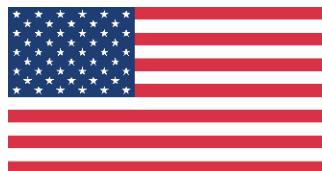


MFUMO WA TECHNOLOGIA WA MAMLAKA YA KITAIFA YA AJIRA (NEAIMS)

MWONGOZO WA HABARI KUHUSU NEAIMS

JANUARI 2022



MUHTASARI

Ili kusalia na ushindani katika mazingira mapya ya biashara na kiuchumi, mashirika mengi yamezingatia mbinu mpya ili kutimiza mahitaji ya kisasa katika mazingira ya kidijitali. Ukuaji wa kiteknolojia umebadilisha jinsi biashara inavyofanywa. Washikadau katika sekta ya uajiri wamekumbatia matumizi ya mfumo jumuishi wa usimamizi (Intergrated Management System) ambao hutoa huduma kamili za kuunganisha na kupanga mchakato wa kuajiri wafanyakazi katika nchi za kigeni, kuthibitisha mkataba kati ya mwajiri na mfanyakazi mhamiaji kidigitali na kuandaa uhusiano wa kimkataba kati ya mashirika ya kibinagsi ya kuajiri nchini kenya na wakala wa nje wa uajiri wa kibinagsi katika eneo la soko la ajira.

Mabadiliko haya yamekuwa ya manufaa katika mchakato wa kuajiri wafanyakazi na kuhakikisha ulinzi wa haki za kisheria za wahusika kuanzia uwasilishaji na uidhinishaji wa maagizo ya kazi/barua za mahitaji, tangazo, uajiri na mchakato wa uteuzi hadi ambapo anayechaguliwa kutia sahihi mkataba wa ajira hiyo .

Kwa mtazamo huo huo, mamlaka ya kitaifa ya ajira (NEA) ilitengeneza mfumo wa kitaifa wa usimamizi wa mamlaka ya ajira (NEAIMS)- www.neaims.go.ke ili kutoa mbinu madhubuti, mfumo mpana wa kusimamia ajira za umma na za nje ya nchi. Kama vile kutoa huduma zinazohitajika sana kwa washikadau kwa njia bora na yenye ufanisi.

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MAMLAKA YA KITAIFA YA AJIRA (NEA)

UTANGULIZI

Mamlaka ya kitaifa ya ajira (NEA) ilianzishwa mwezi Aprili, mwaka wa 2016 kupitia sheria ya bunge (sheria ya mamlaka ya kitaifa ya ajira ya mwaka 2016) ambayo ilitoa kwa ufanisi mfumo wa kisheria na mamlaka ya shika hilo. NEA iliundwa kutoka kwa ofisi ya kitaifa ya ajira (neb) ambayo ilikuwa mojawapo ya idara katika wizara ya jumuiya ya afrika mashariki, ulinzi wa kazi na jamii. Kwa hivyo, sheria ilitoa nafasi ya kubadilisha ofisi kuwa mamlaka ya kitaifa ya ajira. Sheria hii kwahivyo inatoa hasa mfumo wa kitaasisi wa kina kwa ajili ya: usimamizi wa ajira; uboreshaji wa atua za kukuza ajira; na kuongeza ajira kwa vijana, walio wachache na makundi yaliyotengwa.

HUDUMA ZINAZOTOLEWA NA NEA

A) Huduma za Ajira kwa Umma

Mamlaka ina jukumu la kushauri, kutunga na kutekeleza sera na mikakati ya ajira katika ngazi ya kitaifa na Majimbo. Hasa, majukumu ya NEA ni kama ifuatavyo;

- i. Usajili wa Wakenya wanaotafuta kazi
- ii. Kuunganisha wanaotafuta kazi na nafasi za kazi
- iii. Kusaidia waajiri kupata wafanyakazi walio na maarifa ya ustadi unaofaa
- iv. Utoaji wa taarifa za soko la ajira hasa kuhusu masuala ya ajira;
- v. Utoaji wa mwongozo na ushauri wa kikazi na ufundi stadi; na
- vi. Utoaji wa huduma za ushauri kuhusu masuala ya kisera yanayohusu ajira.
- vii. Kusajili Waajiri nchini Kenya

B) Mpango wa Kitaifa wa Mafunzo ya Kazi

Sheria ya Mamlaka ya Kitaifa ya Ajira ya mwaka 2016 inatambua mafunzo kazini na inaitaka Mamlaka kuwezesha wanafunzi katika vyuo vya elimu ya juu kupata nafasi za mafunzo kazini au

kujiunga na sekta ya umma au binafsi wakati na baada ya kumaliza masomo yao. Hasa, Mamlaka inatoa huduma zifuatazo kuhusiana na mpango wa Mafunzo ya Kazi.

- viii. Kuratibu ratba zote za mafunzo kazini nchini;
- ix. Kuandaa sera na ratba za mafunzo kazini;
- x. Kukuza viwango vya utekelezaji bora wa ratba za mafunzo kazini;
- xi. Kudumisha hifadhi data ya fursa zilizopo za mafunzo kwa wanafunnzi kutoka kwa waajiri;
- xii. Kushirikisha taarifa za ratba za mafunzo kazini na hivyo kurahisishia wanaohitimu kutafuta na kupata fursa za mafunzo kazini;
- xiii. Kuendeleza miongozo ya uwekaji wa mafunzo;
- xiv. Kutoa mwongozo na ushauri kwa waliohitimu kuhusu maswala ya mafunzo kazini; na
- xv. Kufuatilia ratba za mafunzo zinazotolewa kwa wahitimu wa kigeni.

C) Usajili wa Mashirika ya Ajira

- i. Kusajili na kudhibiti wakala binafsi wa ajira;
- ii. Kutoa taarifa juu ya mashirika ya ajira yaliyosajiliwa;
- iii. Ukaguzi wa mashirika ya ajira binafsi ili kuhakikisha yanafuata sheria;

D) Usimamizi wa Ajira za Nje

- i. Kuwezesha uwekaji wa watafuta kazi katika kazi za kimataifa;
- ii. Kuhakikisha utekelezaji wa mafunzo kabla ya kuondoka nchini;
- iii. Kuthibitisha uwepo wa kazi za kigeni;
- iv. Kuthibitisha uhalali na masharti ya kazi zilizotangazwa;
- v. Kuchunguza ukiukaji wa Mkataba na masuala ambayo yana uwezekano wa kuingilia au kusitisha mkataba wa ajira;
- vi. Kukuza na kulinda kazi ya Wakenya Wahamiaji na ustawi wao;
- vii. Kukusanya taarifa za soko la ajira na kuhifadi habari za raia wa Kenya wanaofanya kazi katika Nchi za kigeni.

MIFUMO YA HABARI

Ili kukabiliana na mabadiliko katika mazingira ya kidijitali na kuboresha utoaji wa huduma panapo na mabadiliko ya mazingira ya kazi, NEA imebuni mbinu za kidijitali, zinazozingatia maslahi ya wateja ili kukidhi matakwa ya kizazi chenye ujuzi wa teknolojia kupitia yafuatayo:-

MFUMO WA TECKNOLOGIA WA NEAIMS

Kama sehemu ya dhamira yake ya uboreshaji endelevu, utendakazi bora na kuboresha kuridhika kwa wateja, Mamlaka ya Kitaifa ya Ajira (NEA) ilibuni Mfumo wa kidigitali (NEAIMS)- www.neaims.go.ke ili kutoa huduma zinazohitajika kwa washikadau kwa njia bora na yenye tajriba ya kuridhisha. Huduma zinazotolewa kupitia mfumo wa NEAIMS ni pamoja na:-

- i. Usajili wa Wanaotafuta Kazi
- ii. Usajili wa Waajiri
- iii. Usajili wa Mashirika ya Kibinafsi ya Kuajiri (PRAs)
- iv. Kunakili ripoti ya maswala ya dhiki na dharura kwa wafanyakazi wahamiaji
- v. Kuunganisha wanaotafuta kazi na Waajiri
- vi. Kutoa habari kuhusu mashirika ya kuajiri ya kibinafsi yaliyosajiliwa

Ujumuishaji wa NEAIMS katika mifumo mingine.

Mamlaka ya Kitaifa ya Ajira imeunganisha NEAIMS kwa Mfumo Jumuishi wa Usajili wa Idadi ya Watu (IPRS) na inapanga kuuunganisha na Mifumo mingine ya Serikali ya Kenya, Mifumo ya Serikali ya Kigeni na Mifumo ya Mashirika mengine ambayo yanahusika/yanajihusisha na uhamaiaji wa wafanyakazi. Hili litarahisisha na kuimarisha uthibitishaji wa taarifa za mfanyakazi mhamiaji, uafikianaji wa haraka na kuhimarisha utaratibu wa habari za mfanyakazi mhamiaji na uthibitishaji wa barua za mahitaji/maagizo ya kazi kutoka kwa waajiri/Mashirika ya Kibinafsi ya Ajira katika nchi mbalimbali za vituo vya kazi. Ujumuishaji huo pia utasaidia mamlaka kupata habari kwa wakati ufahao kuhusu wafanyakazi wahamiaji wa Kenya wanaoondoka kufanya kazi katika nchi za kigeni na wale wanaorejea Kenya baada ya kukamilika kwa kandarasi zao.

TOVUTI YA UHAMIAJI WA KAZI

Zaidi ya hayo, Mamlaka kwa ushirikiano na Shirika la Kimataifa la Uhamiaji (IOM) ilitengeneza na kuzindua Tovuti ya Taarifa ya Uhamaji wa Wafanyakazi wa Kenya - www.kmw.go.ke ili kuongeza majukwaa ya taarifa yaliyopo. Tovuti hii ni chanzo cha habari za kuaminika, za kweli na za kutegemewa kwa wahamiaji watarajiwawa Kenya wanaotafuta kazi katika Ufalme wa Saudi Arabia, Falme za Kiarabu na Majimbo ya Qatar. Madhumuni ya kupata habari hii ni kukuza uhamiaji salama, utaratibu na ulio sahihi/halali. Tovuti inatoa taarifa kuhusiana na:-

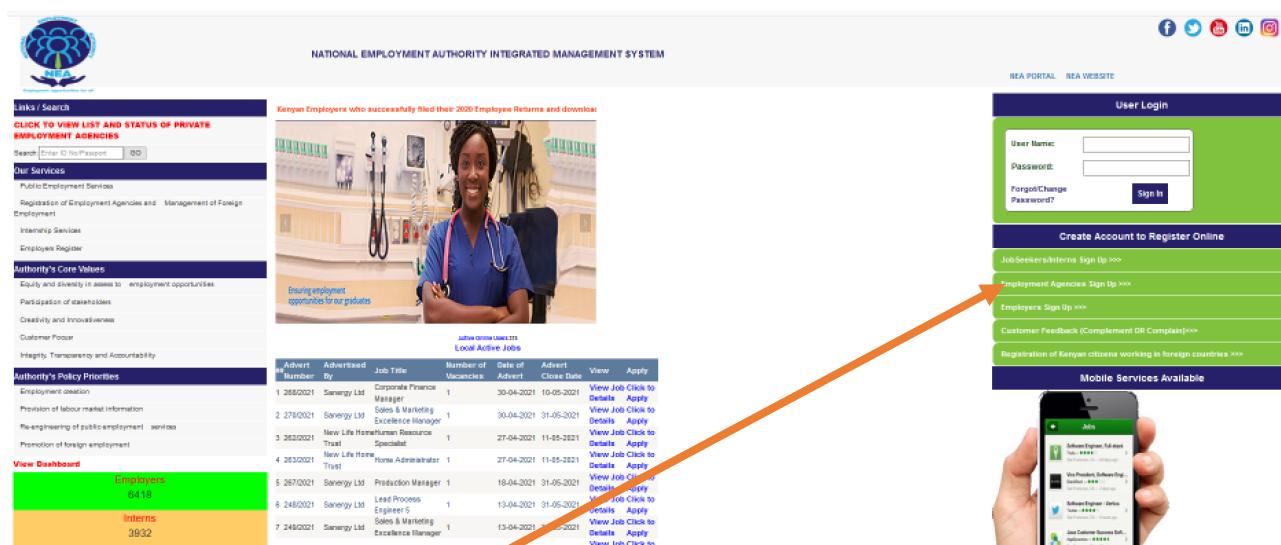
TARATIBU ZA KUTUMIA MFUMO WA NEAIMS

MODULI YA WAAJIRI

A) JINSI YA KUJIANDIKISHA KUWA MWAJIRI

- i. Fungua ukurasa utangulizi wa NEAIMS kupitia www.neaims.go.ke kama inavyoonyeshwa kwenye picha ya 1 hapa chini.

Picha ya 1: Kujiandikisha kwa muajiri



- ii. Bofya kwenye 'Jisajili kwa Waajiri' kama inavyoonyeshwa kwenye picha ya 1 hapo juu, bofya waajiri kujisajili.
- iii. Jaza fomu ipasavyo na uhifadhi kwa kubofya Jisajili kama inavyoonyeshwa kwenye Mchoro 2 hapa chini.

Picha ya 2: Jukwaa la Usajili wa Waajiri

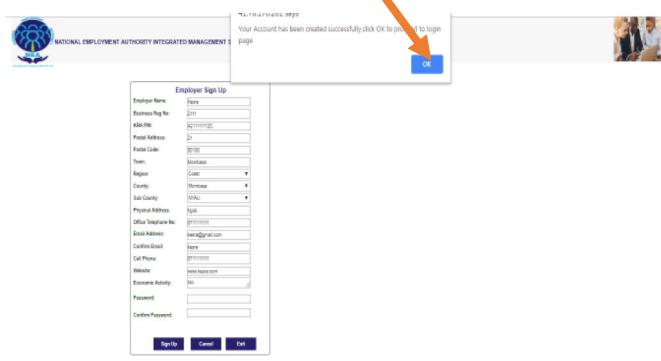
Employer Sign Up

Employer Name:	<input type="text"/>
Business Reg No:	<input type="text"/>
KRA PIN:	<input type="text"/>
Postal Address:	<input type="text"/>
Postal Code:	<input type="text"/>
Town:	<input type="text"/>
Region:	<input type="text"/> Select Region
County:	<input type="text"/> Select County
Sub County:	<input type="text"/> Select Sub County
Nearest NEA Office:	<input type="text"/> Select NEA Office
Physical Address:	<input type="text"/>
Office Telephone No:	<input type="text"/>
Email Address:	<input type="text"/>
Confirm Email:	<input type="text"/>
Cell Phone:	<input type="text"/>
Website:	<input type="text"/>
Economic Activity:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

Sign Up Cancel Exit

- iv. Bofya OK wakati akaunti imethibitishwa kuwa imeundwa kama inavyoonyeshwa hapa chini,,

Picha ya 3: Jukwaa la utetuzi



Picha ya 4: Kuingia Kwenye Tovuti

KRA PIN: A0000000008
 Password:
 Forget Password?
 Sign In
 Create Account

- v. Baada ya kuingia, Bofya kwenye Wasifu Wangu na usasishe sehemu.
- vi. Bofya kwenye kitufe cha kusasisha wasifu ukimaliza kusasisha habari sahihi.

Picha ya 5: Fomu ya Kuhariri Wasifu wa Waajiri

National Employment Authority-IMS
 My Profile Requests Recruitment Vacancy Declaration Payments Help
 Home
 EMPLOYER PROFILE EDITING FORM

KRA PIN:	A21111112C	Registration No:	1211
Employer Name:	Kesa	Postal Address:	21
Postal Code:	00100	Postal Town:	Mombasa
Region:	Coast	Country:	Mombasa
Sub County:	Nyalı	Physical Address:	Nyala
Email:	kesa@gmail.com	Confirm Email:	kesa@gmail.com
Office Telephone:	0711111111	Website:	www.kesa.com
Mobile:	0711111111	Economic Activity:	Trade
Remarks by NEA:		Registration Date:	27-02-2019
Comments/ Remarks:			
	Update Profile		

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- vii. Mara tu rekodi inapohifadhiwa, bofya OK kwenye sehemu ya mazungumzo ili kuendelea.

Kumbuka: Usajili wa mwajiri lazima Udhibitishwe na kuidhinishwa na Afisa wa Uajiri wa Majimbo husika kabla ya kujaza Rejesho za Kila Mwaka za Mfanyikazi na au kutangaza nafasi za kazi.

B) JINSI YA KUTANGAZA FURSA YA KAZI:

- i. Bofya Tamko la Nafasi ya Kazi ili kuona menu ndogo kama inavyoonyeshwa kwenye Picha 1 Hapo chini.

Picha ya 6: Menyu Ndogo za Tamko la Nafasi



- ii. Bofya kwenye Menyu Ikiwa wasifu haujathibitishwa, utapata ujumbe kama ilivyo hapo chini

Picha ya 7: Ujumbe wa Wasifu ambao haujathibitishwa.

The screenshot shows the "VACANCY DECLARATION FORM (NEA 6B)". At the top, there is a message: "www.neaims.go.ke says Your organization profile has not been verified kindly contact your nearest NEA Office for assistance!!". Below this, there is a navigation bar with "System Test" and "Sign out". Under the navigation bar, there are buttons for "Returns", "Change password", and "Help". The main form area starts with a section titled "VACANCY INFORMATION". It contains fields for "KRA PIN" (with value "P123456789A"), "Position/Vacancy Name" (with value "Area of Study"), and "Advert Number" (empty). There is also a link "Click here to View Draft Adverts". At the bottom of the form, there is a button "Click To Generate Advert Number".

Ikiwa wasifu umethibitishwa;

- i. Andika nafasi/Jina la Nafasi
- ii. Bofya ‘OK’Ili kutengeneza Nambari ya Tangazo’’ kwa nambari ya tangazo
- iii. Chagua eneo la kusomea
- iv. Chagua kozi
- v. Bonyeza kitufe cha Hifadhi
- vi. Muhimu katika maelezo yaliyosalia katika sehemu iliyotolewa
- vii. Bofya hifadhi ili kuwasilisha tangazo

Picha ya 8 : Uwasilishaji wa Tangazo Umefaulu

The screenshot shows the NEA Vacancy Declaration Form (NEA 6B) interface. At the top, there's a success message: "neaims.go.ke says Advert/Vacancy successfully submitted.click OK to proceed!!" with an orange arrow pointing to the "OK" button. The form has several sections:

- VACANCY INFORMATION:** Fields include KRA PIN (P123456789A), Advert Number (84/2019), and Position/Vacancy Name (System UAT). There's also a "Click To Generate Advert Number" button.
- Area of Study:** A table showing one record: Advert Number 84/2019, Area Of Study Code 09, Area of Study Computing, IT & Related, Course Bachelor of Information Technology, and a "Select" button.
- Highest Award/Qualification required:** Degree, Number of Vacancies/Positions: 2.
- Occupation:** Computing Professionals, Work Place: Kenya.
- Report to/Contact Person:** Manager UAT.
- Employment Type:** Job, Terms of Employment: Contract.
- Contract Period:** 2, Length Type(Year or Month): -Select-.
- Gross Salary:** 300000, Currency: USD.
- House Allowance:** 40000, Working Hours: 8.
- Other:** UAT.

iii. Rasimu ya Tangazo

Menyu hii ni kwa ajili ya kuendelea na rasimu ya tangazo ambalo haliku hifadhiwa vinginevyo hutapata tangazo lolote ikiwa lili hifadhiwa kwa ufanisi.

Picha ya 6 :Maelezo ya Rasimu ya Matangazo



iv. Hariri/Kagua Matangazo

- Bofya kwenye menu ya tangazo la Hariri/Kagua
- Teua tangazo la kuhariri kwa kubofya “Hariri Tangazo”

Picha ya 7: Jukwaa la kurekebisha tangazo

##	Advert Number	Employer Name	Vacancy/Position	Number of Vacancies	
1	85/2019	System Test	UAT Trainer	1	Edit the Advert

v. Sasisha Hali ya Tangazo

- Bofya kwenye menu ya Sasisha hali ya tangazo
- Chagua tangazo la kusasisha kwa kubofya “Angalia Maelezo ya Tangazo”

Picha ya 8 : Usasishaji wa Hali

##	Advert Number	Employer Name	Vacancy/Position	Number of Vacancies	
1	85/2019	System Test	UAT Trainer	1	View Advert Details
2	84/2019	System Test	System UAT	2	View Advert Details

- Chini ya hali, chagua Tangazo limeghairiwa au tangazo limefungwa.
- Bofya kitufe cha ‘Bofya hapa ili kusasisha tangazo’ ili kusasisha.

Picha ya 9: Usasishaji wa Hali ya Nafasi

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Returns Change password Help

HOME Back

VACANCY STATUS UPDATE

Advert Number:	84/2019	KRA PIN:	P123456789A
Position/Vacancy Name:	System UAT		
Area of Study:	Bachelor of Information Technology		
Number of Vacancies/Positions:	2		
Advert Date:	06-09-2019	Advert Close Date:	11-09-2019
Status:	Select Status		
Remarks:	Select Status Advert Cancelled Advert Closed		
Click here to Update Advert			

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vi. Ghairi Matangazo

- Bofya kwenye Menyu ili kughairi matangazo
- Bofya kwenye tangazo la kughairi ili kuona tangazo litakaloghairobiwa

Picha ya 10: Tazama Ghairi tangazo

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Returns Change password Help

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CANCEL ADVERT(S)

##	Advert Number	Employer Name	Vacancy/Position	Number of Vacancies	Action
1	85/2019	System Test	UAT Trainer	1	Cancel Advert

< >

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- Bofya kwenye ‘Bofya hapa ili Kughairi tangazo’ ili kutekeleza kughairiwa

Picha ya 11: Fomu ya NEA 6B

National Employment Authority-IMS
Employment opportunities for all

System Test (Sign out)

My Profile Vacancy Declaration Recruitment Returns Change password Help

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VACANCY DECLARATION FORM (NEA 6B)

Advert Number:	85/2019	KRA PIN:	P123456789A
Position/Vacancy Name:	UAT Trainer		
Area of Study:	Bachelor of Science (Information Technology)		
Number of Vacancies/Positions:	1		
Advert Date:	05-09-2019	Advert Close Date:	27-09-2019
Reasons for cancelling Advert:			
Click here to Cancel Advert			

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vii. Tazama Matangazo Yanayotumika

- Bofya kwenye Menyu kwa matangazo amilifu

Picha ya 12 : Orodha inayotumika ya tangazo

National Employment Authority-IMS
Employment opportunities for all

System Test (Sign out)

My Profile Vacancy Declaration Recruitment Returns Change password Help

Back

EDIT ADVERT DETAILS

#	Advert Number	Employer Name	Vacancy/Position	Number of Vacancies	Action
1	85/2019	System Test	UAT Trainer	1	View Advert Details

viii. Tazama Matangazo Yote

- Bofya kwenye Menyu ili kutazama matangazo yote

Picha ya 13: Orodha ya matangazo yote

National Employment Authority-IMS
Employment opportunities for all

System Test (Sign out)

My Profile Vacancy Declaration Recruitment Returns Change password Help

HOME Back

##	Advert Number	Employer Name	Vacancy/Position	Number of Vacancies	
1	85/2019	System Test	UAT Trainer	1	View Advert Details
2	84/2019	System Test	System UAT	2	View Advert Details

< >

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C) MENU YA AJIRA

Sehemu ya menu itaonekana kama ilivyo hapo chini;

Picha ya 14: Menyu ya Dirisha la Kuajiri

National Employment Authority-IMS
Employment opportunities for all

System Test (Sign out)

My Profile Vacancy Declaration **Recruitment** Returns Change password Help

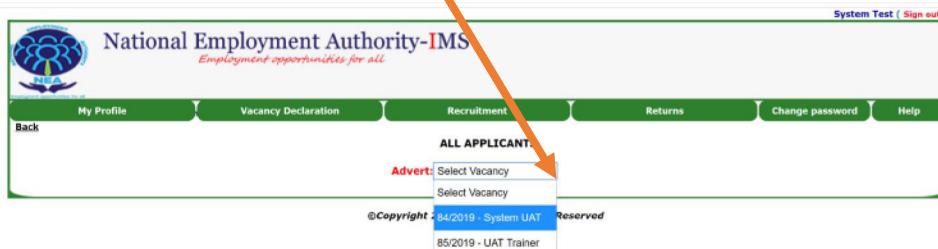
List of Applicants per Advert
Shortlisting of Applicants
List Shortlisted Applicants
Placement of Applicants
List of Placed Applicants
List of Unsuccessful Applicants

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i) Orodha ya waombaji kazi kwa kila tangazo

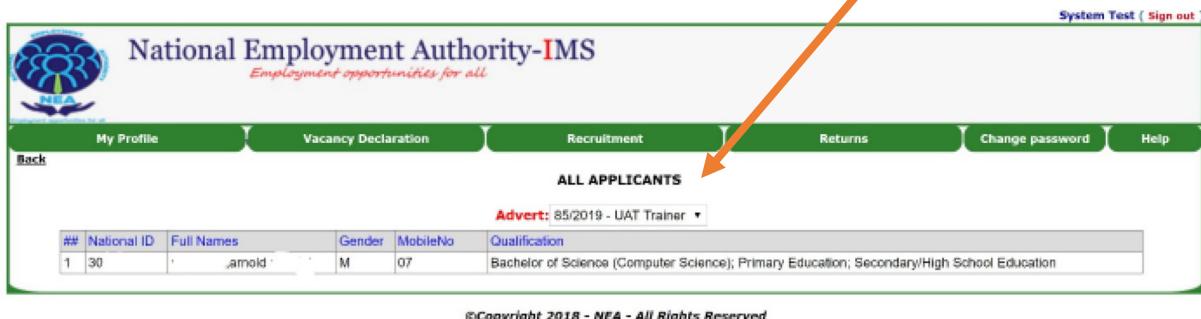
- Bofya kwenye menu
- Chagua tangazo

Picha ya 15: Uteuzi wa Tangazo



- Wakati wa kuchagua tangazo, orodha itaonyeshwa kama ilivyo hapo chini;

Picha ya 16: Orodha ya Waombaji Kazi Wote



ii) Orodha fupi ya mwombaji

- Bofya kwenye menuy
- Chagua tangazo kwa orodha fupi
- Bofya kwenye Angalia Wasifu wa Mwombaji kazi ili kuona wasifu wa mwombaji,
- Iwapo mwombaji anakidhi/hakidhi sifa zinazohitajika, basi
- Bofya kwenye 'Ili kuorodhesha fupi au kutoorodheshw' chini ya hatua.

Picha ya 17: Orodha fupi

National Employment Authority-IMS
Employment opportunities for all

System Test (Sign out)

My Profile Vacancy Declaration Recruitment Returns Change password Help

[Back](#)

SHORTLISTING

Advert: 85/2019 - UAT Trainer

#	National ID	Full Names	Gender	MobileNo	Qualification	View Profile	Action
1	30	arnold	M	070	Bachelor of Science (Computer Science); Primary Education; Secondary/High School Education	View Applicant Profile	Click to Shortlist Not Shortlisted

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iii) . Orodhesha waombaji Kazi walioteuliwa

- Bofya kwenye menuy
- Chagua tangazo la walioteuliwa Chini ya kitengo, '' bofya ili kughairi orodha fupi'' ili kughairi.

Picha ya 18: Waombaji Kazi Waliorodheshwa

National Employment Authority-IMS
Employment opportunities for all

System Test (Sign out)

My Profile Vacancy Declaration Recruitment Returns Change password Help

[Back](#)

SHORTLISTED APPLICANTS

Advert: 85/2019 - UAT Trainer

#	National ID	Full Names	Gender	MobileNo	Qualification	Status	Action
1	30	arnold	M	07	Bachelor of Science (Computer Science); Primary Education; Secondary/High School Education	Shortlisted	Click to Cancel Shortlisting

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iv) Uajiri wa waombaji Kazi

- Bofya kwenye menuy ya Uwekaji
- Chagua tangazo

- Bofya “kuteua au kutoweka”

Picha ya 19: Kuajiri

National Employment Authority-IMS
Employment opportunities for all

System Test (Sign out)

My Profile | Vacancy Declaration | Recruitment | Returns | Change password | Help

PLACEMENT OF SHORTLISTED APPLICANTS

Advertis: 85/2019 - UAT Trainer

#	National ID	Full Names	Gender	MobileNo	Qualification	Action
1	4	mbo	M	07	Bachelor of Science (Computer Science); Primary Education; Secondary/High School Education	Click to Appoint Click not to Place

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v) Orodha ya waombaji Kazi waliopewa nafasi

- Bonyeza Kuajiri kwenye upau wa menuy
- Chagua tangazo
- Muhimu katika matamshi
- Bofya “ili kughairi uwekaji” ili kughairi (thibitisha hili)

Picha ya 20: Waliopewa Kazi

National Employment Authority-IMS
Employment opportunities for all

System Test (Sign out)

My Profile | Vacancy Declaration | Recruitment | Returns | Change password | Help

PLACED/APPOINTED APPLICANTS

Advertis: 85/2019 - UAT Trainer

#	National ID	Full Names	Gender	MobileNo	Qualification	Remarks	Action
1	3	amo	M	07	Bachelor of Science (Computer Science); Primary Education; Secondary/High School Education		Click to Cancel Placement

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vi) Orodha ya waombaji ambao hawakufaulu

- Bofya kwenye menuy
- Chagua tangazo
- Orodha ya waombaji ambao hawajafaulu itatoa majina

Picha ya 21: Waombaji Wasiofaulu

National Employment Authority-IMS
Employment opportunities for all

System Test (Sign out)

My Profile | Vacancy Declaration | Recruitment | Returns | Change password | Help

UNSUCCESSFULL APPLICANTS

Advertis: 85/2019 - UAT Trainer *

#	National ID	Full Names	Gender	MobileNo	Qualification
1	8	muge	M	07	Bachelor of Science (Computer Science); Primary Education; Secondary/High School Education

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D) KUJAZA MAREJESHO YA WAFANYIKAZI

Kifungu cha 76 – 81 cha Sheria ya Ajira, 2007, kinahitaji waajiri wote kuwasilisha Marejesho ya Mwaka ya wafanyikazi kuanzia tarehe 1 Desemba kila mwaka? Sehemu ya kujaza marejesho huwa inatumika kati ya tarehe 1 Desemba, na tarehe 31 Januari kila mwaka.

Ujazaji wa Marejesho ya Wafanyikazi hufanyika mtandaoni pekee kupitia tovuti ya Mamlaka www.neaims.go.ke na kwa hivyo waajiri wanashauriwa kuhakikisha kwamba wanankili rekodi za wafanyikazi wao moja kwa moja kwenye mfumo wa NEAIMS kwa wakati ufahao. Ili kuwasilisha marejesho ya wafanyikazi kila mwaka, mwajiri anapaswa kufanya yafuatayo:

- Ingia kwenye akaunti yako ya NEAIMS kupitia www.neaims.go.ke, (User Name ni Nambari ya PIN ya KRA)

User Login

User Name:

Password:

Forgot/Change Password?

Sign In

- ii. Baada ya Kuingia, Bofya kwenye Virejesho/Vipakiaji kama inavyoonyeshwa na mshale hapa chini.

Picha ya 22: Fomu ya Kuhariri Wasifu wa Mwajiri

KRA PIN:	P061554943J	Registration No.:	CPR/2015/202541
Employer Name:	Poa Internet Limited	Postal Address:	42713
Postal Code:	00100	Postal Town:	Nairobi
Region:	Nairobi	County:	Nairobi
Sub County:	DAGORETTI NORTH	Nearest NEA Office:	Industrial Area Employment Office - Safety House, Nairobi
Physical Address:	18 Ginge Road, Kunde Road	Confirm Email:	notices@poainternet.net
Email:	notices@poainternet.net	Website:	www.poainternet
Office Telephone:	020760855	Economic Activity:	Tele-communications
Mobile:	0731631319		
Remarks by NEA:		Registration Date:	30-1-2020
Comments/Remarks:			
<input type="button" value="Update Profile"/>			

- iii. Nakili/tazama orodha ya wafanyakazi kisha FUNGUA na UHIFADHI maelezo/rekodi za kila mfanyakazi mmoja baada ya mwingine. (Hii inaweza kuifanyika wakati wowote mwakani)

Picha ya 23 Nakili/Tazama Orodha ya Wafanyakazi

- [My Profile](#)
- [Vacancy Declaration](#)
- [Recruitment](#)
- [Uploads / Returns](#)
- [Change password](#)
- [Help/Downloads](#)

[Capture/View List of Employees](#)

[View Archived List of Employees](#)

[Download Employee Return Compliance Certificate](#)

[Declare Staff Layoffs / Redundancies](#)

[View Declare Staff Layoffs / Redundancies](#)

Picha ya 24: Kuweka Marejesho kwenye tovuti

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Uploads / Returns Change password Help/Downloads

BACK STAFF LISTING

Employee Occupation

No.	Nat ID/ Alien No.	Employment No.	Surname	First Name	Other Names	Date of Birth	Gender	KRA PIN	Job Title	Occupation	Marital Status	Nationality	Disability Type	Highest Academic Level	Professional Skill QualificationArea	Employ. Date	TO
							S										

Waajiri pia wanafahamishwa kuwa:

- a. Kitufe cha "Submit" hufunguliwa kati ya tarehe 1 Desemba hadi tarehe 31 Januari kila mwaka.
- b. Kitufe cha "Declare" kinapowashwa/kuwezeshwa, mwajiri atahitaji tu kuthibitisha kuwa orodha ya wafanyakazi wake imesasishwa kwenye mfumo kisha bonyeza tu "Declare" ili cheti cha uzingatiaji kiakilishwe na kuweza. kupakua na kuchapisha cheti cha kufuata. Utaratibu ni sawia kwa miaka mingine yote inayofuata.
- c. Waajiri ambao kumbukumbu za waajiriwa wao tayari zimenaswa kwenye mfumo wanatarajiwu tu kusasisha rekodi zao (waajiriwa wapya na wafanyakazi walioacha utumishi ndani ya mwaka unaomalizika) na kusubiri kitufe cha "Tamka" kianzishwe/kuwezeshwa wanaweza kuwasilisha Marejesho ya Wafanyakazi wao.
- i. Kupakua Cheti cha Uzingatiaji wa Marudio ya Mfanyakazi
 - Bofya menu ya Vipakuliwa
 - Sehemu yenye menu ndogo itaonekana kama ilivyo hapo chini.

Picha ya 25: Pata Cheti cha marejesho ya wafanyakazi



Picha ya 26: Cheti cha Kuzingatia Urejesho wa Mfanyikazi.

Waajiri wanaweza kupata Cheti hiki ikiwa orodha ya wafanyikazi tayari imehifadhiwa kwenye mfumo na imetangazwa.



i) Tangaza kusitiswa kazi kwa Wafanyikazi / Kupunguza Kazi

- Bofya kwenye menu
- Chagua kitufe cha kutangaza kuachishwa kazi/kupunguza kazi kwa wafanyikazi

Picha ya 27 : Kuachishwa kazi kwa Wafanyikazi

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Uploads / Returns Change password Help/Downloads

Capture/View List of Employees
View Archived List of Employees
Download Employee Return Compliance Certificate
Declare Staff Layoffs / Redundancies
View Declare Staff Layoffs / Redundancies

- Bofya kwenye Menyu ndogo,

- Pakia barua iliyochanganuliwa inayoorodhesha wafanyakazi ambao wameacha kazi kati ya wiki mbili kutoka tarehe ya kuondoka kwa mfanyakazi .

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Uploads / Returns Change password Help/Downloads

BACK Label Uploading

File Attach Staff Exited Upload

Choose File No file chosen 2

Upload status:
Staff Exited in the Last Two(2) Weeks

#	Nat ID	Name	Gender	Employee No	Date Exited	Reason

Picha ya 28 : Tazama Ajira Zilizositishwa

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Uploads / Returns Change password Help/Downloads

Capture/View List of Employees
View Archived List of Employees
Download Employee Return Compliance Certificate
Declare Staff Layoffs / Redundancies
View Declare Staff Layoffs / Redundancies

E) BADILI NENOSIRI

- Ukiwa umeingia kwenye akaunti yako, Bonyeza Badilisha Nenosiri kama inavyoonyeshwa kwenye Picha 24 hapa chini,

Picha ya 29 Menu ya kubadilisha nenosiri



- ii. Weka Nenosiri lako la Kale na Jipya kama inavyoonyeshwa hapa chini,
- iii. Bonyeza Badilisha Nenosiri ili kukamilisha mabadiliko ya nenosiri,
- iv. Utapata ujumbe ibukizi kukuambia nenosiri lako limebadilishwa kwa ufanisi,
- v. Ingia na nenosiri lako jipya ili kuthibitisha mabadiliko.

Picha ya 30: Fomu ya Kuweka upya Nenosiri

The screenshot shows the "CHANGE PASSWORD FORM" page. At the top, there are fields for "Old Password" (labeled "Type Your Current Password"), "New Password" (labeled "Type Your New Password"), and "Confirm Password" (labeled "Confirm Your New Password"). Below these fields are three buttons: "Change Password", "Cancel", and "Exit". A red arrow points from the text "Bofya kwenye menu ya Msaada/Pakua" to the "Change Password" button.

F) KUSAIDIA/PAKUA

i. Cheti cha Usajili

- Bofya kwenye menu ya Msaada/Pakua
- Chagua kitufe cha cheti cha usajili
- Pakua na HIFADHI cheti.

Picha ya 31 : Pakua menu ya Uteuzi

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Uploads / Returns Change password Help/Downloads

NOTIFICATIONS

Employee Returns

Picha ya 32 Cheti Cha Usajili

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Uploads / Returns Change password Help/Downloads

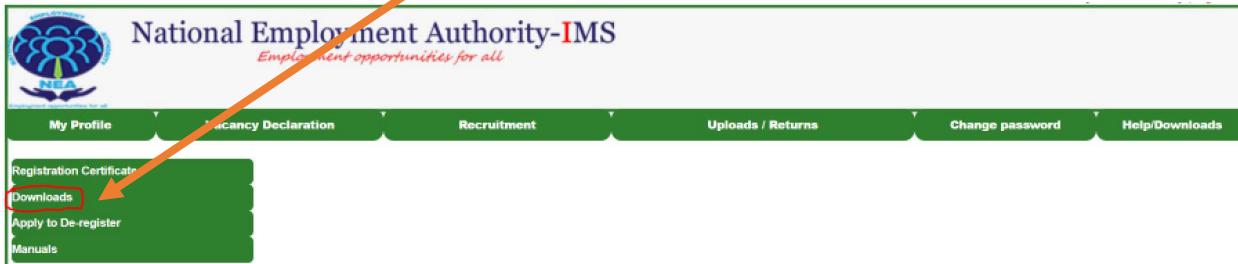
Registration Certificate Downloads Apply to De-register Manuals



ii. Vipakuliwa

- Menyu ndogo iliyozungushwa kwa rangi nyekundu hapa chini humwezesha mwajiri Kupakua hati mbalimbali zinazopatikana kwa waajiri.
- Bofya kwenye kitufe cha 'Vipakuliwa' na uchague hati unayotaka kupakua

Picha ya 33 : Vipakuliwa



Nyaraka zinazoweza kupakuliwa ni

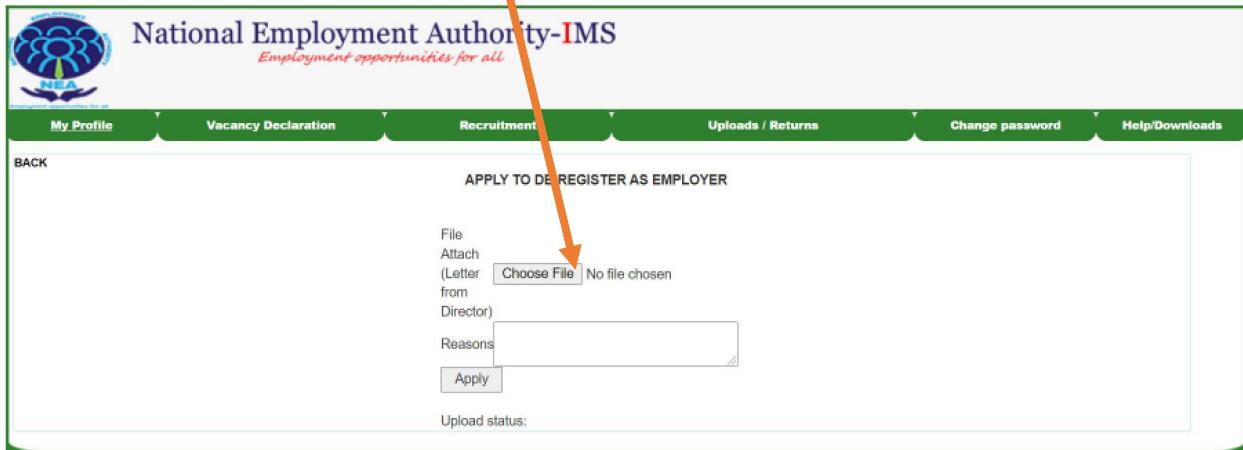
- Mwongozo wa Utumiaji wa NEAIMS
- Ripoti ya urejesho wa Wafanyakazi

Picha ya 34 : Ombi la Kufuta usajili

Menyu ndogo iliyohapa chini iliyozungushwa kwa rangi nyekundu na kiolesura humwezesha mwajiri Kutuma Ombi la Kufuta usajili kama mwajiri aliyesajiliwa na NEA.



- Bofya kwenye menyu ya Kuondoa usajili
- Pakia barua ya kutaka kufutwa usajili
- Eleza sababu za kufuta usajili



National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Uploads / Returns Change password Help/Downloads

BACK

APPLY TO DE-REGISTER AS EMPLOYER

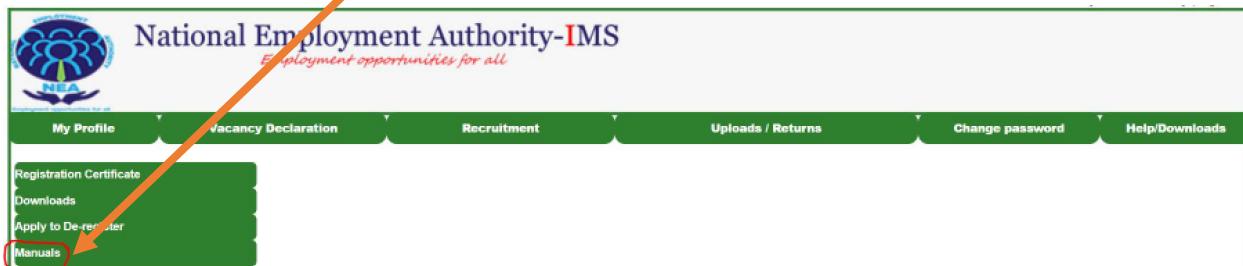
File Attach (Letter from Director) Choose File No file chosen

Reasons

Upload status:

Picha ya 35: Miongozo

Menyu ndogo iliyozungushwa kwa rangi nyekundu hapa chini humwezesha mwajiri kupakua miongozo mbalimbali ya watumiaji na miongozo inayopatikana kwa waajiri ikiwa ni pamoja na mwongozo huu wa mtumiaji.



MODULI YA MAWAKALA WA AJIRA BINAFSI

A) JINSI YA KUJIANDIKISHA KUWA SHIRIKA LA AJIRA BINAFSI

- i. Ingia kwenye akaunti yako ya NEAIMS kupitia www.neaims.go.ke na ubofye Usajili wa Mashirika ya Ajira kama inavyoonyeshwa hapa chini.

Picha ya 36: Jisajili kwa Mashirika ya Ajira

The screenshot displays the homepage of the National Employment Authority Integrated Management System (NEAIMS). At the top, there is a banner featuring a woman in a medical uniform and the text "Ensuring employment opportunities for our graduates". Below the banner, there is a section titled "Kenyan Employers who successfully filed their 2020 Employee Returns and download". On the left side, there is a sidebar with links for "Links & Search", "CLICK TO VIEW LIST AND STATUS OF PRIVATE EMPLOYMENT AGENCIES", "User Services", "Authority's Core Values", "Authority's Policy Priorities", and "View Dashboard". The dashboard shows counts for "Employers" (8410) and "Interns" (3932). The main content area shows a table of job advertisements:

Advert Number	Advertised By	Job Title	Number of Vacancies	Date of Advert	Advert Close Date	View	Apply
1 265/2021	Savenergy Ltd	Corporate Finance Manager	1	30-04-2021	10-05-2021	View Job Click to Details	Apply
2 276/2021	Savenergy Ltd	Sales & Marketing Manager	1	30-04-2021	31-05-2021	View Job Click to Details	Apply
3 262/2021	New Life HealthCare Resource Trust	Human Resource Specialist	1	27-04-2021	11-05-2021	View Job Click to Details	Apply
4 263/2021	New Life HealthCare Trust	Home Administrator	1	27-04-2021	11-05-2021	View Job Click to Details	Apply
5 267/2021	Savenergy Ltd	Production Manager	1	18-04-2021	31-05-2021	View Job Click to Details	Apply
6 249/2021	Savenergy Ltd	Lead Process Engineer S	1	13-04-2021	31-05-2021	View Job Click to Details	Apply
7 248/2021	Savenergy Ltd	Sales & Marketing Excellence Manager	1	13-04-2021	31-05-2021	View Job Click to Details	Apply
8 251/2021	Savenergy Ltd	Quality Manager	1	13-04-2021	31-05-2021	View Job Click to Details	Apply

On the right side of the page, there is a "User Login" section with fields for "User Name" and "Password", and links for "Forgot/Change Password?", "Sign In", "Create Account to Register Online", "JobSeeker", "Interns Sign Up >>>", "Employment Agencies Sign Up >>>", "Employers Sign Up >>>", "Customer Feedback (Complaint OR Complaints >>>)", and "Registration of Kenyan citizens working in foreign countries >>>". Below the login section, there is a "Mobile Services Available" section showing icons for a smartphone displaying various service options.

ii. Baada ya kujiandikisha, ingia na kitambulisho kilichoundwa

- Bofya menu ya usajili baada ya kuingia.
- Weka maelezo ya wakala katika Sehemu A (maelezo ya Mashirika ya Ajira) na B (Mahali Ulipo)
- Mwombaji anatarajiwa kujaza sehemu zote za fomu, ambatisha nyaraka zinazohitajika ambazo zinapaswa kuwa katika muundo wa PDF.
- Picha lazima ziwe katika umbizo la JPEG

Picha ya 37: Usajili wa Wakala

National Employment Authority-IMS
Employment opportunities for all

Register Renewal Migrants Vacancy Declaration Migrants Placement Change Password Help

HOME

EMPLOYMENT AGENCIES REGISTRATION

Registration Status: Draft

Section A: Employment Agencies Details

Employment Agency Name:	System Test Agency	Company Registration No.:	12345
Company Registration Date:	10-03-2019	Company KRA PIN:	P123456789A
Postal Address:	10122	Postal Town:	Nairobi
Postal Code:	00400	Office Telephone No.:	0722233445
Office Cellphone no:	0722123456	Email Address:	systems@gmail.com
Website:	Www.systems.co.ke		

Section B: Physical Location

County:	Nairobi	Town:	Nairobi
Road:	Koinange	Street:	Koinange
Building:	GPO	Floor:	3rd floor
Room No:	001		

Type of Employment Services: Foreign Recruitment

- Tembeza chini ili kuchagua aina ya huduma za ajira
- Bofya kwenye kitufe cha kuhifadhi
- Jaza sehemu C (maelezo ya Wakurugenzi wa ajira).

Picha ya 38: Maelezo ya eneo halisi na wakurugenzi

Postal Code: 00400 Office Telephone No.: 0722233445

Office Cellphone no: 0722123456 Email Address: systems@gmail.com

Website: Wwww.systems.co.ke

Section B: Physical Location

County:	Nairobi	Town:	Nairobi
Road:	Koinange	Street:	Koinange
Building:	GPO	Floor:	3rd floor
Room No:	001		

Type of Employment Services: Foreign Recruitment

Save

Section C: Details of Directors of Employment Agencies

Local Director Shareholding(%)	100	Foreign Director Shareholding (%).	0			
No	ID/Passport	FullName	Nationality	Highest Level Of Education	Professional/Training	Execute
			Select Nationality			

Move Next

- Bofya kitufe cha Hamisha kifuatacho ukimaliza.
- Jaza sehemu D (Mawakala wa Ajira)

- Jaza sehemu E (Nyaraka za Wakala wa Ajira) kwa kuambatanisha hati zilizotajwa.
- Jaza Sehemu F kwa kuambatanisha nyaraka za wakurugenzi/Wasimamizi wa HRM

Picha ya 39: Kiambatisho cha Hati

The screenshot shows the 'EMPLOYMENT AGENCIES DOCUMENT ATTACHMENTS' section of the NEA-IMS application. It includes fields for 'Employment Agency Name' and 'Company KRA PIN'. Below this is 'Section E: Employment Agency Documents', which lists six items with 'Browse...' and 'Save' buttons. At the bottom is 'Section F: Attachment of Directors/HRM Managers Documents' with a table for ID/Passport, FullName, Nationality, Highest Level Of Education, Professional Training, and Action. The 'Submit Application' button is highlighted with an orange arrow.

- Bofya Kitufe cha Wasilisha Ombi (Submit Application)

Kumbuka: Mashirika ya Kibinafsi ya Ajira yanaweza kubainisha hali ya ombi lao na Leseni kutoka kwenye dashibodi wanapoingia kwenye akaunti ya NEAIMS.

B) KUPATA LESENI MPYA

- Hii ni kusaidia kufanya upya na kutazama hali ya kufanya upya.
- Mwombaji anatarajiwa kujaza sehemu zote za fomu, ambatisha nyaraka zinazohitajika ambazo zinapaswa kuwa katika muundo wa PDF.
- Picha lazima ziwe katika umbizo la JPEG

Picha ya 40: Hali ya Upya wa leseni



C) TAMKO LA NAFASI ZA KAZI KWA WAHAMIAJI

Menyu ndogo ina fomu ya kuidhinisha barua ya mahitaji,

Wakala mwenye leseni anatarajiwa kujaza, kupakia nakala ya barua ya mahitaji/ agizo la kazi kisha kuiwasilisha kwa NEA ili kupata idhini.

- Bofya kwenye menyu tamko la nafasi ya wahamiaji

Picha ya 41: Jukwaa la Tangazo la Nafasi za kazi za wahamiaji



- Nakili maelezo ya barua ya Mahitaji

- Jaza maelezo ya uajiri kama ilivyo katika sehemu A hapa chini
- Ambatanisha barua ya mahitaji
- Bofya kitufe cha kuhifadhi ili kuhifadhi.

Picha ya 42: Maelezo ya kuajiri yanawaswa

- Baada ya Kuhifadhi, Jaza sehemu B; Kategoria za kazi za barua za mahitaji ya wahamiaji
- Bofya kwenye ikoni ya kutekeleza ili kuthibitisha na kuhifadhi
- Bofya kitufe cha kutuma maombi kama ilivyo hapo chini;

Picha ya 43: Barua ya ombi la kuhitaji wafanyikazi

- Utapokea ujumbe wa kuwasilisha kwa ufanisi kama ilivyo hapo chini.

Picha ya 44: Ujumbe wa Uwasilishaji Umefaulu

The screenshot shows a web-based application for migrant recruitment. At the top, there are input fields for the Employment Agency's name, registration number, employer details (name, address, postal code, phone, email), and website. Below these are fields for Migrant Employer details, including country (Egypt), physical town, street, and building information. There is also a section for attaching a demand letter. A modal dialog box in the center displays the message: "This site says... The migrant Recruitment application submitted successfully" with an "OK" button. At the bottom of the page, there is a "Save" button and a "Section B: Migrant Recruitment Demand Letter Occupation Categories" table. The table has columns for Job Category, Job Title, Gender, Vacancies/City, Salary, Working Hours, Contract Period, Qualification, and Faculty. One row is visible with the job title "Information Technology Manager", gender "Male", salary "123456", working hours "8", contract period "4", qualification "Doctorate", and faculty "Business". A "Submit Application" button is located at the bottom right of the main form area.

ii) Maelezo ya Rasimu ya Barua ya Mahitaji

Maelezo ya rasimu ya barua yataonekana kama ilivyo hapo chini kusubiri idhini kutoka kwa afisa wa uajiri

Picha ya 45: Rasimu ya jukwaa la Maombi

The screenshot shows the homepage of the National Employment Authority-IMS. The header features the NEA logo and the text "National Employment Authority-IMS" and "Employment opportunities for all". The menu bar includes links for Register, Renewal, Migrants Vacancy Declaration, Migrants Placement, Change Password, and Help. Below the menu, a link "Back" is visible. A red arrow points to the "Migrants Vacancy Declaration" link. The main content area is titled "DRAFT APPLICATION FOR MIGRANT WORKER RECRUITMENT APPROVAL". It contains a form with fields for "##", "Migrant Employer", "Country", "Physical Town", "Mobile No", "Job Vacancies", and "Execute". At the bottom of the page, there is a copyright notice: "©Copyright 2018 - NEA - All Rights Reserved".

iii) Hali ya Kuidhinisha Barua ya mahitaji

Hali ya barua ya mahitaji itaonekana kama ilivyo hapo chini.

Picha ya 46: Hali ya Kuidhinishwa kwa Rasimu

#	Migrant Employer	Country	Physical Town	Mobile No	Job Vacancies	Approval Status	Approval Remarks	View
1	Testing	Egypt	Town	12345678	1 manager	Application submitted Awaiting Approval		

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iv) Kunakili Nafasi/Tangazo Jipyä

- Hii itawekwa pindi tu utakapopata idhini ya barua ya mahitaji.
- Ikiwa huna idhini, utapata ujumbe kama ilivyo hapo chini.

Picha ya 47: Kama barua ya mahitaji ya wafanyakazi haijaidhinishwa

Sorry there are no approved Demand Letters at the moment!!

APPROVED DEMAND LETTER(S)

- Ikiwa una vibali
- Bofya kiungo ili kuunda tangazo na kupakia

Picha ya 48: Jukwaa la barua ya mahitaji iliyoidhinishwa

The screenshot shows the 'Approved Demand Letter(s)' section of the NEA-IMS website. It displays a table with two rows of data:

#	ID	Occupation Code	Occupation	Job Title	Number of Vacancies	Action
1	2019/1035413	035413	After Sales Service		5	Click to Create Advert
2	2019/1031311	031311	Arcade Game Technician		5	Click to Create Advert

Picha ya 49 Nakili Nafasi/Tangazo Jipya

The screenshot shows the 'Vacancy Declaration' menu of the NEA-IMS website. A red arrow points to the 'Capture New Vacancy/Advert' option.

- Capture New Vacancy/Advert
- Draft Adverts
- Edit/Review Adverts
- Update Advert Status
- Cancel Adverts
- View Active Adverts
- View All Adverts

Picha ya 50: Fomu ya Tamko la Nafasi ya Kazi

The screenshot shows the 'VACANCY DECLARATION FORM (NEA 6B)'. A red arrow points to the 'Click To Generate Advert Number' button. Other highlighted fields include the 'Position/Vacancy Name' input field and the 'Save' button in the 'Area of Study' section.

VACANCY INFORMATION

KRA PIN: P051094522S

Position/Vacancy Name: _____

Click here to View Draft Adverts

Click To Generate Advert Number

Area of Study

#Advert Number	Area Of Study Code	Area of Study	Course
#	Select Area Of Study	Select Course	<input checked="" type="checkbox"/> Save

Highest Award/Qualification required: Select Award

Occupation: Select Occupation Name

Number of Vacancies/Positions: _____

Work Place: _____

Report to/Contact Person: _____

v) Matangazo yaliyopakiwa

Menyu hii ni ya kutazama matangazo yaliyopakiwa

vi) Rasimu ya Matangazo

Menyu hii ni ya kuchuja matangazo ambayo bado ni rasimu

vii) Hariri/Pitia Matangazo

Menyu hii ni ya kusaidia kwa kuhariri na kukagua matangazo

viii) Husasisha hali ya tangazo

Picha ya 51: Hali ya sasisho za matangazo

The screenshot shows a web interface for the National Employment Authority-IMS. At the top, there is a logo and the text "National Employment Authority-IMS" and "Employment opportunities for all". Below the header are navigation links: Register, Renewal, Migrants Vacancy Declaration, Migrants Placement, Change Password, and Help. Under "Migrants Vacancy Declaration", there are links for HOME and Back. The main content area displays a table of job advertisements:

#	Advert Number	Occupation	Number of Vacancies	Action
1	8/2019	Human Resource Assistant	5	View Advert Details
2	6/2019	Data Entry	10	View Advert Details
3	5/2019	Electrician	5	View Advert Details
4	4/2019	Cashier	100	View Advert Details
5	3/2019	Accountant	5	View Advert Details
6	2/2019	A/C Technician	10	View Advert Details

At the bottom of the page, there is a copyright notice: "©Copyright 2018 - NEA - All Rights Reserved". A vertical orange arrow points upwards from the bottom of the page towards the "View Advert Details" link for the first advertisement.

ix) Ghairi matangazo

Menyu hii ni ya kutazama matangazo yaliyogħairiwa

x) Tazama matangazo amilifi

Hii ni kutazama matangazo yanayotumika

xi) Tazama matangazo yote

Menyu hii huruhusu kutazama matangazo yote yanayotangazwa kuditia mfumo wa NEAIMS

Picha ya 52: Orodha ya matangazo yote

National Employment Authority-IMS
Employment opportunities for all

Register Renewal Migrants Vacancy Declaration Migrants Placement Change Password Help

[Back](#)

LIST OF ADVERTS

#	Advert Number	Vacancy/Position	Number of Vacancies	Action
1	8/2019	Human Resource Assistant	5	Edit the Advert
2	6/2019	Data Entry	10	Edit the Advert
3	5/2019	Electrician	5	Edit the Advert
4	4/2019	Cashier	100	Edit the Advert
5	3/2019	Accountant	5	Edit the Advert
6	2/2019	A/C Technician	10	Edit the Advert

< >

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D) KUAJIRIWA KWA WAFANYIKAZI WAHAMIAJI

- Bofya menu ya uwekaji wa wahamiaji →
- Sehemu yenyeye menu ndogo itaonekana kama ilivyo hapo chini.

Picha ya 53: Jukwaa la kuajiri

National Employment Authority-IMS
Employment opportunities for all

Register Renewal Migrants Vacancy Declaration **Migrants Placement** Change Password Help

[Back](#)

Migrants Applicants per Advert
Shortlisting of Migrant Applicants
List Shortlisted Migrant Applicants
Placement of Migrant Applicants
List of Placed Migrant Applicants
Attach Migrants Documents
Migrants With Documents Attached
List of Unsuccessful Applicants

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i) Ombi la Wahamiaji Kwa Kila Tangazo

- Bofya kwenye menu
- Chagua nafasi/tangazo

Picha ya 54: Uchaguzi wa nafasi

National Employment Authority-IMS
Employment opportunities for all

Register | Renewal | Migrants Vacancy Declaration | Migrants Placement | Change Password | Help | Back

ALL APPLICANTS

Advert: Select Vacancy
Select Vacancy
©Copy 2/2019 - A/C Technician
3/2019 - Accountant
4/2019 - Cashier
5/2019 - Electrician
6/2019 - Data Entry
8/2019 - Human Resource Assistant

- Bofya kwenye nafasi/tangazo ili kuona maelezo

Picha ya 55: Maelezo ya wahamiaji kwa kila tangazo

National Employment Authority-IMS
Employment opportunities for all

Register | Renewal | Migrants Vacancy Declaration | Migrants Placement | Change Password | Help | Back

ALL APPLICANTS

Advert: 3/2019 - Electrician

ID	National ID	Full Names	Gender	MobileNo	Qualification
1	KMU KAB.	EY M	0		CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)

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ii) Orodha fupi ya Waombaji Wahamiaji

- Chagua menu ya orodha fupi
- Chagua tangazo kwa orodha fupi
- Tazama wasifu wa mwombaji
- Chini ya Kitendo, chagua "Bofya ili orodha fupi" au "Haijaorodhesha"

Picha ya 56: Jukwaa la kuorodhesha

National Employment Authority-IMS
Employment opportunities for all

Register | Renewal | Migrants Vacancy Declaration | Migrants Placement | Change Password | Help | Back

SHORTLISTING

Advert: 5/2019 - Electrician

#	National ID	Full Names	Gender	MobileNo	Qualification	Action
1		KIARIE	M	071	CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)	View Profile View Applicant Profile Click to Shortlist Not Shortlisted

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National Employment Authority-IMS
Employment opportunities for all

Register | Renewal | Migrants Vacancy Declaration | Migrants Placement | Change Password | Help | Back

SHORTLISTING

Advert: 217/2021 - ICT Officer

#	National ID	Full Names	Gender	MobileNo	Qualification	Action
1	[REDACTED]	[REDACTED]	M	[REDACTED]	Bachelor of Science (Computer Security and Forensics); Primary Education; Secondary/High School Education	View Profile View Applicant Profile Click to Shortlist Not Shortlisted (Download)

iii) Orodhesha waombaji wahamiaji walioorodhesha

- Bofya kwenye menuy
- Chagua tangazo unalotaka kutazama waombaji walioorodhesha
- Chini ya Kitendo , unaweza kubofya ili kughairi orodha fupi

Picha ya 57: Waombaji Kazi walioteuliwa

National Employment Authority-IMS
Employment opportunities for all

Register | Renewal | Migrants Vacancy Declaration | Migrants Placement | Change Password | Help | Back

SHORTLISTED APPLICANTS

Advert: 5/2019 - Electrician

#	National ID	Full Names	Gender	MobileNo	Qualification	Action
1		KABE	M	071	CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)	Click to Cancel Shortlisting

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National Employment Authority-IMS
Employment opportunities for all

Register | Renewal | Migrants Vacancy Declaration | Migrants Placement | Change Password | Help | Back

SHORTLISTED APPLICANTS

Advert: 217/2021 - ICT Officer

#	National ID	Full Names	Gender	MobileNo	Qualification	Status	Action
---	-------------	------------	--------	----------	---------------	--------	--------

iv) Kuaweka Muombaji kazini

- Bofya kwenye menuy
- Chagua tangazo unalotaka kufanya uwekaji

- Chini ya Kitendo, "Bofya ili kuteua" au "bofya usiweke" kufanya uwekaji

Picha ya 58: Kuwapa Waombaji Waliorodheshwa Kazi

National Employment Authority-IMS
Employment opportunities for all

Register | Renewal | Migrants Vacancy Declaration | Migrants Placement | Change Password | Help | Back

PLACEMENT OF SHORTLISTED APPLICANTS

Advert: 5/2019 - Electrician

#	National ID	Full Names	Gender	MobileNo	Qualification	Action
1	2	KIA'	M	07	CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)	Click to Appoint Click not to Place

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PLACEMENT OF SHORTLISTED APPLICANTS

Advert:

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v) Orodha ya Waombaji kazi Waliopewa Nafasi

- Bofya kwenye Menyu
- Chagua tangazo ili kuona waombaji waliowekwa
- Chini ya Kitendo, "bofya ili kughairi uwekaji" ili kubatilisha uwekaji

Picha ya 59: Waombaji Waliopata nafasi

National Employment Authority-IMS
Employment opportunities for all

Register | Renewal | Migrants Vacancy Declaration | Migrants Placement | Change Password | Help | Back

PLACED/APPOINTED APPLICANTS

Advert: 5/2019 - Electrician

#	National ID	Full Names	Gender	MobileNo	Qualification	Remarks	Action
1	KIA	M	071	CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)			Click to Cancel Placement

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PLACED/APPOINTED APPLICANTS

Advert:



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vi) Ambatanisha Nyaraka za Wahamiaji

- Bofya kwenye menu
- Chagua kwenye tangazo
- Chini ya Hatua, “Bofya Ili Kuambatisha Hati” ili kuambatisha hati za wahamiaji.

Picha ya 60: Kiambatisho cha hati ya wahamiaji.

National Employment Authority-IMS
Employment opportunities for all

Register | Renewal | Migrants Vacancy Declaration | Migrants Placement | Change Password | Help | Back

PLACED/APPOINTED APPLICANTS

Advert: 5/2019 - Electrician

#	National ID	Full Names	Gender	MobileNo	Qualification	Remarks	Action
1	KIA	M	071	CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)			Click to Attach Documents

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vii) Wahamiaji wakiwa na nyaraka zilizoambatanishwa

- Menyu hii ni ya kutazama orodha ya wahamiaji ilio na hati zilizoambatishwa kwa mafanikio

viii) Orodha ya waombaji ambao hawakufaulu

- Menyu hii ni ya kutazama orodha ya waombaji ambao hawajafaulu

Figure 61. waombaji kazi ambao hawakufaulu

Register Renewal Migrants Vacancy Declaration Migrants Placement Create Users Change Password Help
Back

UNSUCCESSFUL APPLICANTS

Advert: Select Vacancy

UNSUCCESSFUL APPLICANTS

Advert:

Select Vacancy



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ix) Kurasa za ziada zinazotumiwa na Wakala wa Ajira katika Nyaraka ili kushughulikia wafanyikazi wahamiaji

- Wafanyikazi Wahamiaji Waliopitisha Uthibitisho

Register Renewal Migrants Vacancy Declaration Migrants Placement Create Users Change Password Help
Back

PLACED AND PASSED ATTESTATION:

Advert: Select Vacancy

- Thibitisha Mhamiaji Amepokewa na Wakala/Mwajiri wa Kigeni

List of Migrant workers to confirm Received by Foreign Agency/Employer										
#	Full Name	National ID	Passport No	Job Title	Contract Period	Contract End On	Country	Employer	Departed On	Action

- Hali ya ajira kwa Wafanyakazi Wahamiaji

List of Migrant workers to confirm Received by Foreign Agency/Employer										
#	Full Name	National ID	Passport No	Job Title	Contract Period	Contract End On	Country	Employer	Departed On	Action

E) KUBADILI NENOSIRI

- Bofya kwenye menu ya kubadilisha nenosiri
- Weka nenosiri la zamani
- Weka nenosiri jipya
- Thibitisha nenosiri jipya
- Bofya kitufe cha kubadilisha nenosiri.

Picha ya 62: Jukwaa la kubadilisha Nenosiri

National Employment Authority-IMS
Employment opportunities for all

Register Renewal Migrants Vacancy Declaration Migrants Placement Change Password Help

CHANGE PASSWORD FORM

Old Password: Type Your Current Password

New Password: Type Your New Password

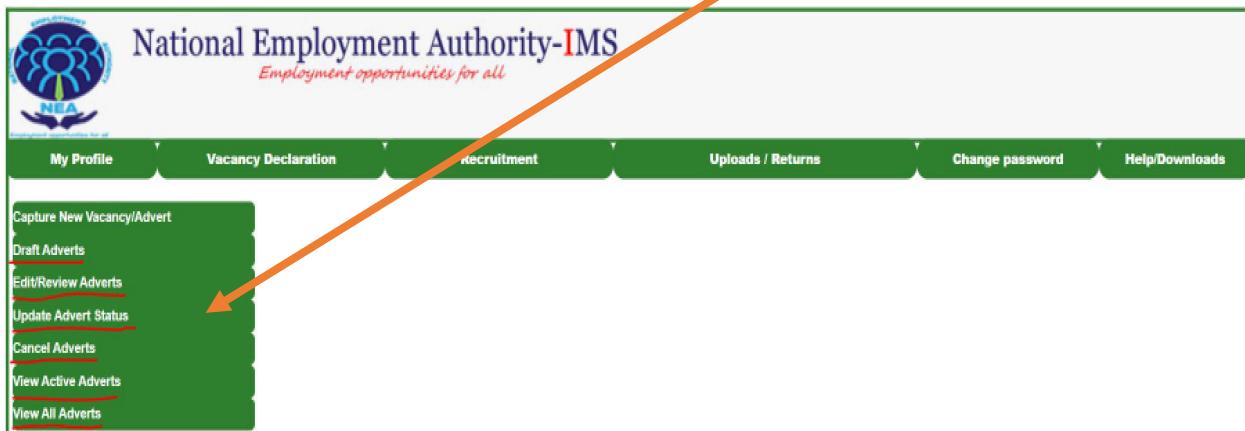
Confirm Password: Confirm Your New Password

Change Password Cancel Exit

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Picha ya 63 Menyu Nyingine Ndogo katika Menyu ya Usaidizi/Vipakuliwa

Menyu ndogo zilizopigiwa mstari mwekundu hapa chini humwezesha mwajiri kuona Rasimu ya Matangazo, Kuhariri/Kukagua Matangazo, Kusasisha hali ya tangazo, kughairi matangazo, kutazama Matangazo yanayotumika na kutazama matangazo yote.

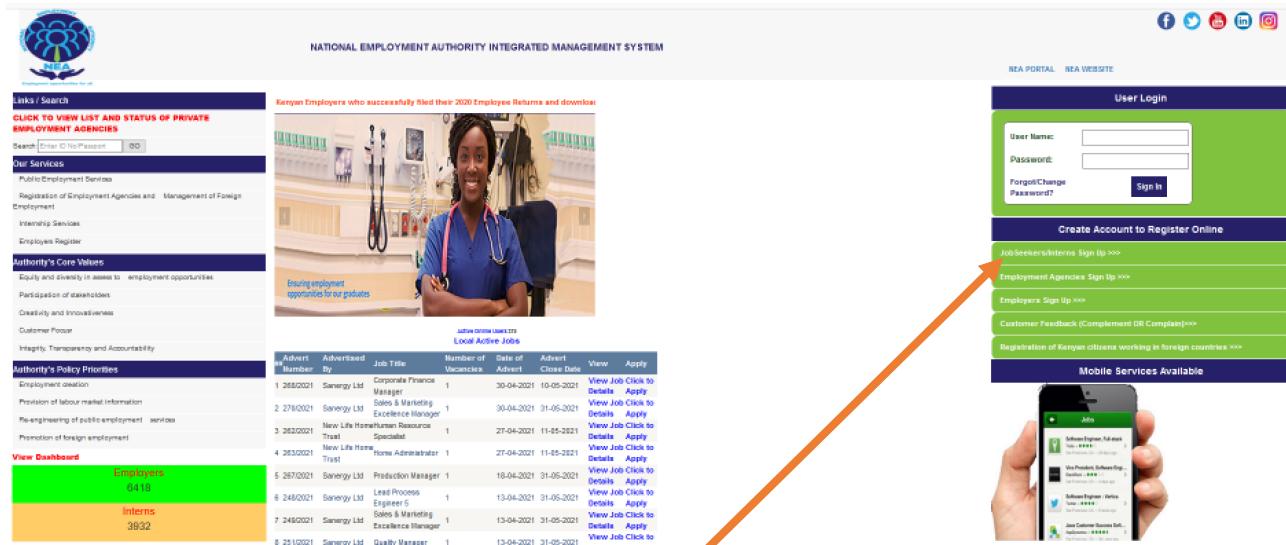


MODULI YA WATAFUTA KAZI NA WANAFUNZI WAFANYIKAZI

A) JINSI YA KUJIANDIKISHA KUWA MTAFUTA KAZI /MWANAFUNZI

- Ingia kwenye tovuti ya www.neaims.go.ke kwenye Mozilla, Google Chrome au Internet Explorer ili kufungua ukurasa utangulizi wa NEAIMS.

Picha ya 64 : Wanaotafuta Kazi/Wanafunzi kujisajili



- Bonyeza kwa Wanaotafuta Kazi/Wahitimu jisajili kama inavyoonyeshwa kwenye Picha 1 hapa juu
- Ufungue maelezo katika sehemu zilizotolewa na ubofye Jisajili kama inavyoonyeshwa kwenye Picha 2 Hapa chini
- Bonyeza Sawa kwenye sehemu ya mazungumzo kwenye usajili uliofanikiwa,
- Ili kuingia, bofya nembo ya NEA ili kurudi kwenye ukurasa wa Nyumbani kisha uweke Jina lako la Mtumiaji (Nambari ya Kitambulisho cha Taifa) na Nenosiri lako kama inavyoonyeshwa kwenye Picha 3 hapa chini.
- Bonyeza Sign In

B) JINSI YA KUUNDA/KUHARIRI WASIFU WAKO

- Bofya kwenye kuandika/hariri fomu ya wasifu ili kuhariri aina yako ya usajili kama Jobseeker/Intern.
- Endelea kuhariri wasifu wako na ubofye kuokoa;
- Hakikisha umechagua aina ya usajili katika sehemu ya 1: Maelezo ya Msingi

Picha ya 65: Fomu ya kunasa wasifu

Registration Type:	Intern	Registration No:	
Nearest NEA Office:	NEA Headquarters Kasarani - Nairobi		
Nationality :	Australia	Kenya National ID/Alien ID	12345678
Passport No:		Surname	System
FirstName	Test	OtherNames	Testing
Gender	<input checked="" type="radio"/> M <input type="radio"/> F	Date of Birth	02-09-2019
Marital Status:	Single	Email:	makabongo@gmail.com
Mobile:	0700000000	County:	Mombasa
Sub-County	KISAUNI	Ethnicity	Pokomo

NEXT OF KIN PARTICULARS:			
Next Of Kin Name:	james	Relationship:	Parent
Next Of Kin Mobile No:			0711111111

Any Disability?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Preferred Sector of Internship	Any Sector	Preferred County For Internship	Machakos

CERTIFICATE OF GOOD CONDUCT DETAILS:			
Certificate Of Good Conduct No:	123456	Date of Issue:	02-09-2019

- Bofya kwenye Hifadhi

- v. Kisha ubofye kitufe cha Hamisha Inayofuata ili kunasa maelezo ya Kiakademia/Elimu
- vi. Chagua Aina ya Taasisi kutoka kwenye orodha kunjuzi, Onyesha Jina la Taasisi, Chagua Eneo la Kusomea, Kozi, na Tuzo kutoka kwenye orodha kunjuzi, Onyesha Nambari ya Cheti, Onyesha Tarehe ya Kuanza na kuhitim (Tumia kalenda ya mfumo) kisha ubofye Hifadhi.
- vii. Rudia utaratibu ule kama ilivyoonyeshwa katika (vi) hapo juu ili kunasa sifa nyingine za kitaaluma/elimu/mafunzo/utaalam katika Sehemu 'B' na 'C',
- viii. Kamilisha Sehemu 'D' na 'E' unapohifadhi kila rekodi kisha ubofye 'Move next'

Picha ya 66: Sehemu za Fomu ya Kunakili

National Employment Authority-IMS
Employment opportunities for all

Test System (Sign out)

Create/Edit Profile My Profile Renewal Vacancies Status Of Job Applied Counselling Change Password

HOME

JOBSEEKERS/INTERNS PROFILE CAPTURE FORM 2

REGISTRATION NO: INT/2019/09/3 FULLNAME: SYSTEM, TEST TESTING NATIONAL/ALIEN ID: 12345678

SECTION B: ACADEMIC/EDUCATION QUALIFICATION:

#	Institution Type	Institution Name	Area Of Study	Course	Award	Certificate No	Start Date	Graduation Date	Action
1	TVET	Test	Agriculture, Food Science, Environment & Related	Bachelor of Agricultural Education & Extension	K.C.S.E Certificate	1234	03-09-2019	02-09-2019	Edit
#	Select Inst Type		Select Area Of Study	Select Course	Select Award	1234			Save

SECTION C: TRAINING/PROFESSIONAL QUALIFICATION:

#	Institution Type	Institution Name	Area Of Study	Course	Award	Certificate No	Start Date	Completion Date	Action
#	Select Inst Type		Select Area Of Study	Select Course	Select Award				Save

SECTION D: WORK EXPERIENCE:

No	Previous Employer Name	Nature Of Work	Duration/Years	Action
1	Coca Cola Company	IT Support	1	Execute X Edit

SECTION E: PREFERRED OCCUPATION (MAXIMUM TWO):

# Major Group	Minor Group	Preferred Occupation	Work Experience(Yrs)	Action
# Select Major Group	Select Minor Group	Select Occupation Name	Digits without comma	Save

[Previous](#) [Move Next](#)

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- i. Bofya kwenye Kitufe cha kutuma Ombi ili kuwasilisha kwa uthibitisho

Picha ya 67: kuwasilisha Ombi

The screenshot shows the homepage of the National Employment Authority-IMS (NEA-IMS) website. At the top, there is a logo and the text "National Employment Authority-IMS" with the subtitle "Employment opportunities for all". A green navigation bar at the top includes links for "Create/Edit Profile", "My Profile", "Renewal", "Vacancies", "Status Of Job Applied", "Counselling", and "Change Password". Below the navigation bar, a banner displays the message "CONGRATULATIONS !!! : System, Test Testing". It also states, "You have Successfully filled the INTERSHIP Application form." A button labeled "Submit Application" is visible, with an orange arrow pointing towards it from the left margin. At the bottom of the page, there is a copyright notice: "©Copyright 2018 - NEA - All Rights Reserved".

Kumbuka: Ujumbe wa maoni utatumwa kwa barua pepe na simu yako ya mkononi baada ya kuthibitishwa na kuidhinishwa kwa usajili wako na Maafisa husika wa NEA husika.

C) JINSI YA KUWEKA UPYA NENOSIRI LAKO

Njia ya 1

- Bofya kwenye nenosiri ulilosahau / kuweka upya kwenye skrini ya kuingia

Picha ya 68: Wanaotafuta Kazi/Waajiriwa waliosahau Nenosiri

The screenshot shows the "JOBSEEKERS/INTERNS SIGN IN" page. It features the NEA logo and the subtitle "Employment opportunities for all". There are two input fields: "National ID:" and "Password:". Below these fields is a link "Forgot/Change Password?". To the right of the password field is a blue "Sign In" button. At the bottom of the page, there is a link "Create Account". An orange arrow points from the left margin towards the "Forgot/Change Password?" link.

- Weka maelezo kwenye fomu ya kuweka upya nenosiri

- iii. Bofya kwenye kitufe cha weka upya Nenosiri ili kumaliza mchakato.
- iv. Nenosiri mpya litatumwa kwa barua pepe yako

Picha ya 69: Chaguo la 1 la Fomu ya Kuweka Upya Nenosiri

NATIONAL EMPLOYMENT AUTHORITY INTEGRATED MANAGEMENT SYSTEM

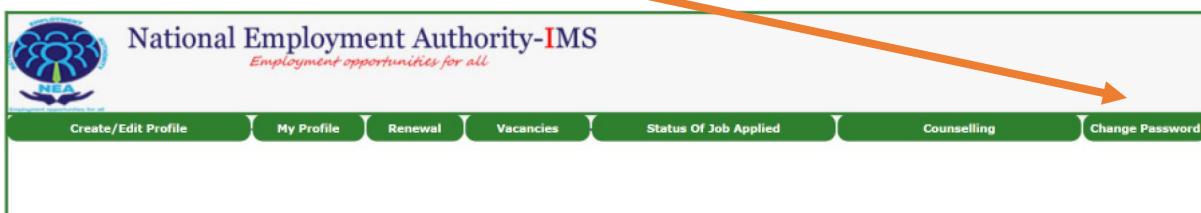
Password Reset Form

National ID Card Number:	Type National ID Card Number
KRA PIN:	Type Your TaxPIN
First Name:	Type Your FirstName
Surname:	Type Your SurName
Email:	Type Your Email

Reset Password Cancel Exit

Njia ya 2

- i. Ukiwa umeingia, Bonyeza Badilisha Nenosiri kama inavyoonyeshwa kwenye Picha 70 hapa chini,



- v. Ufunguo katika Nenosiri lako la Kale na Jipya kama inavyoonyeshwa hapa chini,
- vi. Bonyeza Badilisha Nenosiri ili kukamilisha mabadiliko ya nenosiri,
- vii. Utapata ujumbe ibukizi kukuambia nenosiri lako limebadilishwa kwa ufanisi,
- viii. Ingia na nenosiri lako jipya ili kuthibitisha mabadiliko.

Picha ya 70: Chaguo la 2 la Fomu ya Kuweka Upya Nenosiri

The screenshot shows the 'National Employment Authority-IMS' website with a green header bar containing links for 'Create/Edit Profile', 'My Profile', 'Renewal', 'Vacancies', 'Status Of Job Applied', 'Counselling', and 'Change Password'. Below the header is a sub-menu titled 'CHANGE PASSWORD FORM' with four input fields: 'Old Password', 'New Password', 'Confirm Password', and 'Type Your Current Password'. A red arrow points from the 'Change Password' button at the bottom left to the 'Old Password' field. Another red bracket groups the 'New Password', 'Confirm Password', and 'Type Your Current Password' fields.

D) JINSI YA KUOMBA NAFASI YA KAZI ILIYOTANGAZWA

- i. Andika www.neaims.go.ke kwenye Mozilla yako, Google Chrome au Internet Explorer ili kufungua ukurasa wa nyumbani wa NEAIMS kisha ufuate maagizo

E) VIUNGO VINGINE VINAVYOPATIKANA KUPITIA UKURASA WA NEAIMS:

- i. Maoni ya Mteja (Inayosaidia AU malalamiko)
- ii. Fomu ya Kujandikisha kwa Wafanyakazi wa Nje wa Kenya
- iii. Fomu ya Kuripoti Dharura Kwa Wafanyakazi wa Nje wa Kenya
- iv. Usajili wa Mkutano/Warsha/Uhamasishaji

MASWALI YA MARA KWA MARA

1. Je, ninahitaji nini ili Kusajiliwa kama wakala wa ajira?

Wakala inaweza kusajiliwa na Mkurugenzi wa Ajira kufanya biashara ya wakala binafsi wa ajira ikiwa:-

- a. Imesajiliwa ipasavyo kama shirika chini ya Sheria ya Makampuni, 48... na;
- b. Wakurugenzi wamehitimu angalau na cheti cha kiwango cha Kawaida ('O' level)- au cheti kinacholingana nacho;
- c. Meneja anamiliki angalau shahada ya kwanza katika taaluma inayohusiana na biashara kutoka chuo kikuu kinachotambuliwa nchini Kenya na tajriba inayofaa ya angalau miaka mitatu;
- d. Ina mtaji wa hisa usiopungua Shilingi milioni tano;
- e. Imepewa leseni ya kufanya biashara ndani ya majimbo analokusudia kufanya kazi;
- f. Ina ofisi iliyosajiliwa ilio na vifaa kamili na yenye ukubwa wa futi za mraba 225;
- g. Ina cheti cha kulipa ushuru kutoka kwa Mamlaka ya Ushuru nchini Kenya;
- h. Imetekeleza dhamana ya Shilingi laki tano kwa benki inayotambulika au wakala wa bima nchini Kenya ambayo itatumika kwa madhumuni ya kuwarejesha nyumbani, kulipa mishahara na stahili zingine iwapo wakala au mwajiri atashindwa kulipa;
- i. Wakurugenzi wote wana Vyeti vya Kuidhinishwa na Polisi kutoka kitengo cha Upelelezi wa Makosa ya jinai ambavyo ni lazima vifanywe upya kila baada ya miezi kumi na mbili kuanzia tarehe ya kutolewa; na
- j. Ni mwanachama wa chama cha mashirika ya kibinafsi ya uajiri yanayotambuliwa na Mkurugenzi wa Ajira.
- k. Ametekeleza bondi ya dhamana ya shilingi milioni na unusu (1.5) na benki inayotambulika au kampuni ya bima
- l. Inajitolea kuzingatia masharti na kanuni za maadili zilizopo kwa Wakala wa Kuajiri

2. Je, Ni vyeti vipi vinavyohitajika kwa Usajili wa wakala wa ajira?

Unahitaji:

Maombi ya usajili wa kuendesha wakala wa kibinafsi wa ajira pamoja na-

- a. Fomu iliyojazwa ipasavyo;
- b. Nakala iliyoidhinishwa ya cheti cha kusajiliwa kama kampuni;
- c. Nakala iliyoidhinishwa ya vyeti vya kitaaluma na kitaaluma za wasimamizi na wakurugenzi;
- d. Nakala ya leseni ya usimamizi kutoka kwa mamlaka husika ya majimbo;
- e. Mkataba halali wa upangaji uliotiwa sahihi ipasavyo au mkataba wa upangaji ulioidhinishwa na kamishna wa viapo;
- f. Nakala za vitambulisho au pasipoti za wakurugenzi wote;
- g. Picha mbili za hivi karibuni za saizi ya pasipoti za wakurugenzi;
- h. Vyeti halali vya kibali cha polisi kutoka kitengo cha uchunguzi wa makosa ya jinai kwa mwombaji au wakurugenzi wote.

3. Je, sheria imeweka kiwango cha ada ambazo wakala wa ajira anaweza kutoza?

Ndiyo, Mashirika ya ajira hutoza ada kwa huduma zinazotolewa. Ada hiyo ni lazima. Hata hivyo iidhinishwe na Mkurugenzi wa Ajira na lazima iwe katika masharti ya kisheria.

Katika tukio hili, waombaji wa kazi lazima wapewe risiti rasmi kwa kiasi kilicholipwa.

Risiti lazima itiwe sahihi na mtu aliyepokea malipo, na lazima ionyeshe:-

- a. jina la mwombaji,
- b. jina na anwani ya wakala wa ajira,
- c. tarehe na kiasi cha ada
- d. madhumuni ya ada au amana.

5. Je, shirika la ajira linatakiwa kutoa nakala za mikataba?

Ndiyo, Mashirika ya ajira lazima yawape waombaji nakala ya mkataba wowote wa makubaliano kati ya wakala wa ajira na mwombaji. Mkataba lazima uwe katika lugha unayoelewa.

6. Ni nyaraka gani ninahitaji kabla ya kusafiri na nitazipata wapi?

Hati zinazohitajika kabla ya kusafiri zimeorodheshwa katika jedwali 1 hapa chini, ikijumuisha wapi na jinsi ya kuzipata

Jedwali la 1: Stakabadhi zinazohitajika kabla ya kuondoka nchini na mahali pa kuzipata

Ninahitaji nini?	Je, nitaipata wapi?	Je, ninaipataje?
Pasipoti Halali ya Kenya	Mkurugenzi wa Huduma za Uhamiaji <ul style="list-style-type: none"> • Nairobi – Nyayo House • Mombasa • Kisumu – Re-insurance Plaza 	Unahitaji:- <ul style="list-style-type: none"> - Cheti halisi cha Kuzaliwa - Kitambulisho cha Taifa - Pasipoti mbili za rangi (Sio picha yangu) - Fomu ya maombi iliyojazwa - Cheti cha Kibali cha Polisi - Ada ya kufanya upya pasipoti - Msajiliwa kutembelea -
Cheti Halisi cha Kuzaliwa	Idara ya Usajili wa Raia <ul style="list-style-type: none"> - Msajili wa watuwanaozaliwa na kufa 	Unahitaji:- Ripoti ya mahali ulipozalwa na kuandikishwa:- <ul style="list-style-type: none"> - kukiri kwa Taarifa ya Kuzaliwa (ABN) - Ada ya cheti - Rekodi ya marekebisho ya ada ikiwa marekebisho yoyote yanahitajika. Iwapo haukusajiliwa wakati ulipozaliwa:- <ul style="list-style-type: none"> - Kujaza fomu za usajili wa kuzaliwa - Kadi asili ya Kitambulisho

		<ul style="list-style-type: none"> - Cheti cha kuhitimu shule - Kadi ya ubatizo - Kwa watoto, kitambulisho/Kadi za wazazi - Kadi ya kliniki, iwapo itapatikana - Wale walio katika ajira ya kudumu na ya pensheni, barua kutoka kwa mwajiri inayoonyesha tarehe ya kuzaliwa katika faili ya kibinafsi. - Ada ya cheti ni kama ifuatavyo: - Aliyezaliwa kabla ya wilaya kutangazwa kuwa usajili wa lazima - Kshs.50/= - Aliyezaliwa baada ya wilaya alitangazwa kuwa usajili ni wa lazima - kshs.150/=
Cheti cha kibali cha polisi	Makao Makuu ya CID ya Nairobi kwenye Barabara ya Kiambu	<p>Unahitaji:-</p> <ul style="list-style-type: none"> - Kujipeleka kibinafsi - Nakala ya Kadi ya Utambulisho - Uwe na Shilingi 1,000/=
Mkataba halali wa huduma	Wakala wa Ajira	<p>Unahitaji:-</p> <ul style="list-style-type: none"> - nakala ya Fomu za Huduma za Mkataba wa Kigeni (LD21) kutoka Wizara ya Kazi. -
Cheti cha Matibabu	<ul style="list-style-type: none"> - Taasisi ya matibabu inayotambuliwa - Taasisi ya matibabu iliyopendekezwa na mwajiri mtarajiwu au wakala. - 	<p>Unahitaji:-</p> <ul style="list-style-type: none"> - Nakala ya fomu za Mkataba wa Kigeni wa Huduma (LD 21) kutoka Wizara ya Jumuiya ya Afrika Mashariki, Kazi na Ulinzi wa Jamii. - Ada ya uchunguzi wa matibabu (kulingana na taasisi)
Kibali cha Kazi	Nchi lengwa	Unahitaji kutuma maombi kupitia ubalozi au mawakala husika.
Visa ya kusafiri	Balozi za inchi zilizolengwa	<p>Unahitaji:-</p> <ul style="list-style-type: none"> - Kutuma Ombi - Pasipoti

HITIMISHO

NEAIMS inatoa mkabala mpana na mwafaka na mpana wa kusimamia ajira za umma na nje ya nchi na pia kutoa huduma zinazohitajika kwa wadau kwa njia ifaayo. Mamlaka ya Kitaifa ya Ajira Nchini inawahimiza Waajiri, Watafuta Kazi na Wakala Binafsi wa Kuajiri (PRAs) kutumia NEAIMS katika kupata huduma. Waajiri wanaweza kutangaza nafasi za kazi, kuorodhesha watahiniwa na kuajiri wafanyakazi wapya kuititia tovuti ya NEAIMS bila malipo. Kwa upande wa kujaza marejesho ya wafanyakazi ya kila mwaka, waajiri wanafahamishwa kuwa mfumo utabaki wazi kwa wao kusasisha/kunasa orodha ya wafanyakazi wakati wowote mwakani. Waombaji kazi wanatakiwa kujisajili na kutafuta nafasi za kazi zilizo wazi kuititia NEAIMS na hatimaye Wakala Binafsi wa Kuajiri wanatakiwa kufanya shughuli zao zote kuititia tovuti.

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