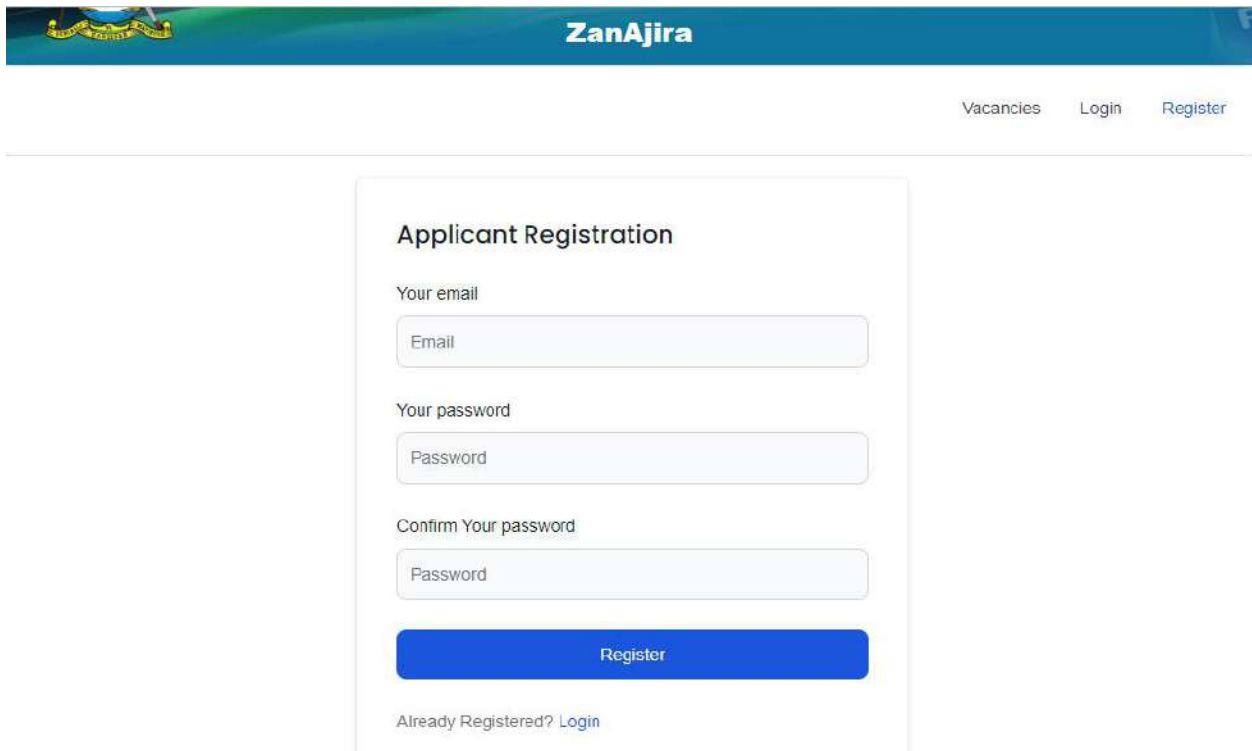
2.1 Register:



The image shows the ZanAjira portal home page. At the top, there is a blue header with the Zanzibar coat of arms on the left and the text "THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR CIVIL SERVICE COMMISSION" and "ZanAjira" in the center. On the right side of the header, there are three navigation links: "Vacancies", "Login", and "Register". A red arrow points to the "Register" link. Below the header, there is a section titled "Available Job Vacancies" with a search bar. Below the search bar is a table listing job vacancies.

Description	Closing Date
Post: MWALIMU "GRADE A" SANAA DARAJA LA II - 18 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Aug 3, 2022 Apply
Post: 2. MWALIMU "GRADE A" SAYANSI DARAJA LA II - 6 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Sep 1, 2022 Apply
Post: AFISA MITAJI YA UMMA DARAJA LA II - 8 Posts Employer: OFISI YA RAISI FEDHA NA MIPANGO More Details	Aug 29, 2022 Apply
Post: AFISA TAKWIMU MSAIDIZI DARAJA LA III - 10 Posts	Aug 29, 2022

Click on **Register** button on ZanAjira portal home page



The image shows the ZanAjira portal home page with the "Register" button highlighted. Below the header, there is a section titled "Applicant Registration" with a form for registration. The form includes fields for "Your email", "Your password", and "Confirm Your password", each with a corresponding input box. Below the input boxes is a blue "Register" button. At the bottom of the form, there is a link for "Already Registered? Login".

Applicant Registration

Your email

Your password

Confirm Your password

[Register](#)

[Already Registered? Login](#)

Enter your **email address** and **password** (which will be used as a username and password respectively during log in to the system). Click the '**Register**' button to continue with the registration process.

Important things to note:

1. Confirm the password to make sure it entered correctly. The password must contain minimum eight characters that contains alphabet, symbol and numbers
2. Upon successful creation of an account, you will receive a confirmation email through the email address you have provided with a link to activate your account. Make sure you open your inbox, spam or junk to see this email.
3. Most of the communication between Civil Service Commission and Applicants will be via email.
2. Please ensure you register with a secure and individual email address which you regularly check. You will only need to register **once** and make applications across multiple available vacancies in the portal.
3. Please ensure that you keep your password **safe and secure**.

2.2 Login:

Login using the email address and password entered during registration



[Vacancies](#) [Login](#) [Register](#)

Login

Your email

Your password

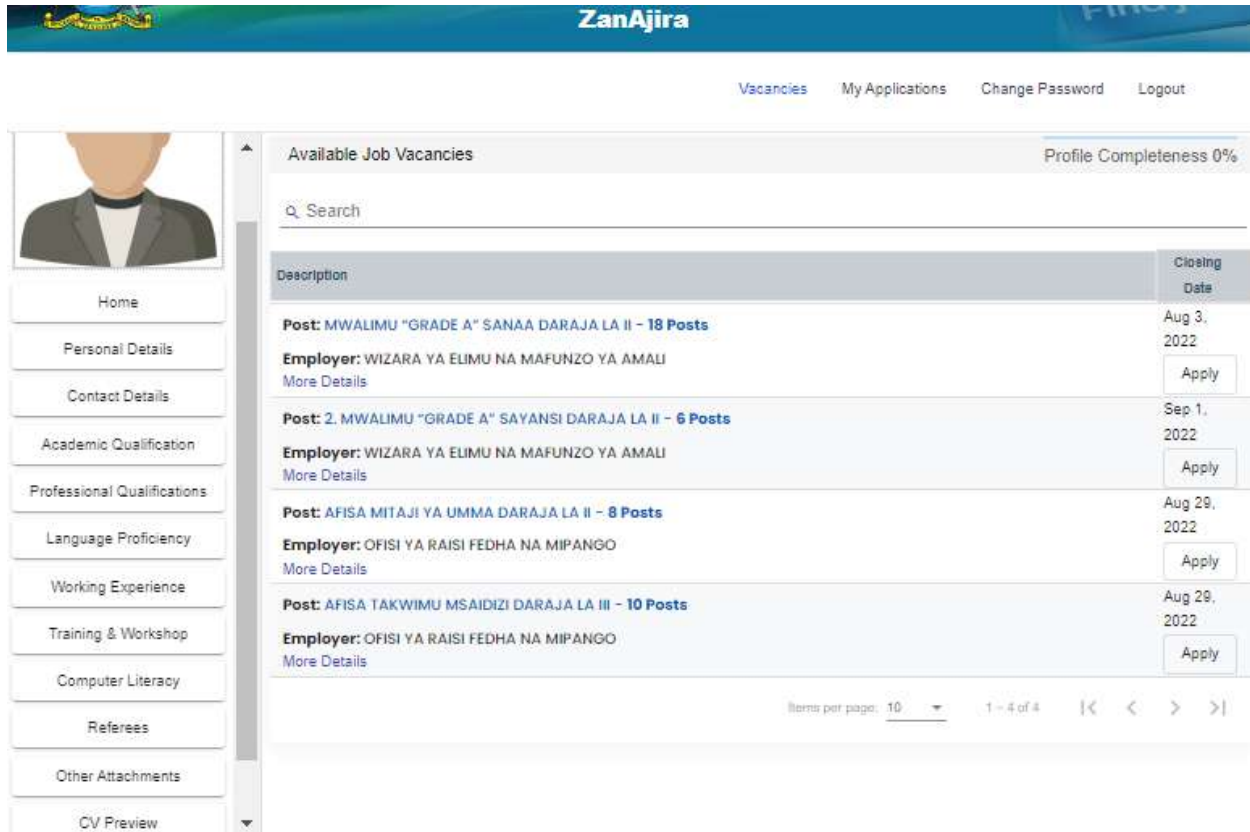
Show Password [Lost Password?](#)

[Login to your account](#)

[Not registered? Create account](#)

2.3 Dashboard:

After login you will be taken to the applicant Dashboard. The top menu will contain the links to access the **Vacancies**, **My Applications**, **Change Password** and **logout**.



The screenshot displays the ZanaJira dashboard interface. At the top, there is a navigation bar with the ZanaJira logo and links for 'Vacancies', 'My Applications', 'Change Password', and 'Logout'. The main content area is titled 'Available Job Vacancies' and includes a search bar and a 'Profile Completeness 0%' indicator. A sidebar on the left contains a user profile picture and a list of menu items: Home, Personal Details, Contact Details, Academic Qualification, Professional Qualifications, Language Proficiency, Working Experience, Training & Workshop, Computer Literacy, Referees, Other Attachments, and CV Preview. The main area lists four job vacancies, each with a description, employer name, and closing date, along with an 'Apply' button.

Description	Closing Date
Post: MWALIMU "GRADE A" SANAA DARAJA LA II - 18 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Aug 3, 2022 Apply
Post: 2. MWALIMU "GRADE A" SAYANSI DARAJA LA II - 6 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Sep 1, 2022 Apply
Post: AFISA MITAJI YA UMMA DARAJA LA II - 8 Posts Employer: OFISI YA RAISI FEDHA NA MIPANGO More Details	Aug 29, 2022 Apply
Post: AFISA TAKWIMU MSAIDIZI DARAJA LA III - 10 Posts Employer: OFISI YA RAISI FEDHA NA MIPANGO More Details	Aug 29, 2022 Apply

Items per page: 10 | 1 - 4 of 4 | < >

Vacancies – Displays the list of all vacancies and vacancies closed date.

My application – This shows applicant’s job applications history and status.

Change password - Allows the user to change their password.

Log Out – user quits from the system.

3. Applicant Profile

The applicant's information will be filled in the following tabs: Personal details, Contact Details, Academic Qualification, Professional Qualification, Language Proficiency, Working Experience, Training & Workshop Attended, Computer Literacy, Referees, Other Attachments and Declaration.

Applicants completed their profile properly are far more likely to be considered to the next step (shortlisted), so make sure your profile is complete to increase your chance, system tracks your profile completion (percentage of completion) automatically while you fill the details in the mentioned tabs above, the details can be filled anytime regardless there are some vacancies or not, the percent of your profile completion can be seen on the Dashboard.

During the process of filling profile forms you may be asked to upload supporting document to be used on your applications. Make sure that you scan each document separately and save them in PDF format that is the widely supported format in the recruitment portal.

3.1. Personal Details

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CIVIL SERVICE COMMISSION
ZanAjira

Vacancies My Applications Change Password Logout

Home
Personal Details
Contact Details
Academic Qualification
Professional Qualifications

Personal Details

IMPORTANT
Please Update your personal details by using your Zanzibar Identification Number

Format: 957453624

Submit

Once the correct Zanzibar Identification Number is fielded, the applicant’s information will automatically filled. You will then be required to update your profile by filling in the form below and click save to upload your information into the system.

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CIVIL SERVICE COMMISSION
ZanAjira

Vacancies My Applications Change Password Logout

Personal Details

Other Personal Details ×

Originality: Gov. Employment Status:

Marital Status: Impairments:

Save

Date of Birth 1988-09-25 **Update**

3.2. Contact details

THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR
CIVIL SERVICE COMMISSION
ZanAjira

Contact Details ×

Country Of Residence: Mobile No.

State/City * Alternative Email Address

Province/County * Present Address

Attach Birth certificate
Choose File No file chosen

Save

Add New

Personal Details

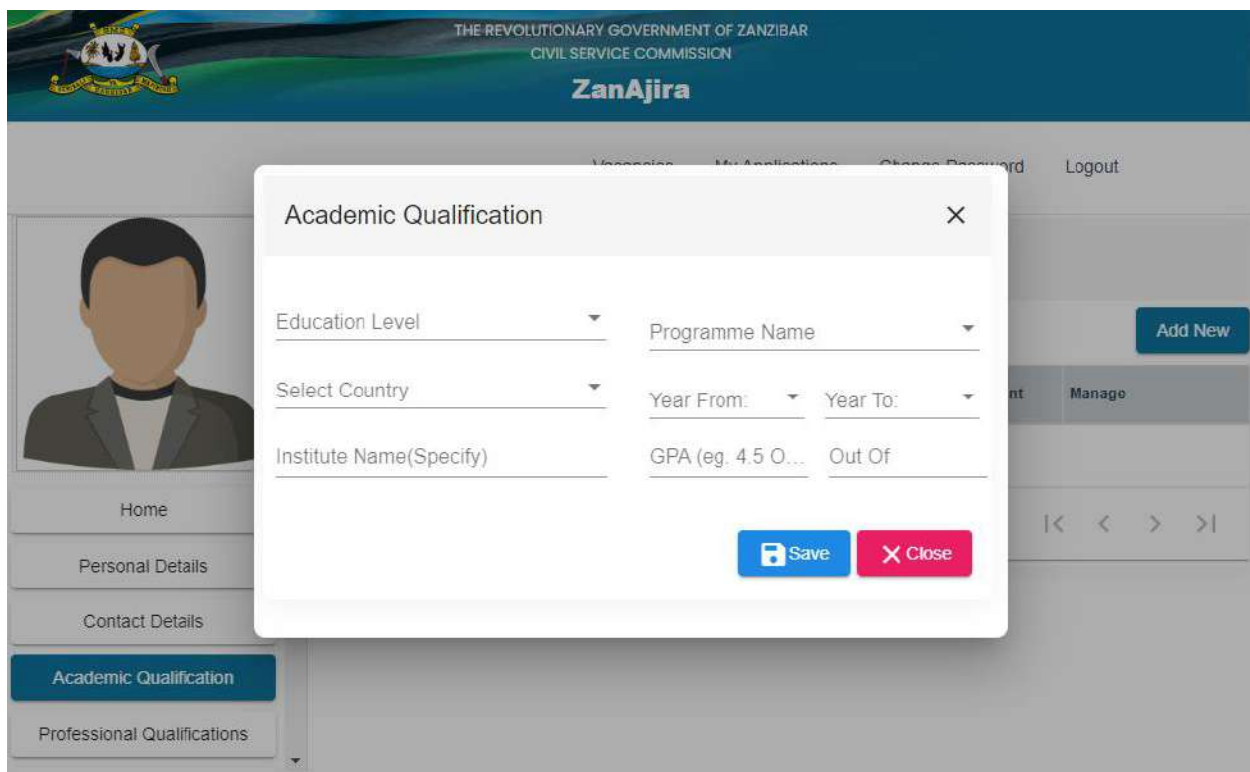
Academic Qualification

Professional Qualifications

You will be required to fill in relevant contact information including your telephone number, postal address, current address and attach your birth certificate, etc. Click save to upload your information into the system.

3.3. Academic Qualification

This tab is used to save your academic certificates that you have scanned in PDF format. These academic qualifications include the following levels; ordinary level, Advanced level, certificate, full technician certificate, diploma, advanced diploma, degree, postgraduate diploma, masters and phd. Applicant must register all level of education.



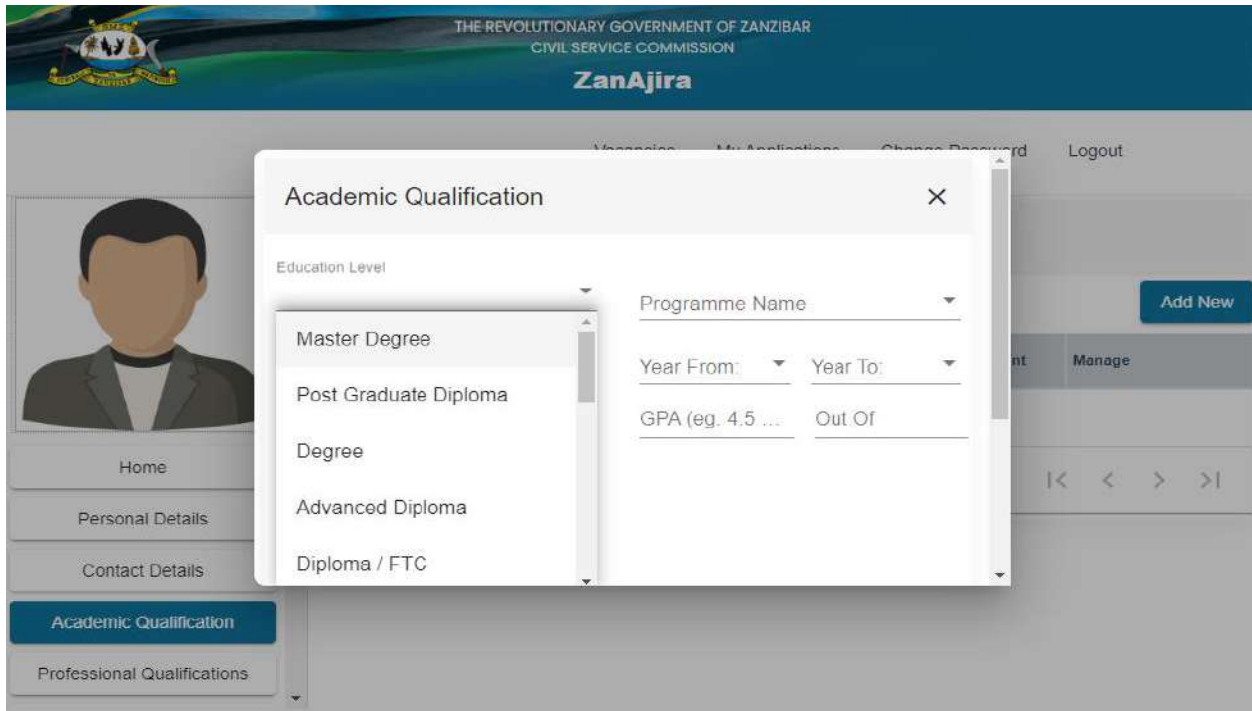
The screenshot displays the ZANAJIRA portal interface. At the top, it reads "THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR CIVIL SERVICE COMMISSION" and "ZanAjira". Below this, there are navigation links: "My Applications", "Change Password", and "Logout". On the left side, there is a user profile section with a placeholder image and a sidebar menu containing "Home", "Personal Details", "Contact Details", "Academic Qualification" (highlighted in blue), and "Professional Qualifications". The main content area shows a modal form titled "Academic Qualification" with a close button (X) in the top right corner. The form contains the following fields:

- Education Level (dropdown menu)
- Programme Name (dropdown menu)
- Select Country (dropdown menu)
- Year From: (dropdown menu)
- Year To: (dropdown menu)
- Institute Name(Specify) (text input field)
- GPA (eg. 4.5 O... (text input field)
- Out Of (text input field)

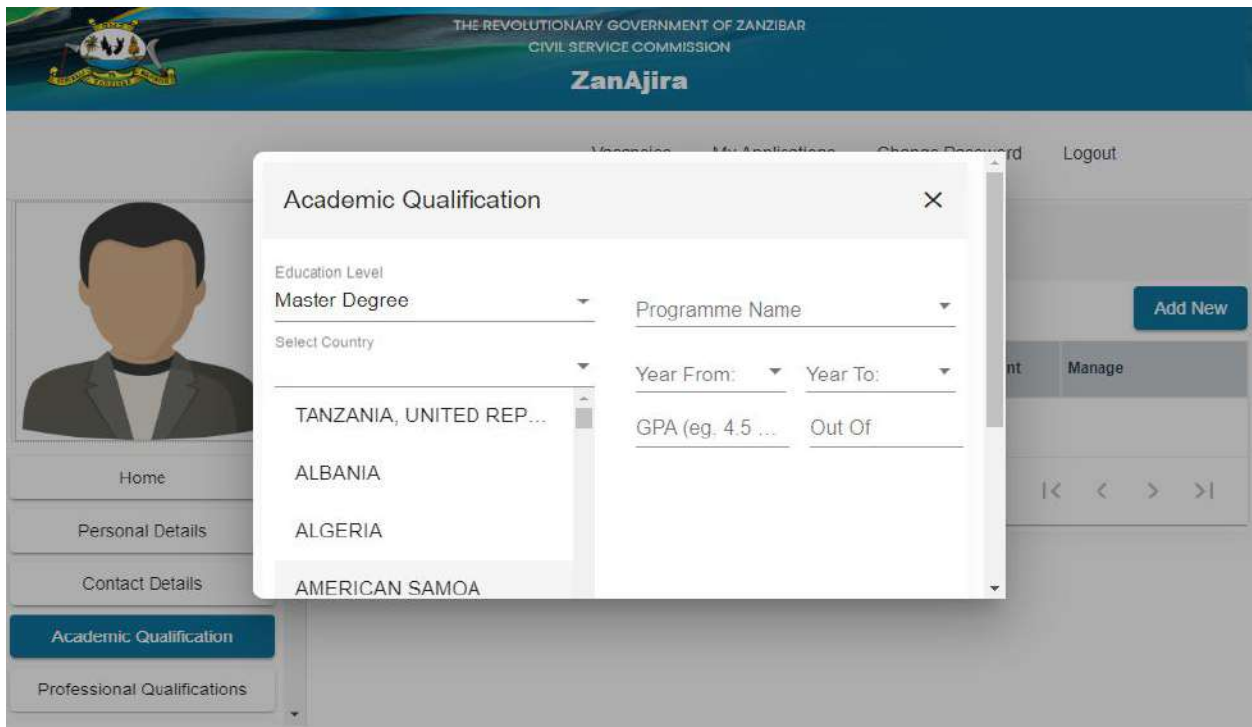
At the bottom of the form, there are two buttons: "Save" (blue) and "Close" (red). To the right of the form, there is an "Add New" button and a "Manage" button. Below the "Manage" button, there are navigation arrows: "|< < > >|".

Fill in all the required information by following these steps:

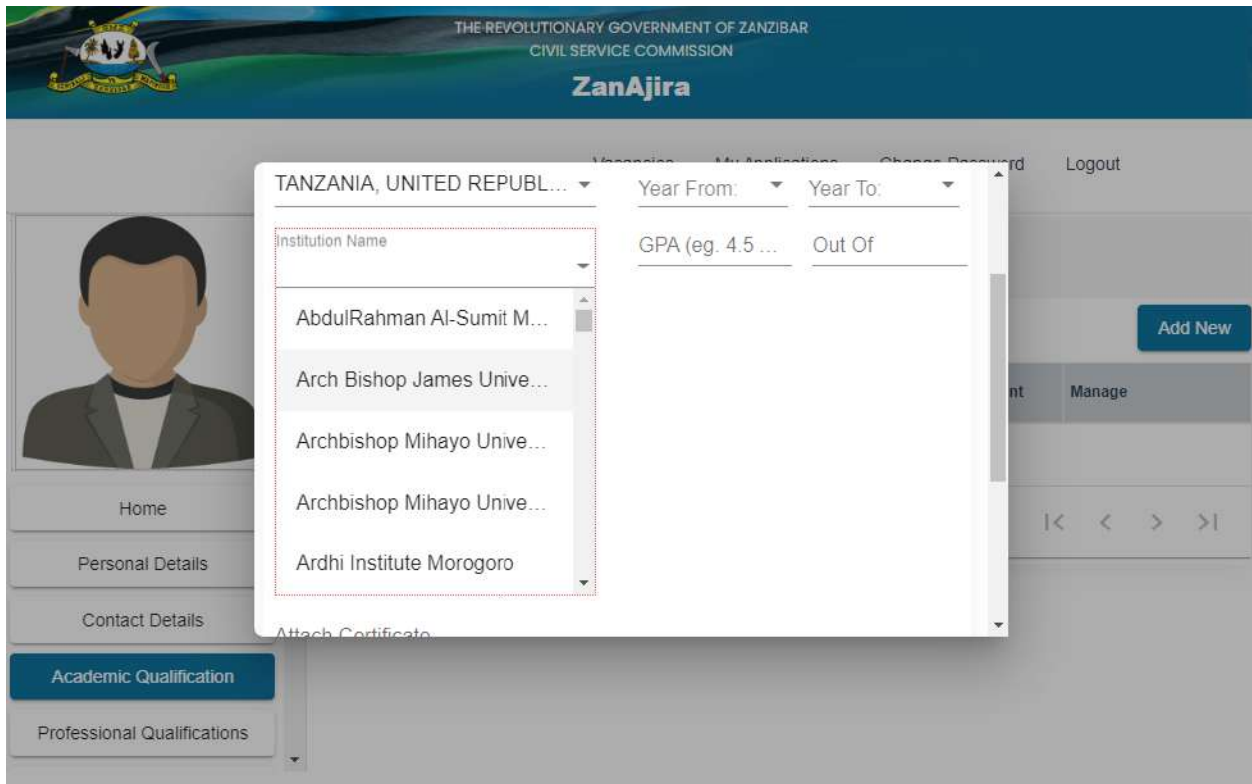
1. Select education level.



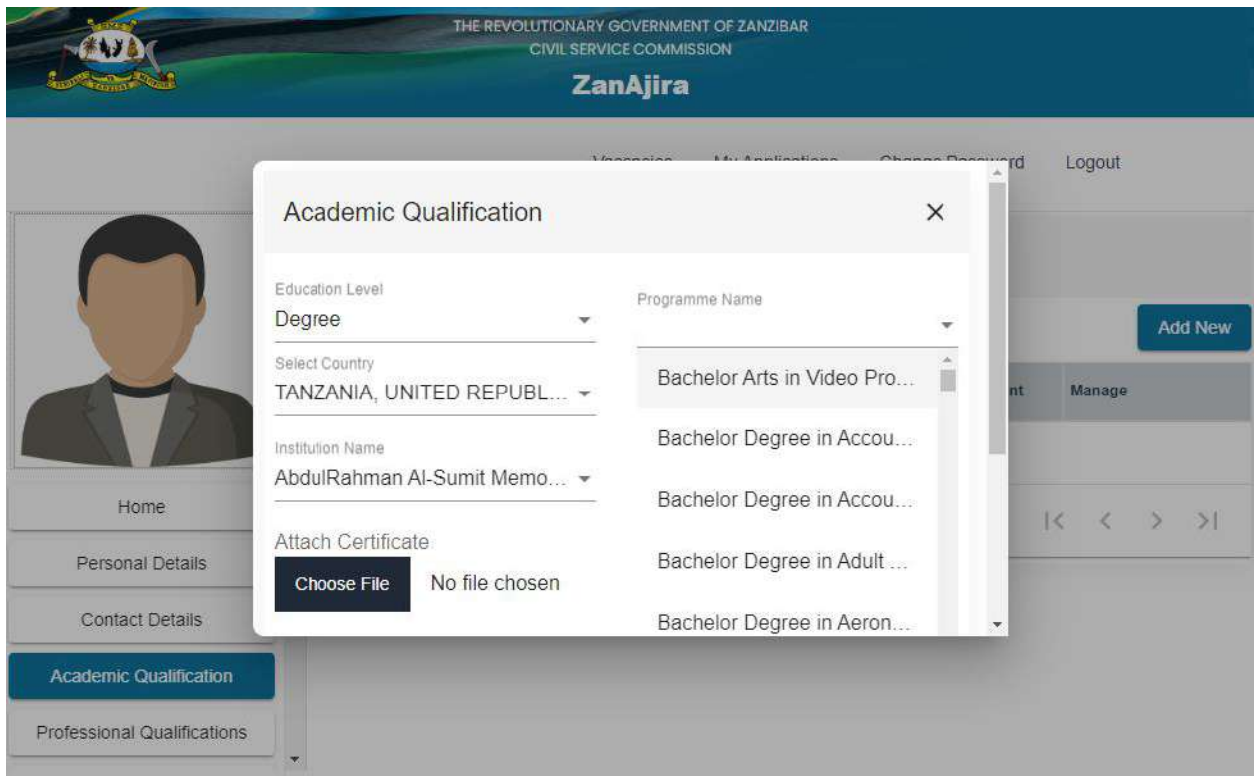
2. Select the country of study.



3. Select institution name.



4. Select the appropriate program name and program category will display.

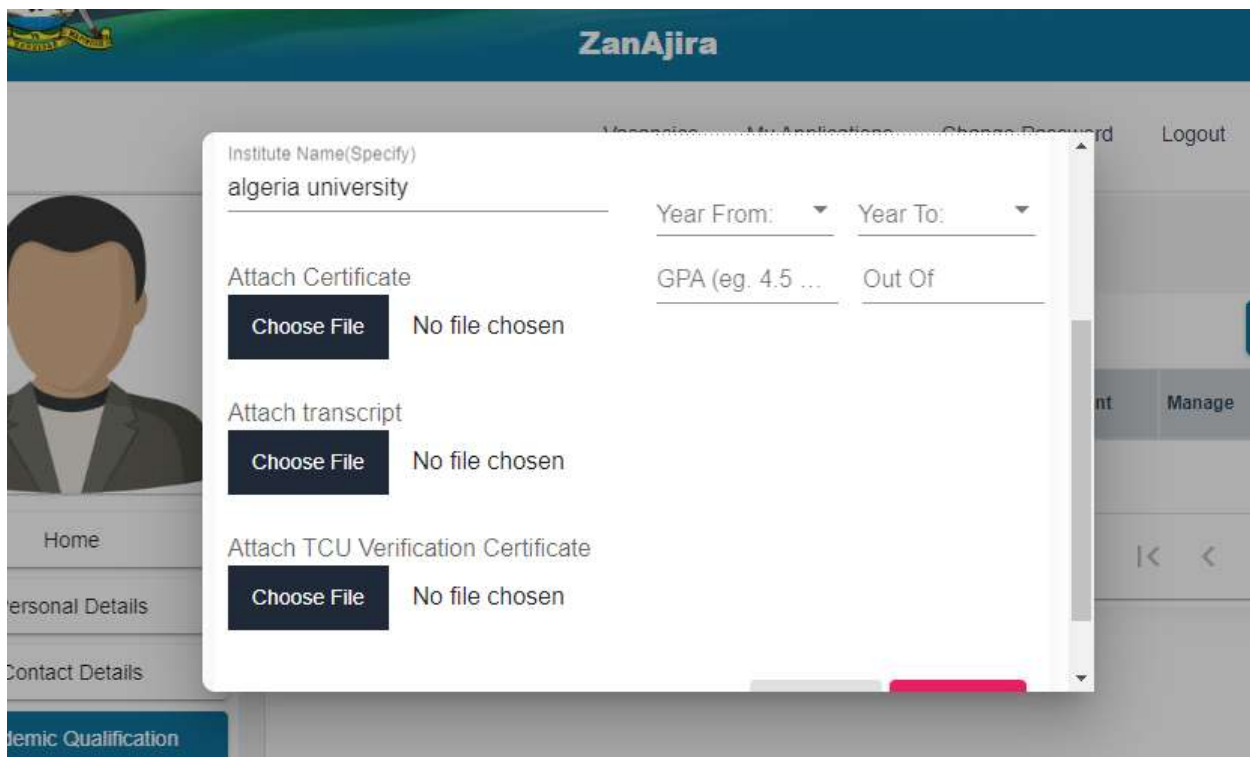


5. Choose start and end year of study and fill GPA points

6. Attach your certificate. Ensure that the certificate you attach is not more than 2MB.
7. Click save to upload the changes into the system.

Note:

8. You are required to enter each certificate individually.
9. While entering information about CSE and ACSE, ensure that you enter the correct index number.
10. Those who have studied outside Tanzania are required to have certificate verification letter or certificate from NECTA (for secondary education), NACTE (for diploma and certificates) and TCU (for university education).



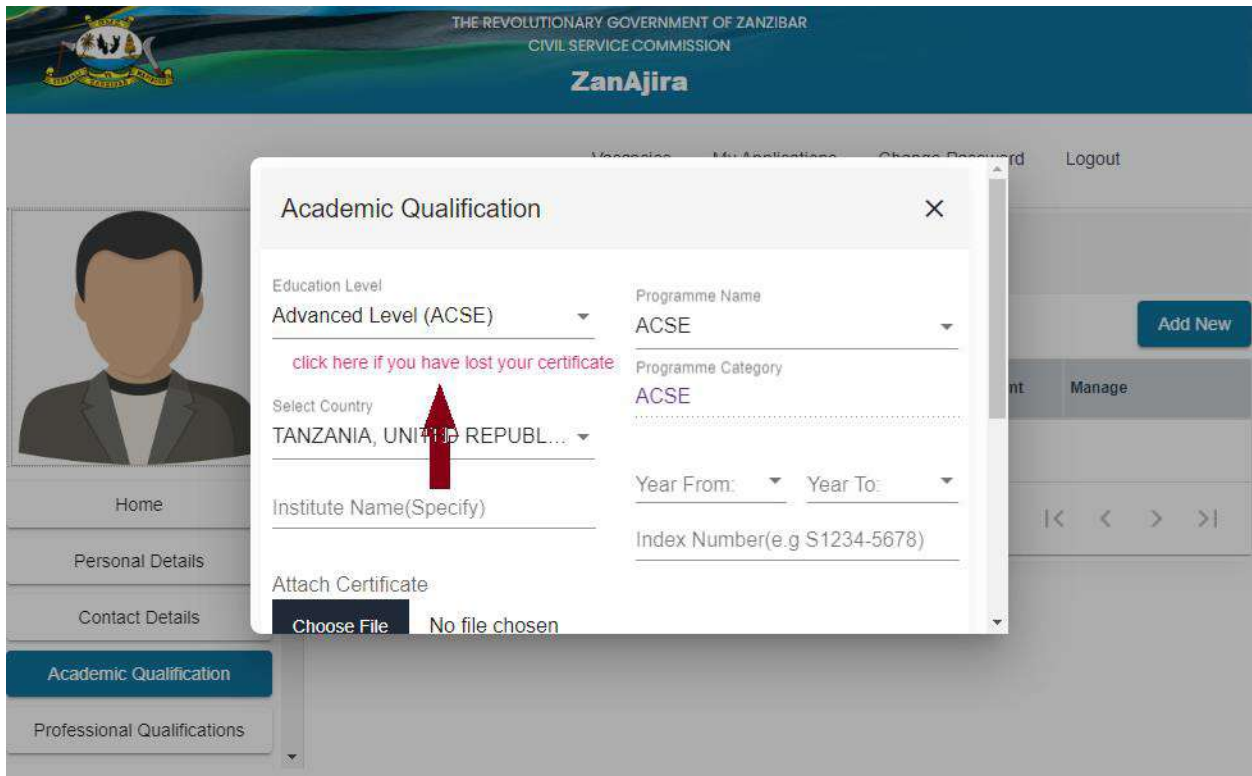
The screenshot shows the ZanAjira web application interface. A modal form is open for adding a certificate. The form contains the following fields and sections:

- Institute Name(Specify):** Text input field containing "algeria university".
- Year From:** Dropdown menu.
- Year To:** Dropdown menu.
- GPA (eg. 4.5 ...):** Text input field.
- Out Of:** Text input field.
- Attach Certificate:** Section with a "Choose File" button and "No file chosen" text.
- Attach transcript:** Section with a "Choose File" button and "No file chosen" text.
- Attach TCU Verification Certificate:** Section with a "Choose File" button and "No file chosen" text.

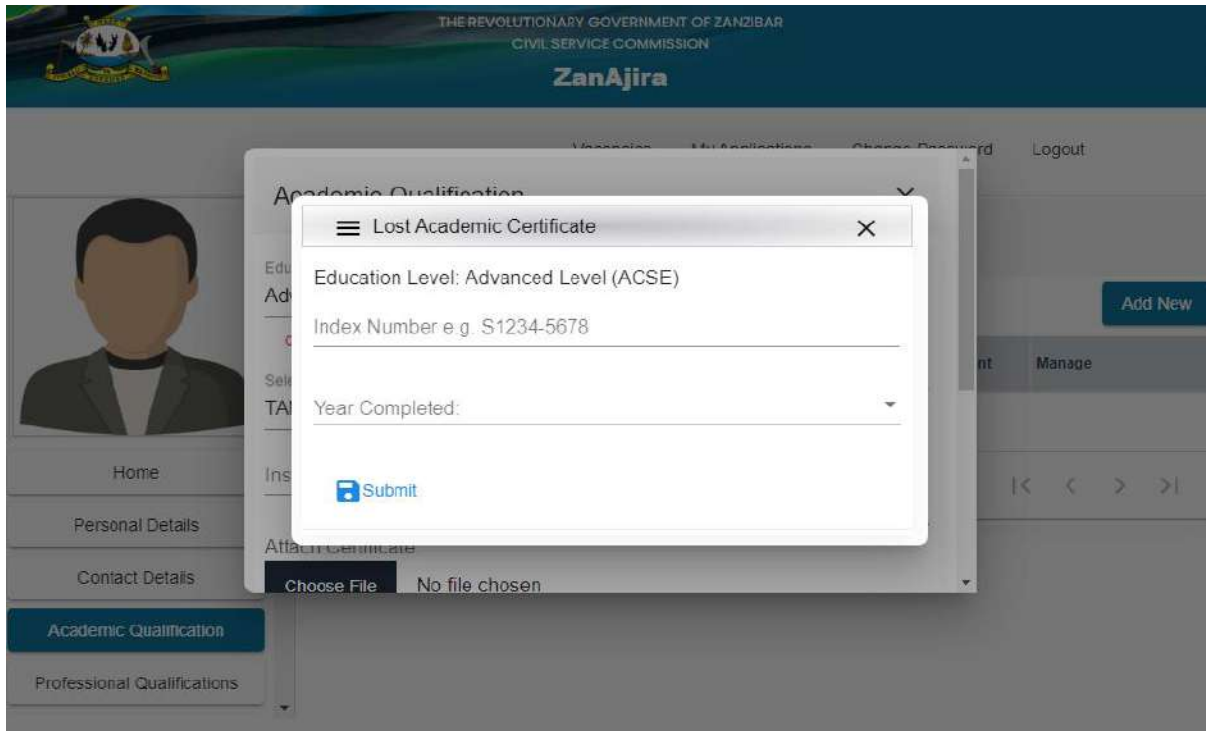
The background shows the user's profile page with a navigation menu on the left (Home, Personal Details, Contact Details, Academic Qualification) and a top navigation bar (My Applications, Change Password, Logout).

Lost certificates (ACSE or CSE)

Candidates with lost certificate are required to indicate that their certificates have been lost and fill in the required information. Once this information is filled, the system will be able to fill in other relevant information for them.



Click on the 'click here if you have lost your certificate' button as shown above.



Make sure that you enter your examination index number and year of completion correctly then submit.

3.4. Professional qualifications

In this tab, applicants with professional qualifications such as CPA, ERB, CCNA, CISA, CISM, Medical Practicing licenses, Driving license (for drivers), Advocate Practicing Licenses, etc. will be required to fill in the information associated to the said qualifications including its name, the name of the institution that issued it and attach scanned copy of the certificate in pdf format.

The screenshot displays the ZANAJIRA portal interface. At the top, the header includes the Zanzibar coat of arms, the text "THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR CIVIL SERVICE COMMISSION", and the "ZanAjira" logo. Navigation links for "Vacancies", "My Applications", "Change Password", and "Logout" are visible. On the left, a user profile section shows a placeholder for a photo and a menu with options: "Home", "Personal Details", "Contact Details", "Academic Qualification", and "Professional Qualifications" (which is highlighted). The main content area is titled "Professional Qualifications" and features a red arrow pointing to a blue "Add New" button. Below this is a table with the following structure:

Qualification	Institution Name	Date From	Date To	Attachment	Delete
No data...					

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CIVIL SERVICE COMMISSION
ZanAjira

Vacancies My Applications Change Password Logout

Professional Qualifications

Country: TANZANIA, UNITED REPUBLIC OF

Start Date: Start Date: End Date: End Date:

Institution/Organization

Attach your certificate

Choose File No file chosen

Course Name

Save Close

Academic Qualification

Professional Qualifications

3.5. Language Proficiency

The applicant is required to fill in the languages that they know and indicate the different level of proficiency for each language.

dogoph@gmail.com Vacancies My Applications Change Password Logout

Language Proficiency

Select Language

Speak:
 Very Good Good Fair

Read:
 Very Good Good Fair

Write:
 Very Good Good Fair


Add

Name	Speak	Read	Write	Delete
------	-------	------	-------	--------

Home
Personal Details
Contact Details
Academic Qualification
Professional Qualifications
Language Proficiency

Select the language you want to fill in then click at level of competency for speaking, reading and writing. Click 'save' button to upload changes to the system.

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Home

Personal Details

Contact Details

Academic Qualification

Professional Qualifications

Language Proficiency

Language Proficiency

Select Language
Kiswahili

Speak:
 Very Good Good Fair


Read:
 Very Good Good Fair

Write:
 Very Good Good Fair

Add

Name	Speak	Read	Write	Delete
------	-------	------	-------	--------

dogoph@gmail.com Vacancies My Applications Change Password Logout



Home

Personal Details

Contact Details

Academic Qualification

Professional Qualifications

Language Proficiency

Working Experience

Language Proficiency



Select Language

Speak:
 Very Good Good Fair

Read:
 Very Good Good Fair

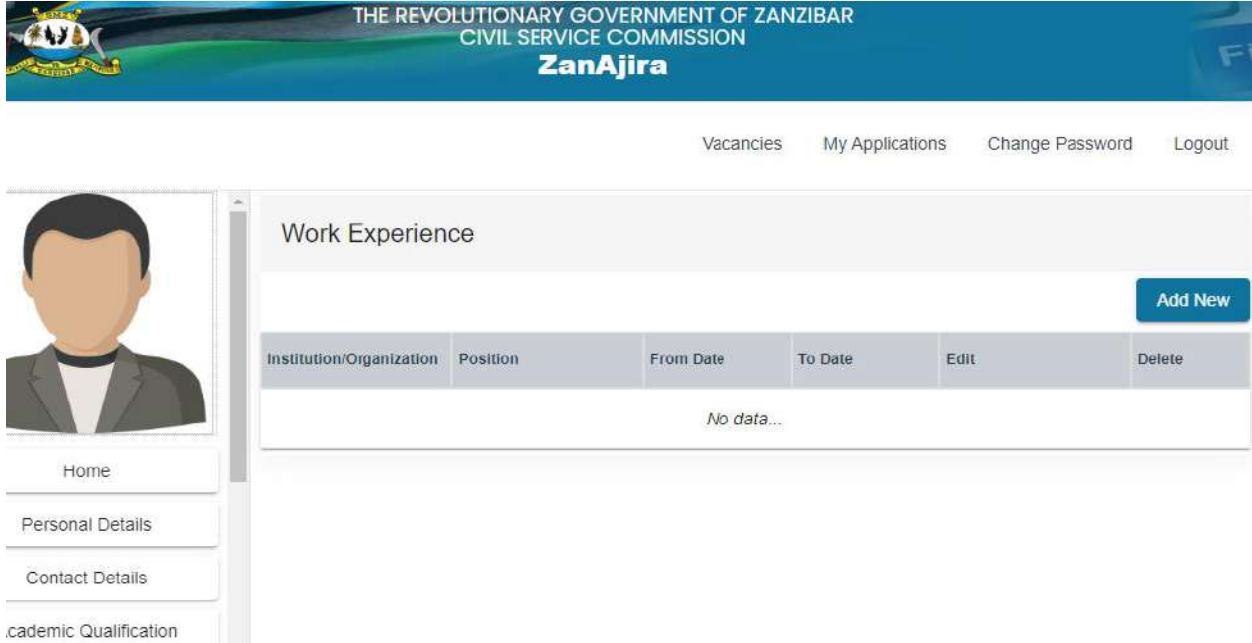
Write:
 Very Good Good Fair

Add

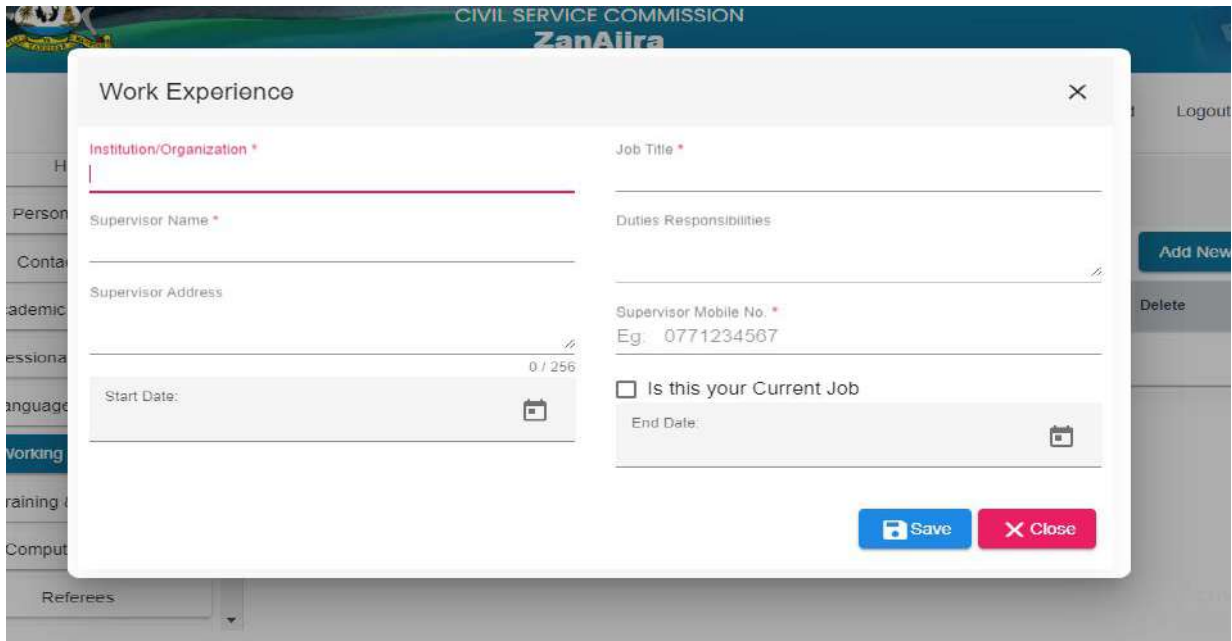
Name	Speak	Read	Write	Delete
KISWAHILI	Very Good	Very Good	Very Good	
ENGLISH	Good	Good	Good	

3.6. Working Experience

Here the applicant will fill in the different experiences they have in the working. The name of the position, the name of the organization and duration must be clearly indicated.



Fill in all the necessary information



3.7. Training and workshops

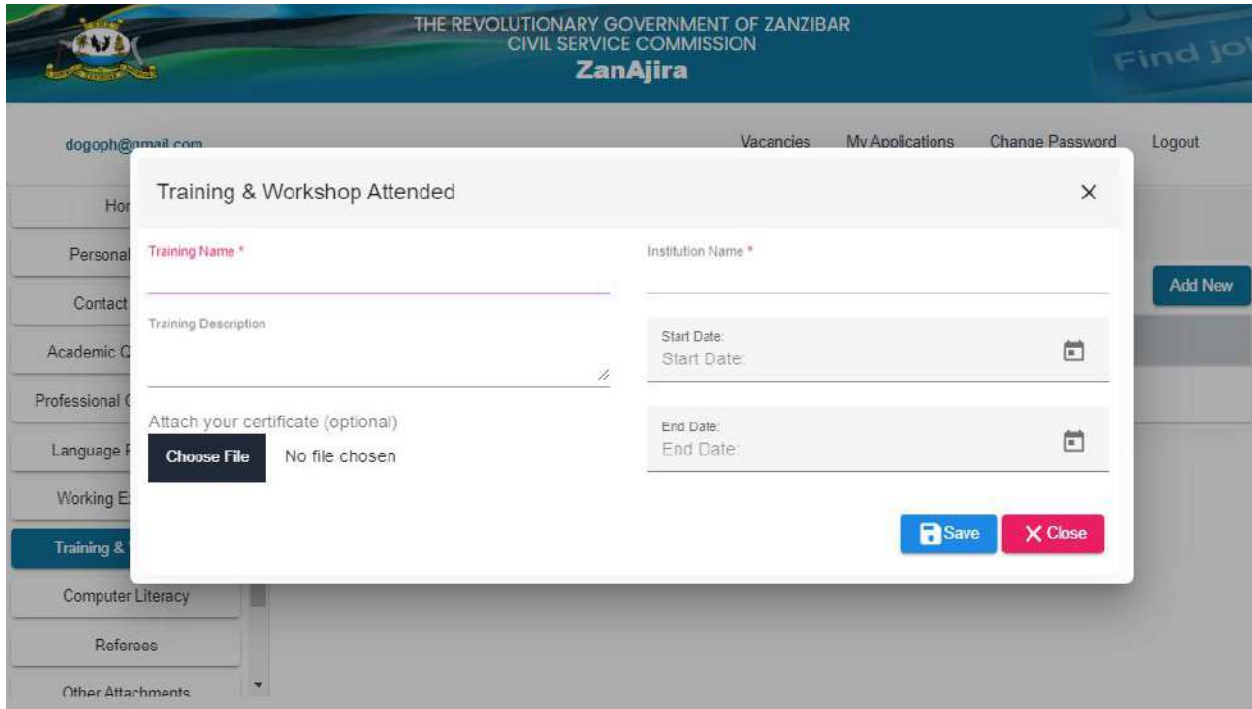
Applicants that have attended training, workshops and/or seminars will fill in information related to them.

The screenshot displays the user interface for the ZANAJIRA portal. At the top, the header features the ZANAJIRA logo and the text "THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR CIVIL SERVICE COMMISSION". Below the header, the user's email address "dogoph@gmail.com" is visible, along with navigation links for "Vacancies", "My Applications", "Change Password", and "Logout".

The main content area is titled "Training & Workshop Attended". It includes a table with the following columns: "Training Name", "Institution", "Start Date", "End Date", "Certificate", and "Delete". The table currently contains no data, indicated by the text "No data...". A red arrow points to an "Add New" button located in the top right corner of the table area.

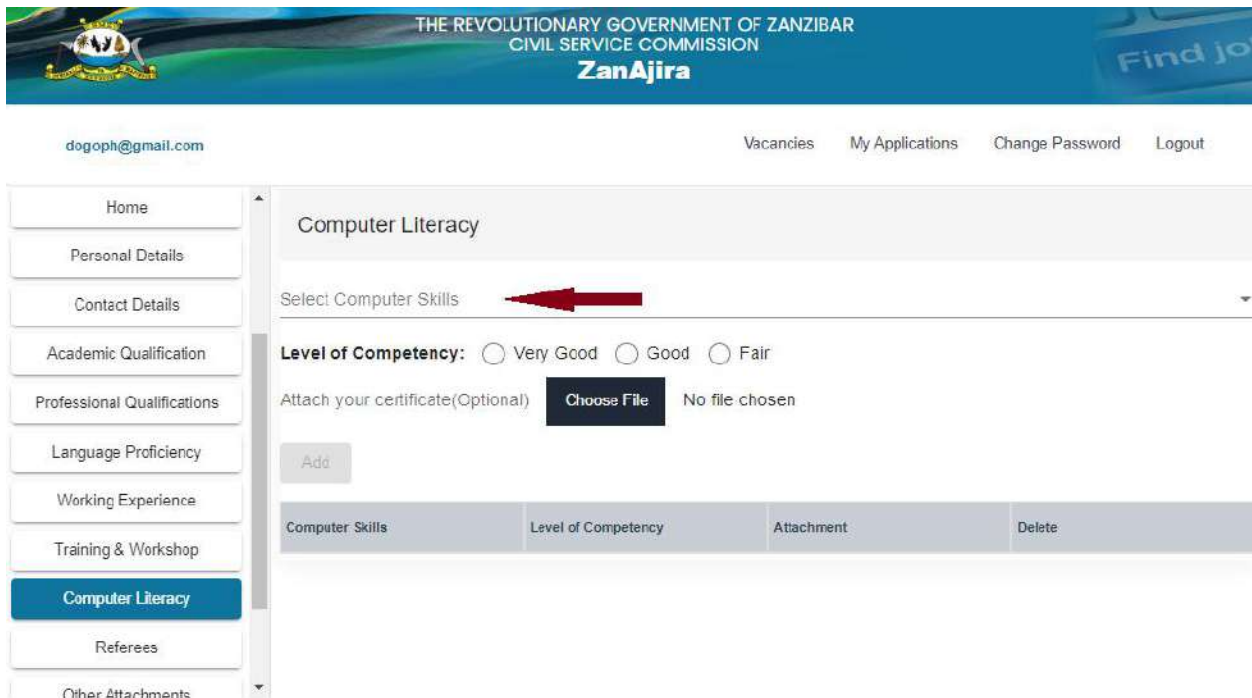
The left sidebar contains a vertical menu with the following items: "Home", "Personal Details", "Contact Details", "Academic Qualification", "Professional Qualifications", "Language Proficiency", "Working Experience", "Training & Workshop" (highlighted in blue), "Computer Literacy", "Referees", and "Other Attachments".

Fill in all the necessary information and attach your certificate then click '**save**' button to upload changes to the system.



3.8. Computer Literacy

In this tab, the applicant will need to indicate their computer literacy in particular in the areas of Ms Word, Ms Excel and Ms PowerPoint.



dogoph@gmail.com

Vacancies My Applications Change Password Logout

Home

Personal Details

Contact Details

Academic Qualification

Professional Qualifications

Language Proficiency

Working Experience

Training & Workshop

Computer Literacy

Referees

Other Attachments

Computer Literacy

Please Associate Skills

MS Word

MS Excel

MS Powerpoint

Add

Computer Skills	Level of Competency	Attachment	Delete
-----------------	---------------------	------------	--------

dogoph@gmail.com

Vacancies My Applications Change Password Logout

Home

Personal Details

Contact Details

Academic Qualification

Professional Qualifications

Language Proficiency

Working Experience

Training & Workshop

Computer Literacy

Referees

Other Attachments

Computer Literacy

Select Computer Skills

MS Word

Level of Competency: Very Good Good Fair

Attach your certificate(Optional) No file chosen

Computer Skills	Level of Competency	Attachment	Delete
-----------------	---------------------	------------	--------

You can attach certificate of training to support your Computer Literacy (this is optional). Then click **'Add'** to update changes.

3.9. Referees

The applicant needs to identify and fill out information about referees.

The screenshot shows the ZANAJIRA portal header with the logo and text: "THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR CIVIL SERVICE COMMISSION ZANAJIRA". Navigation links include "Vacancies", "My Applications", "Change Password", and "Logout". A sidebar on the left lists various categories: "Academic Qualification", "Professional Qualifications", "Language Proficiency", "Working Experience", "Training & Workshop", "Computer Literacy", "Referees" (highlighted in blue), and "Other Attachments". The main content area is titled "Referees" and features an "Add New" button. Below this is a table with the following columns: "Title", "Full Name", "Institution Name", "Email", "Mobile No.", "Address", "Edit", and "Delete".

Fill in all the necessary information

The screenshot shows the ZANAJIRA portal with a "Referee" form modal open. The modal has a title bar with a close button (X). The form contains the following fields: "Referee Title", "Full Name *", "Institution/Organisation", "Email Address *", "Mobile No. *" (with an example "Eg. 0771234567"), and "Postal Address". At the bottom right of the modal are two buttons: "Save" (blue) and "Close" (red).

Note: make sure that all information entered is correct so that the referee can be reached

3.10. Other attachments

The applicant will need to attach other documents that are relevant to the job application but have not been accommodated in other tabs in this tab. This includes the birth certificate, CV and recommendation letters.

Attachment Type	Attachment	Delete
-----------------	------------	--------

Select the type of you want to attach and then upload the relevant attachment.

3.11. Declaration

Applicant must declare that all the information is correct and truthful. By clicking this, you have agreed that the information is correct. Entering incorrect or/and false information is grounds for disqualification at any stage of the recruitment process.

I declare that the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

N.B Ticking the box will be taken as being as binding as your signature

[Declare](#)

3.12. CV preview

In this tab applicants can preview and print CV by clicking Print button.

CV Preview Print your CV here 

undefined undefined undefined
P.O Box null, Mjini, Mjini Magharibi
dogoph@gmail.com
0776897554

PERSONAL DETAILS

Date of Birth	
Sex	
Marital Status	
Nationality	
Place of Birth	

LANGUAGE PROFICIENCY

Language	Speak	Read	Write
Kiswahili	Very Good	Very Good	Very Good
English	Good	Good	Good

ACADEMIC QUALIFICATIONS

Level	Programme	Institution	Year

WORKING EXPERIENCE

Institution/Organization	Position	From	To

TRAININGS AND WORKSHOPS

Training Name	Institution	From	To

COMPUTER LITERACY

Program	Proficiency

Navigation menu: Home, Personal Details, Contact Details, Academic Qualification, Professional Qualifications, Language Proficiency, Working Experience, Training & Workshop, Computer Literacy, Referees, Other Attachments, CV Preview

4. How to apply for jobs

As soon as you have completed your profile to at least 70%, you will now be able to apply for any job vacancies that are open at the time.

1. Click on the 'Vacancies' button in the main menu

The screenshot shows the ZANAJIRA website interface. At the top, it says 'THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR CIVIL SERVICE COMMISSION' and 'ZanAjira'. Below this is a navigation menu with 'Vacancies', 'My Applications', 'Change Password', and 'Logout'. The main content area is titled 'Available Job Vacancies' and shows a 'Profile Completeness 95%' indicator. There is a search bar with a magnifying glass icon and the text 'Search'. Below the search bar is a table of job vacancies. The table has two columns: 'Description' and 'Closing Date'. There are three rows of vacancies, each with an 'Apply' button.

Description	Closing Date
Post: MWALIMU "GRADE A" SANAA DARAJA LA II - 18 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Aug 3, 2022 <input type="button" value="Apply"/>
Post: 2. MWALIMU "GRADE A" SAYANSI DARAJA LA II - 6 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Sep 1, 2022 <input type="button" value="Apply"/>
Post: AFISA MITAJI YA UMMA DARAJA LA II - 8 Posts Employer: OFISI YA RAISI FEDHA NA MIPANGO More Details	Aug 29, 2022 <input type="button" value="Apply"/>

2. You can then search for a specific vacancy using any combination of the search keyword or Category filters. Note: if you are not logged in, you will be required to login first then apply for chosen post.
3. On *more details* tab you will find all the details concerning a particular post, these details include, Qualifications, Duties and Responsibilities, Salary Scale and all other relevant information.
4. Click on the 'apply' button.
5. Read the information displayed and if you agree with said information, attach a **signed** application letter and click 'confirm' button to finalize your application process.

☰ Application Letter Attachment

Application Confirmation

I declare that the information provided in my profile is complete and correct to the best of my knowledge and matches the criteria for this Post.

I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

Please attach your Application letter Here. (File size Max. 1MB, only pdf)



Click to upload or drag and drop

File size Max. 1MB, only pdf

Note:

Make sure that your attachment letter are signed.

☰ Application Letter Attachment

Application Confirmation

I declare that the information provided in my profile is complete and correct to the best of my knowledge and matches the criteria for this Post.

I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

📎 form4.pdf

[Confirm Application](#)

Then click '**confirm Application**' to complete the application process.

mail.com Vacancies My Applications Change Password Logout

Available Job Vacancies Profile Completeness **95%**

🔍 Search

Job Application

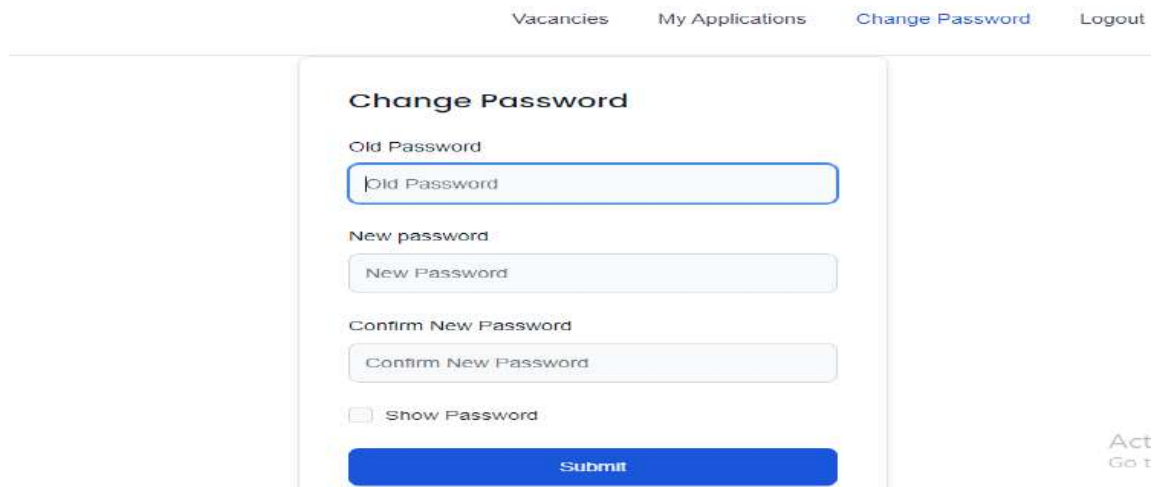
you have successfully applied...

Ok

Des	Closing Date
Post: 2. MWALIMU "GRADE A" SAYANSI DARAJA LA II – 6 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Aug 3, 2022 Apply
Post: 2. MWALIMU "GRADE A" SAYANSI DARAJA LA II – 6 Posts Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI More Details	Sep 1, 2022 Apply
Post: AFISA MITAJI YA UMMA DARAJA LA II – 8 Posts Employer: OFISI YA RAISI FEDHA NA MIPANGO More Details	Aug 29, 2022 Apply

5. Change password

Applicant can change password by click on the 'CHANGE PASSWORD' button on the top right of your screen. Fill in the old password and the new password twice. Click 'submit' button to save changes.



The screenshot shows the 'Change Password' form in the ZANAJIRA system. At the top, there are navigation links: 'Vacancies', 'My Applications', 'Change Password', and 'Logout'. The form itself is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below these fields is a checkbox labeled 'Show Password' and a blue 'Submit' button. On the right side of the form, there is a 'Act Go t' button.

6. My applications

Through the '**My Applications**' you will be able to see all the job applications you have completed. You will be able to see the status of all your application from start of the process to finish.



The screenshot shows the 'My Applications' page in the ZANAJIRA system. At the top, there is a banner for 'THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR CIVIL SERVICE COMMISSION ZANAJIRA' with a 'Find job' button. Below the banner are navigation links: 'Vacancies', 'My Applications', 'Change Password', and 'Logout'. The page title is 'My Applications'. Below the title is a search bar with the text 'Q Search'. The main content is a table with the following columns: 'Application Status', 'Job Title', 'Date Applied', 'Close Date', and 'Action'. The table contains three rows of data, each with a 'replace letter' button.

Application Status	Job Title	Date Applied	Close Date	Action
Received	Employer: OFISI YA RAISI FEDHA NA MIPANGO Job Post: AFISA TAKWIIMU MSAIDIZI DARAJA LA III	30 July 2022	29 August 2022	replace letter
Received	Employer: OFISI YA RAISI FEDHA NA MIPANGO Job Post: AFISA TEHAMIA DARAJA LA II	30 July 2022	10 September 2022	replace letter
Received	Employer: WIZARA YA ELIMU NA MAFUNZO YA AMALI Job Post: MWALIMU "GRADE A" SANAA DARAJA LA II	30 July 2022	03 August 2022	replace letter

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