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Where jobs are actually advertised in Tanzania

Most job vacancies in Tanzania are not on a single website. This guide shows you where employers actually post them — government portals, private job boards, newspaper classifieds, direct employer websites, and recruitment agents — and how to search each one systematically so you do not miss openings.

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Free to read and share. General information, not legal or financial advice.

WHAT YOU WILL BE ABLE TO DO

- Find and check government job vacancies on the Ajira Portal before the closing date
- Search private sector jobs on BrighterMonday Tanzania and other paid job boards
- Identify vacancies in print newspapers and know which ones to check on which days
- Navigate an employer's own careers page to find openings not listed elsewhere
- Use a weekly search routine that covers all major channels so you catch new posts within 48 hours

Who this is for: School-leavers and new graduates starting a first job search, who need to know where to look and how to avoid missing deadlines or closing dates that happen fast.

Understanding where Tanzanian employers actually post jobs

Why there is no single job board that covers everything

In some countries, most employers post on one or two dominant websites. Tanzania does not work that way. Government ministries and agencies post on the Ajira Portal. Large private companies post on BrighterMonday Tanzania and LinkedIn. Some employers still use newspapers, particularly Daily News and The Citizen. Smaller companies and NGOs often post only on their own websites or tell recruitment agents. If you look in only one place, you will miss half the jobs.

The reason is practical: not all employers have reliable internet for uploading job postings to multiple platforms. A government agency in Dodoma may post on Ajira because that is where their instructions say to post. A bank in Dar es Salaam posts on BrighterMonday because they pay for visibility. An NGO in Mbeya may email a local recruitment agent and call their LinkedIn profile. A manufacturing company may publish in the newspaper because that is what they did last year and their HR manager has not changed the system.

This means you must check multiple sources every week. The good news is that each source has a rhythm: Ajira posts close on predictable days, newspapers run vacancies on certain pages on certain days, BrighterMonday updates overnight. Once you know those rhythms, you can be systematic and not waste time.

What "posted" actually means — timing and deadlines

A vacancy is posted when the employer makes it public. But "public" does not mean everyone sees it at the same time. On Ajira Portal, a posting goes live and people see it immediately, but the deadline is usually 5-14 days away. In a newspaper, the advert appears once or twice, and people have to cut it out or write down the email address — if they buy that newspaper on that day. On a company's own website, the posting may stay up for months, or it may be replaced by a new version without anyone telling you.

Deadlines matter enormously. Many government jobs close in 14 days. Some private sector jobs have no stated deadline but close when they have enough applications (often 7-10 days). Newspaper adverts have an expiry date that is printed in the advert itself — if it says "applications close 15 September", that deadline is real. If you see the advert on 16 September, you are late.

This is why you cannot check once a month. You must check once or twice a week, and record what you saw so you do not miss the closing date.

Government jobs: the Ajira Portal

How to access and search the Ajira Portal

The Ajira Portal is at portal.ajira.go.tz. It is run by the Public Service Recruitment Secretariat (PSRS) and lists vacancies in ministries, agencies, and government-owned enterprises. You do not need to create an account to search, but you will need one to apply.

Open a web browser on your phone — Firefox or Chrome work fine — and type portal.ajira.go.tz into the address bar. The page loads to show a list of current vacancies. You will see a search box at the top. You can search by job title (type "accountant" or "teacher"), by ministry name (type "Ministry of Health" or "Tanzania Revenue Authority"), or by region.

For example, if you search for "accountant" and want results only in Dar es Salaam, click the Region dropdown and select "Dar es Salaam".

Each job listing shows: the job title, the employer (ministry or agency), the location, the salary band (if stated), and the closing date. Click on the job title to open the full advert, which includes the job description, responsibilities, qualifications required, and the application instructions. Read these carefully. Some postings ask for applications by email, some through the portal itself, and some by post. The instructions are always in the advert.

The closing date is printed clearly in the advert. It is usually 5–14 days after posting. Once the deadline passes, the job is closed and you cannot apply. Mark the closing date in your phone's calendar as soon as you read it, so you do not forget.

Understanding government job requirements and what to prepare

Government jobs in Tanzania often require specific qualifications. A teaching post will ask for a teaching certificate from NACTVET or a university degree in education. A nursing role will ask for a qualification from NACTVET or a university diploma. An administrative role might ask for a diploma or degree, plus experience. Read the "Qualifications" section of the advert carefully. If it says "Form Four Certificate or equivalent", you are eligible even if you took your exams at a private centre. If it says "Bachelor's degree in accounting", a diploma is not enough, even if you passed well.

Many government adverts also state "Tanzanian citizen" or "valid national ID required". If you do not have a national ID from NIDA, you cannot apply. If you do, make sure it is not expired. The advert will also state whether you must have teaching experience, or if you can apply as a school-leaver. Read this section twice, because this is where most applications are rejected.

The application usually asks for: your CV, copies of your certificates (educational qualifications), a passport-sized photograph, and a cover letter. Some government jobs ask for a letter of recommendation from a referee. Start collecting these documents now, before you need them. Keep digital copies (photographs as JPG files, certificates as PDF files) on your phone or email, so you can attach them quickly.

How to submit your application and what happens next

When you are ready to apply, the advert will tell you how. Some say "submit through the online portal" — this means you create or log into your Ajira account (using your email and a password you choose), click Apply, and upload your documents one by one. Some say "submit by email to [email address]" — this means you write an email with your CV and other documents as attachments, and send it to that address. Some say "submit by post to [address]" — this means you print everything, put it in an envelope, and mail it. Follow the instruction exactly as written. If it says email, do not try to submit through the portal. If it says portal, do not email.

When you submit through the portal, you will see a confirmation page that says your application was received. Take a screenshot of this page, or note the submission date. When you email, you will get an automatic reply from the email address (usually a system message) saying the message was received. If you do not get a reply within 5 minutes, your email probably did not arrive — check the email address again, ask someone else to try sending to it, or submit another copy.

After the closing date, the employer stops accepting applications. They then review all applications (this can take 2–4 weeks) and shortlist candidates for interview. You may get an email or SMS saying you have been shortlisted, or you may hear nothing if you were not selected. Some government agencies publish the shortlist on Ajira Portal, so check the job posting again 2–3 weeks after the deadline to see if your name appears.

Private sector jobs: BrighterMonday Tanzania, LinkedIn, and other boards

Finding and filtering jobs on BrighterMonday Tanzania

BrighterMonday Tanzania (brightermonday.co.tz) is a paid job board where private companies post vacancies. Banks, telecoms companies, NGOs, and consulting firms use it. You do not need to pay to search or apply — the employer pays BrighterMonday to post the advert.

Go to brightermonday.co.tz on your phone browser. You will see a search box and filter options. Type a job title ("accountant", "sales officer", "software developer") and press Search. Or click the Category dropdown and select a field (Accounting, Sales, IT, Education, etc.). You can also filter by location (Dar es Salaam, Arusha, Mbeya) using the Location dropdown.

Each listing shows the job title, the company name, the location, the salary range (if the employer chose to state it), and how long ago it was posted ("2 days ago" or "1 week ago"). Click on the listing to open the full advert. Read the job description, responsibilities, and requirements. Then scroll down to see how to apply. Most BrighterMonday jobs ask you to click an Apply button, which takes you to an application form. You fill in your details, upload your CV, and submit. Some jobs say "apply on the employer's website" — this means you leave BrighterMonday and go to that company's careers page instead.

BrighterMonday postings do not always show a closing date. If there is no date listed, assume the job will close when the employer receives enough applications, usually after 7–10 days. Do not wait. If you see a job that matches you, apply the same day or the next day.

Using LinkedIn to find jobs and learn about companies

LinkedIn (linkedin.com) is not only a job board — it is also a networking tool. But it does have a job search feature. If you do not have a LinkedIn account, create one (go to linkedin.com, click Join, and follow the prompts). Use your real name and a professional photo (a passport photo or a clear selfie against a plain background). Write a brief summary of what you are looking for — for example, "Graduate accountant seeking first role in a financial services company in Dar es Salaam. Organised, detail-focused, ready to learn."

Once you have an account, click Jobs at the top of the page. Search for a job title or company. LinkedIn will show you postings from companies that are recruiting. Tanzanian banks, telecoms companies, and consulting firms often post on LinkedIn. Each posting shows the job title, company name, location, and a brief description. Click to open it and read the full details, including how to apply.

LinkedIn has a feature that other job boards do not: you can see the employees of the company that is hiring. If you know someone who works there, or if someone you know is connected to someone who does, you can send them a message asking about the role. This is called

networking, and it often works better than applying cold. The message might be: "Hi [name], I see [Company name] is hiring for a [job title] role. I am interested in this position. Would you be able to tell me what the team is like?" Many people will reply and give you honest information, or even recommend you to their manager.

Checking for jobs you might have missed: ZoomTanzania and others

Other job boards exist and are used by some employers. ZoomTanzania is one. These boards work the same way as BrighterMonday: search by job title, filter by location, read the advert, and apply. The difference is that different employers use different boards. A company might post the same job on BrighterMonday, LinkedIn, and their own website. Another company might post only on ZoomTanzania and not on the bigger boards. So if you are serious, check 2–3 boards per week. It takes 10 minutes to search each one.

Do not create accounts on every board. Search as a guest (without logging in) to save time and data. Only create an account when you find a job you want to apply for.

Newspapers and print adverts

Which newspapers carry job adverts and when they appear

Daily News and The Citizen publish job adverts regularly. These are Tanzania's main English-language newspapers. Mwananchi and HabariLeo also carry adverts, usually in Swahili. Adverts are printed once or sometimes twice, on specific days — usually Tuesday, Wednesday, or Thursday. The company often chooses the day based on when they expect to reach their target audience. A bank might advertise on Tuesday to reach office workers. A manufacturing company might advertise on Wednesday.

Most Tanzanian job-seekers do not rely on newspapers alone, because you have to buy the paper to see the advert, and the closing date passes in 7–14 days. But some employers — particularly older companies, government contractors, and organisations in smaller cities — still use newspapers. So if you are serious about not missing any opportunity, buy or check Daily News or The Citizen once a week. Tuesday or Wednesday is best.

Newspapers are sold at petrol stations, supermarkets, and street vendors. A single copy costs a small amount. When you buy it, go straight to the Classifieds or Jobs section (usually near the back). Cut out the advert or photograph it with your phone. Write down the email address, postal address, or phone number that is listed. Note the closing date clearly.

Reading a newspaper advert and understanding the application method

A newspaper advert is small and gives you less information than an online posting. It will say: the job title, the employer's name, the main responsibilities (in 2–3 lines), who should apply (qualifications), and how to apply. The "how to apply" is critical. It will say one of these:

- "Send your CV to [email address] by [date]". This means you write an email with your CV as an attachment and send it before that date.
- "Write to [postal address] with your CV and certificates. Close date [date]." This means you print your documents and post them, so you need to do this several days before the date to allow for mail.
- "Call [phone number] or visit [address] for details." This means you must ring the number or go to an office in person to ask for the application form.
- "Applications online at [website]" — though this is rare in newspapers. It means go to that website and apply there.

If you must post an application by mail and the closing date is 10 days away, send it within 3 days. Mail can take 5–7 days to arrive in Tanzania, and you want your application to arrive before the deadline, not after.

When newspaper adverts do not give you enough information

A newspaper advert might say "Experienced accountant needed for Dar es Salaam firm" but not tell you the salary, the exact job title, or the employer's name. It only gives a phone number or email. In this case, you must contact them to ask. Write an email saying: "I saw your advert for an accountant in [newspaper name] on [date]. I am interested in applying. Could you please send me the full job description, the salary range, and the application process?" Most employers will reply within 24 hours. If they do not reply, the job is probably not serious, and you should move on.

If the advert gives a phone number, you can call instead. Say: "Hello, I am calling about the accountant position advertised in Daily News. Could I speak to the person in charge of recruitment?" Have your phone's notepad ready to write down what they tell you. Ask for the person's email address and the deadline, so you have a record.

Employer websites and direct applications

Finding the careers page on a company website

Some jobs are posted only on the employer's own website, not on any job board or newspaper. This is common for large companies and NGOs. If you know you want to work for a particular organisation, you should check their website for vacancies.

Go to google.com and type the company name plus "careers" or "jobs" — for example, "[Bank name] careers Tanzania" or "[NGO name] jobs". If the company has a careers page, it will appear in the search results. Click on it. You will usually see a list of open positions. If you do not find a careers page, try typing just the company name to find their main website, then look for a link that says Careers, Jobs, Vacancies, or About Us. Many companies hide their careers link in the footer of the website or in an About Us menu.

If the company is smaller and does not have a website, you can try calling their main phone number (look for it on their business registration documents or ask someone who knows them) and asking: "Do you have any vacancies in [department] at the moment? How do I apply?"

Understanding employer websites and application systems

When you find the jobs page, you will see a list of open positions. Click on one to read the full details. Some companies use a simple system: the advert is posted, and you apply by email or through a form. Others use more complex systems where you create an account on their website, upload your CV, and apply through a portal.

If there is an online form, fill it in carefully and completely. Do not skip fields or put "see CV" instead of writing an answer — the employer's system may automatically reject incomplete forms. If the form asks for your national ID number, you can leave it blank if you do not have one, but if it is marked with an asterisk (required), you must enter something. If you do not

have a national ID, call the employer and explain that you are still applying for one.

If the job asks you to email your application, address your email carefully. Put the job title in the subject line ("Application: Graduate Accountant — [Your Name]"). Write a short cover letter in the email body (3–4 sentences). Attach your CV, copies of your certificates, and a passport-sized photograph as separate files. Name each file clearly ("CV_YourName.pdf", "Certificates_YourName.pdf"). Send to the email address listed in the advert. Do not send to the general company email or the HR manager's email unless the advert specifically says so.

When a company website is confusing or the job looks fake

Some job postings are not real. They may be posted by recruitment scammers asking you to pay an "application fee" or give them money for "processing costs". A real employer never asks you to pay money to apply. If a posting asks for money, do not engage. Delete it and move on.

Some websites or emails look professional but are not from the real company. For example, you might get an email that looks like it is from "[Bank name]" saying "Congratulations, you have been selected. Send 50,000 Tsh to activate your account." This is a scam. Real employers do not ask for money before an interview.

If you are unsure whether a posting is real, call the company directly using a phone number from their official website or a business directory. Say: "I received a job posting from your company at [email address or website]. Is this genuine?" If the company says they did not post it, report the scam to Google or the job board you found it on, and do not apply.

Building a systematic search routine that keeps you ahead

Setting up a search routine you can do once or twice a week

The jobs you see today will be closed in 7–10 days. The jobs you see next week will be different. If you search only once a month, you miss most openings. The most successful job-seekers check the main sources once or twice a week, on the same day and time each week. This is called a routine, and it works because it is easy to remember and stick to.

Choose a day and time. Many people pick Tuesday morning or Thursday evening, because that is when new postings often appear. Set a reminder in your phone's calendar: "Job search — check Ajira, BrighterMonday, newspaper." When the reminder pops up, do it immediately. It will take 20–30 minutes.

Open Ajira Portal first (portal.ajira.go.tz). Search for jobs in your field or location. Read any new postings since last week. Note the closing date. Open BrighterMonday Tanzania (brightermonday.co.tz) next and search the same way. Then open LinkedIn and search for jobs. Take screenshots of anything interesting or copy the job details into a document (see the artefact below). If it is newspaper day (Tuesday or Wednesday), buy a paper or check if someone can send you photos of the jobs pages.

Keeping track of deadlines so you do not miss a closing date

Each job you are interested in has a closing date. If you do not write it down, you will forget. Use your phone's calendar app to set a reminder. When you find a job you want to apply for, open your calendar and create an event on the closing date. Put the job title in the event name ("Application closes: Graduate Accountant at [Company]") and set a notification for 2 days before the deadline. This gives you time to write an application and send it, even if you are busy.

You can also keep a simple spreadsheet or document. Use a table with these columns: Job Title, Company, Location, Closing Date, Link or Contact, Status (Applied / Not Applied / Rejected). Add a new row for each job. Check this list every morning to see which deadlines are coming up. When you apply, change the Status to "Applied". This takes 2 minutes per job but saves you from missing deadlines.

When the closing date passes, the job is closed. Remove it from your list or mark it as "Closed". Do not try to apply after the deadline. Employers are strict about this — applications received after the stated deadline are automatically rejected, even if they were sent 10 minutes late.

What to do when you find a job you want and how to prepare to apply

When you see a job that matches your qualifications and interests, do not apply immediately. Read it three times. First, check that you meet all the requirements. If it says "minimum 2

years' experience" and you have none, you are not eligible — do not waste your time. If it says "Bachelor's degree" and you have a diploma, check if it says "or equivalent". If it does, you might still apply. If it does not, you are not eligible.

Second, read the application instructions carefully. Note the closing date, the email address or portal link, and what documents are needed (CV, certificates, photograph, cover letter, references). Third, prepare your documents. Make sure your CV is up to date and makes sense. Make sure your certificates are clear and readable as PDF files. Take a good passport photo if you do not have one.

Then, write a cover letter tailored to this job. Do not send the same letter to every employer. Write one that mentions the job title, says why you are interested, and highlights one or two skills the job description asked for. A cover letter takes 15 minutes to write, but it increases your chances of being shortlisted.

Now you are ready to apply. Follow the application method in the advert exactly. If it says email, email it. If it says online portal, use the portal. Send your application 2-3 days before the deadline, not on the last day. If thousands of people apply on the last day, the system might be slow and your application might not go through.

USABLE ARTEFACT — JOB SEARCH TRACKER

Copy this table and fill it in for every job you find. Check it every morning. This keeps you from missing deadlines and helps you remember where you applied.

Job Title	Company Name	Location	Closing Date	How to Apply (Email / Portal / Post / Phone)	Email or Link	Documents Needed	Status
Graduate Accountant	ABC Bank	Dar es Salaam	22 Nov 2024	Online portal	brightermonday.co.tz [link]	CV, Certificate, Photo	Applied 15 Nov
Teaching Assistant	Ministry of Education	Mbeya	18 Nov 2024	Email	recruitment@example.com	CV, Teaching Cert, ID	Not yet applied

USABLE ARTEFACT — WEEKLY JOB SEARCH CHECKLIST

Do this once a week, every Tuesday or Thursday morning. It takes 25 minutes. Tick each box when done.

- ☐ Open Ajira Portal (portal.ajira.go.tz). Search by job title and location. Read any postings dated this week. Note closing dates.
- ☐ Open BrighterMonday Tanzania (brightermonday.co.tz). Search by job title and location. Filter by "posted this week". Read new postings. Note closing dates.
- ☐ Open LinkedIn (linkedin.com). Search "Jobs" by title and location. Read 5–10 postings from Tanzanian employers.
- ☐ Check your calendar for any deadlines this week. If a closing date is today or tomorrow, prioritise that application.
- ☐ If today is Tuesday or Wednesday, buy or check the Daily News or The Citizen for job adverts. Cut out or photograph 2–3 that interest you.
- ☐ Add any new jobs to your tracker spreadsheet. Write the closing date in your phone calendar with a 2-day reminder.
- ☐ For one job, prepare and send your application (CV, cover letter, certificates). Use your tracker to mark it "Applied".

Example 1: Wrong way to search for jobs

"I checked BrighterMonday last week and did not see any good jobs. I will check again in a month."

Why this fails: New jobs are posted every 2–3 days. Jobs close after 7–10 days. If you wait a month, you miss dozens of openings. By the time you search again, the closing dates have passed.

Example 2: Right way to search for jobs

"Every Tuesday morning, I check Ajira, BrighterMonday, and LinkedIn for 20 minutes. I note any jobs that close in the next 2 weeks, add them to my tracker, and set a calendar reminder. When a deadline is 3 days away, I spend an hour preparing my application and send it before midnight. Last month I found 4 jobs this way and got 2 interviews."

Why this works: A weekly routine means you see new postings before anyone else. You track deadlines, so you never apply late. You give yourself time to write a good application, not a rush job sent on the last day.

Example 3: When the job board looks empty

"I searched BrighterMonday for 'graduate jobs in Dar es Salaam' and got 2 results. I think there are no jobs."

Why this is wrong: Searching for "graduate jobs" returns only jobs with that phrase in the title. Instead, search by job title ("accountant", "officer", "assistant") and by category (Accounting, Administration, Finance). Each search returns different results. Also, BrighterMonday is not the only board — check Ajira, LinkedIn, and newspapers too.

PROVENANCE & ATTRIBUTION

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