

NATIONAL EMPLOYMENT AUTHORITY INTEGRATED MANAGEMENT SYSTEM (NEAIMS)

AN INFORMATIONAL GUIDE

JANUARY 2022



EXECUTIVE SUMMARY

To stay competitive in the new business and economic environment, Organizations have adopted new strategies and practices to align to changing needs in a digital savvy environment. This rapid technological adoption also changed the way businesses operate. HR transformation is a good example whereby onboarding, training, and salary were digitized to match the workforce realities during the pandemic.

Players in the labour Management adopted the use of Integrated Management System (IMS) that provides a comprehensive system to integrate and organize Labor Recruitment process from the offering Countries, digitally authenticating the Contract between the Employer and the migrant worker and organizing the contractual relationship between the Private Recruitment Agencies in Kenya and the External Private Recruitment Agency at the labour market destination.

This shift has played a major role in seamless facilitation in the Labor Recruitment Process and protection of the legal rights of the binding parties by applying a comprehensive process that starts with the submission and approval of job orders/demand letters, advertisement, recruitment and selection process of a suitable candidate by the employer and ends with contract signing and taking up of the job both locally and at the destination country.

In the same spirit, the National Employment Authority (NEA) developed the National Employment Authority Integrated Management System (NEAIMS)- www.neaims.go.ke to provide through an effective approach, a comprehensive system to manage the public and foreign employment as well as offer the much-needed services to stakeholders in an efficient and effective way.

TABLE OF CONTENTS

EXECUTIVE SUMMARY	I
TABLE OF CONTENTS	II
LIST OF TABLES	III
LIST OF FIGURES	III
ACRONYMS	V
NATIONAL EMPLOYMENT AUTHORITY (NEA)	6
INTRODUCTION	6
SERVICES OFFERED BY NEA	6
INFORMATION SYSTEMS	8
NEAIMS	8
LABOUR MIGRATION WEBSITE	9
PROCEDURES OF USING NEAIMS	10
EMPLOYERS MODULE	10
PRIVATE EMPLOYMENT AGENCIES MODULE	31
JOB SEEKERS/INTERNS MODULE	46
REQUENTLY ASKED QUESTIONS	52
CONCLUSION	56

LIST OF TABLES

Table 1: Requirements Needed before leaving the country and where to get them _____	54
---	----

LIST OF FIGURES

Figure 1: Employers Signup _____	10
Figure 2: Employers Signup window _____	11
Figure 3: Dropdown selection panel _____	11
Figure 4: Employers Sign In _____	12
Figure 5: Employers Profile Editing form _____	12
Figure 6 :Draft Adverts Details _____	15
Figure 7: Edit Advert Window _____	15
Figure 8 :Status Update view _____	16
Figure 9: Vacancy Status Update _____	16
Figure 10: View Cancel advert _____	17
Figure 11: Form NEA 6B _____	17
Figure 12 : Active advert list _____	18
Figure 13: List of all adverts _____	18
Figure 14: Recruitment Window Menus _____	19
Figure 15: Advert Selection _____	19
Figure 16: List of All Applicants _____	20
Figure 17: Shortlisting _____	20
Figure 18: Shortlisted Applicants _____	21
Figure 19: Placement _____	21
Figure 20: Placed Applicants _____	22
Figure 21: Unsuccessful Applicants _____	22
Figure 22: Employer Profile Editing Form _____	23
Figure 23 Capture/View List of Employees _____	24
Figure 24: Uploading Returns _____	24
Figure 25: Downloading an employee return Compliance Certificate _____	25
Figure 26: Employee Return Compliance Certificate. _____	25
Figure 27 : Staff Layoffs / Redundancies _____	26
Figure 28 : View Declared Staff Layoffs / Redundancies _____	26
Figure 29 Employers Change Password Menu _____	27
Figure 30: Password Reset Form _____	27
Figure 31 : Download Selection menu _____	28
Figure 32 Registration Certificate _____	28

Figure 33 : Downloads	29
Figure 34 :Apply to De-register	29
Figure 35: Manuals	30
Figure 36: Sign Up for Employment Agencies	31
Figure 37: Agencies Registration	32
Figure 38: Details of physical location and directors	32
Figure 39: Document Attachment	33
Figure 40: Renewal Status	34
Figure 41: Migrant Vacancy Declaration Window	34
Figure 42: Recruitment details capture	35
Figure 43: Demand letter capture	35
Figure 44: Successful Submission message	36
Figure 45: Draft Application window	36
Figure 46: Draft Approval Status	36
Figure 47: Demand letter not approved	37
Figure 48: Approved demand letter window	37
Figure 49 Capture New Vacancy/Advert	37
Figure 50: Vacancy Declaration Form	38
Figure 51: Status of advert updates	38
Figure 52: All adverts list	39
Figure 53: Migrants Placement window	39
Figure 54: Vacancy selection	40
Figure 55: Details of the migrants per advert	40
Figure 56: Shortlisting window	41
Figure 57: Shortlisted applicants	41
Figure 58: Placement of Shortlisted Applicants	42
Figure 59: Placed Applicants	43
Figure 60: Attachment of migrant document window.	43
Figure 61: Change Password window	45
Figure 62 Other Submenus in Help/Downloads Menu	45
Figure 63 : Job Seekers/Intern Sign Up	46
Figure 64: Profile capture form	47
Figure 65: Sections of Capture form	48
Figure 66: Application Submission	48
Figure 67: Jobseekers/Interns Forgot Password	49
Figure 68: Password Reset Form Option 1	49
Figure 69: Password Reset Form Option 2	50

ACRONYMS

ILO	International Labour Organization
IMS	Integrated Management System
IOM	Organization for Migration
IOM	International Organization for Migration
NEA	National Employment Authority
NEB	National Employment Bureau
PRA	Private Recruitment Agency
SDG	Sustainable Development Goals

NATIONAL EMPLOYMENT AUTHORITY (NEA)

INTRODUCTION

The National Employment Authority (NEA) was established in April, 2016 by an Act of Parliament (the National Employment Authority Act 2016) which effectively provided the legal framework and mandates for its operations. The Authority was created out of the then National Employment Bureau (NEB) which was one of the Departments in the Ministry of East African Community, Labour and Social Protection. The Act therefore provided for the transitioning of the Bureau into the National Employment Authority. It mainly provides for a comprehensive institutional framework for: employment management; enhancement of employment promotion interventions; and increasing access to employment by the youth, minorities and marginalized groups and for connected purposes.

SERVICES OFFERED BY NEA

A) Public Employment Services

The Authority is mandated to advise, formulate and implement employment policies and strategies at both national and county levels. Specifically, the Authority offers the following;

- i. Registration of Kenyans seeking employment
- ii. Linking job seekers with job opportunities
- iii. Assisting employers to acquire workers with appropriate skill sets
- iv. Provision of labour market information especially on employment matters;
- v. Provision of occupational and vocational guidance and counseling; and
- vi. Provision of advisory services on policy issues touching on employment.
- vii. Registering Employers in Kenya

B) National Internship Programme

The National Employment Authority Act of 2016 recognizes internships and obligates the Authority to facilitate placement of students at tertiary institutions in positions of internship or attachment in the public and private sectors during and after completion of their studies. Specifically, the Authority offers the following services in regards to the Internship programme

- i. Coordinating all internship programmes in the country;
- ii. Developing internship policies and programmes;
- iii. Developing standards for effective implementation of internship programmes;
- iv. Maintaining a database on available internship opportunities from employers;
- v. Sharing information on internship programmes thus making it easier for graduates to secure and access internship opportunities;
- vi. Developing internship placement guidelines;
- vii. Offering guidance and counseling to graduates on internship matters; and
- viii. Monitoring internship programmes offered to foreign graduates.

C) Registration of Employment Agencies

- i. Registering and regulating private employment agencies;
- ii. Providing information on registered employment agencies;
- iii. Inspection of private employment agencies to ensure compliance;

D) Management of Foreign Employment

- i. Facilitating the placement of job seekers in international jobs;
- ii. Ensuring implementation of pre-departure training;
- iii. Verifying foreign job offers;
- iv. Verifying availability, terms and conditions of the jobs advertised;
- v. Investigating Contract breaches and issues that are likely to interfere or terminate employment contract;
- vi. Promoting and protecting of Kenyan labour Migrants and their welfare;
- vii. Collecting labour market information and maintaining data base of Kenyan nationals working in other Countries

INFORMATION SYSTEMS

In order to cope with changes in the digital savvy environment and improve service delivery amidst the changing work environment, the Authority has adopted an IT driven, customer centric approach to meet the demands of the tech savvy generation through the following:-

NEAIMS

As part of its commitment for continuous improvement, better performance and improve customer satisfaction, the National Employment Authority (NEA) developed the National Employment Authority Integrated Management System (NEAIMS)- www.neaims.go.ke to provide through an effective approach, the much-needed services to stakeholders in an efficient and effective way.

The services offered under NEAIMS include :-

- i. Registration of Job Seekers
- ii. Registration of Employers
- iii. Registration of Private Recruitment Agencies (PRAs)
- iv. Emergency distress reporting for migrant workers
- v. Linking job seekers and Employers
- vi. Providing information on registered private recruitment agencies

Integration of NEAIMS to other system.

The National Employment Authority has integrated NEAIMS to the Integrated Population Registration System (IPRS) and plans to integrate it to other Kenyan Government Systems, Foreign Government Systems and other Organizations' Systems who are involved/engaged in labour migration. This will facilitate and enhance authentication of migrant worker's information, faster and orderly access of migrant worker's data and authentication of demand letters/job orders from employers/Private Employment Agencies in the various labour destinations countries. The integration will also help the authority to get real time data on Kenyan migrant workers departing to work in foreign countries and those who are coming back to Kenya after completion of their contracts.

LABOUR MIGRATION WEBSITE

Additionally, the Authority in collaboration with the International Organization for Migration (IOM) developed and launched a Kenya Labour Migration Information Website – www.kmw.go.ke to complement the existing informational platforms. The website is a source of credible, factual and reliable information for prospective Kenyan migrant workers seeking employment in the Kingdom of Saudi Arabia, United Arab Emirates and the State of Qatar. The objective of availing this information is to promote safe, orderly and regular migration. The website provides information in relation to:-

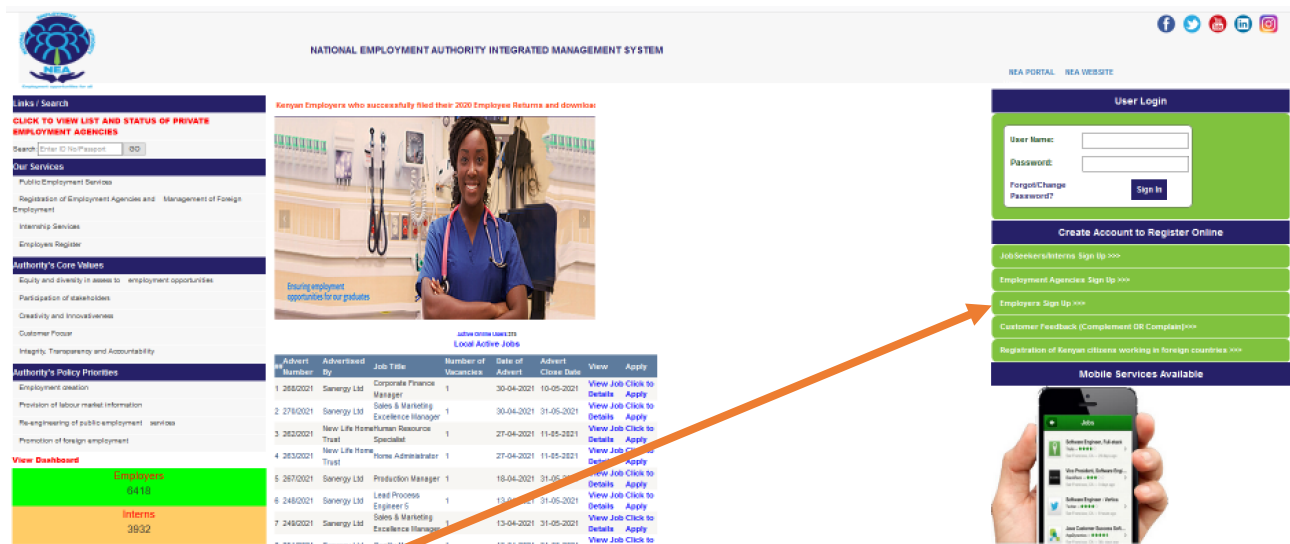
PROCEDURES OF USING NEAIMS

EMPLOYERS MODULE

A) HOW TO SIGN UP/REGISTER AS AN EMPLOYER

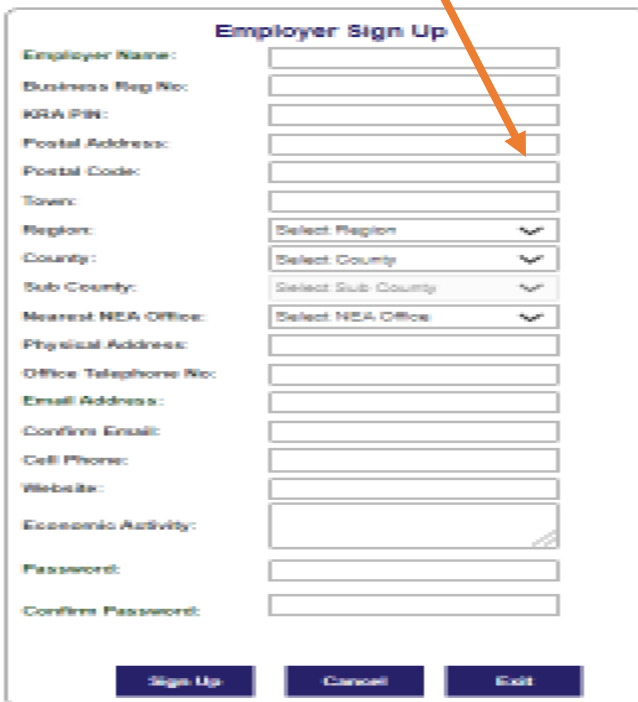
- i. Access the NEAIMS home page through www.neaims.go.ke as shown in image 1 below,.

Figure 1: Employers Signup



- ii. Click on 'Employer Signup' as shown in image 1 above, click on employers sign up.
- iii. Fill the form accordingly and save by clicking Sign Up as shown in Figure 2 below ,

Figure 2: Employers Signup window



Employer Sign Up

Employer Name:

Business Reg No:

KRA PIN:

Postal Address:

Postal Code:

Town:

Region:

County:

Sub County:

Nearest NEA Office:

Physical Address:

Office Telephone No:

Email Address:

Confirm Email:

Cell Phone:

Website:

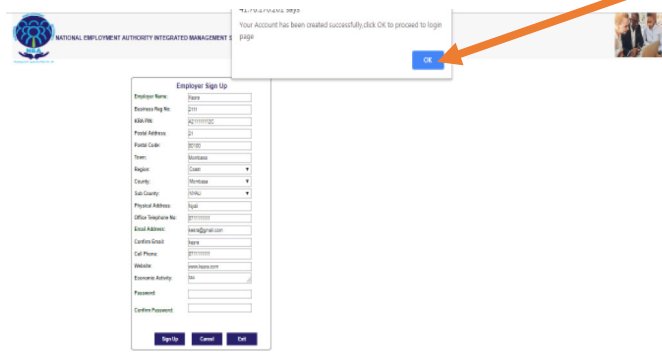
Economic Activity:

Password:

Confirm Password:

iv. Click OK when the account is confirmed to have been created as shown below,.

Figure 3: Dropdown selection panel



Employer Sign Up

Employer Name:

Business Reg No:

KRA PIN:

Postal Address:

Postal Code:

Town:

Region:

County:

Sub County:

Physical Address:

Office Telephone No:

Email Address:

Confirm Email:

Cell Phone:

Website:

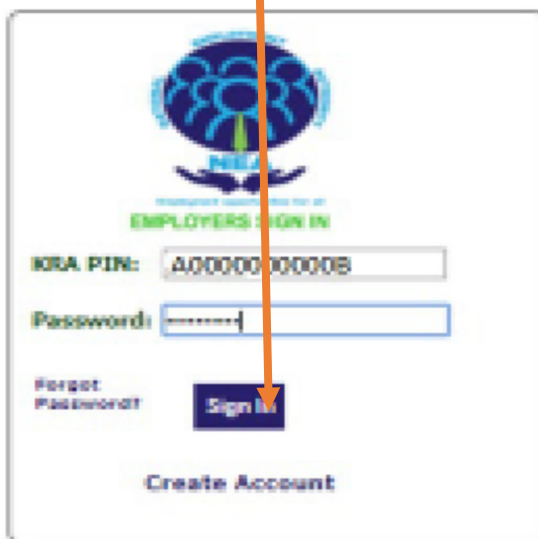
Economic Activity:

Password:

Confirm Password:

Success Message: Your Account has been created successfully click OK to proceed to login page

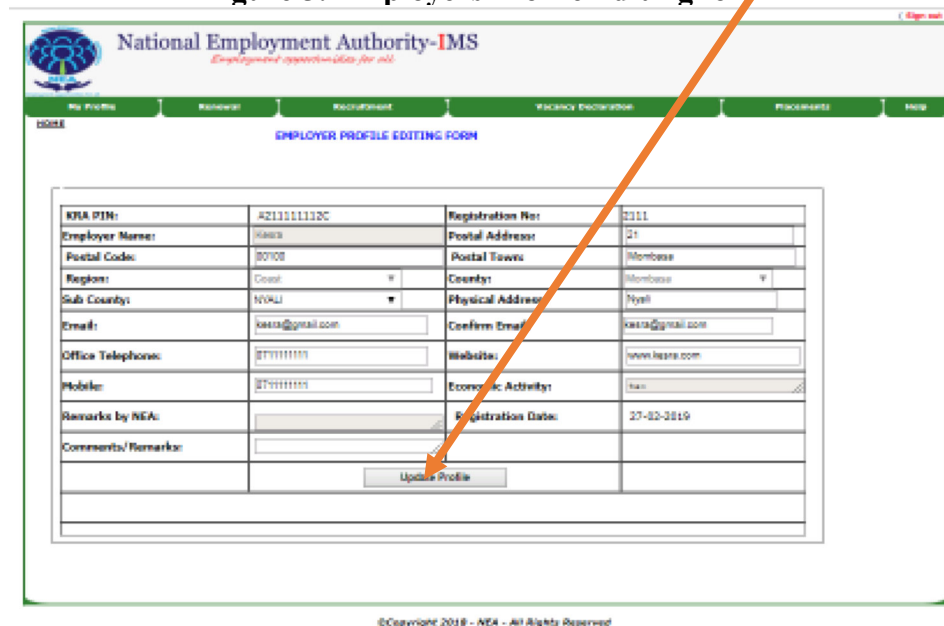
Figure 4: Employers Sign In



The image shows a web form for employers to sign in. At the top is the NEA logo with the text "EMPLOYMENT OPPORTUNITIES FOR ALL" and "EMPLOYERS SIGN IN" below it. The form contains two input fields: "KRA PIN:" with the value "A00000000008" and "Password:" with a masked password. Below these fields is a "Sign In" button and a "Create Account" link. A "Forgot Password?" link is also present. An orange arrow points from the top of the page down to the "Sign In" button.

- v. After signing in, Click on My Profile and update the fields.
- vi. Click on update profile button when done with updating the correct data.

Figure 5: Employers Profile Editing form



The image shows the "EMPLOYER PROFILE EDITING FORM" on the National Employment Authority-IMS website. The form is divided into two columns of input fields. The left column includes fields for KRA PIN, Employer Name, Postal Code, Region, Sub County, Email, Office Telephone, Mobile, Remarks by NEA, and Comments/Remarks. The right column includes fields for Registration No., Postal Address, Postal Town, County, Physical Address, Confirm Email, Website, Economic Activity, and Registration Date. An "Update Profile" button is located at the bottom center of the form. An orange arrow points from the top right of the page down to the "Update Profile" button.

KRA PIN:	A211111112C	Registration No:	2111
Employer Name:	KRA	Postal Address:	21
Postal Code:	20108	Postal Town:	Mombasa
Region:	Coast	County:	Mombasa
Sub County:	NORU	Physical Address:	Nyeri
Email:	kraa@gmail.com	Confirm Email:	kraa@gmail.com
Office Telephone:	0711111111	Website:	www.kraa.com
Mobile:	0711111111	Economic Activity:	han
Remarks by NEA:		Registration Date:	27-02-2019
Comments/Remarks:			
<input type="button" value="Update Profile"/>			

- vii. Once the record has been saved, click on OK on the dialogue window to proceed.

Note: An employer's registration must be Verified and approved by respective County Employment Officer before filling Annual Employee Returns and or advertising vacancies/job opportunities.

B) HOW TO DECLARE A VACANCY/JOB OPPORTUNITY:

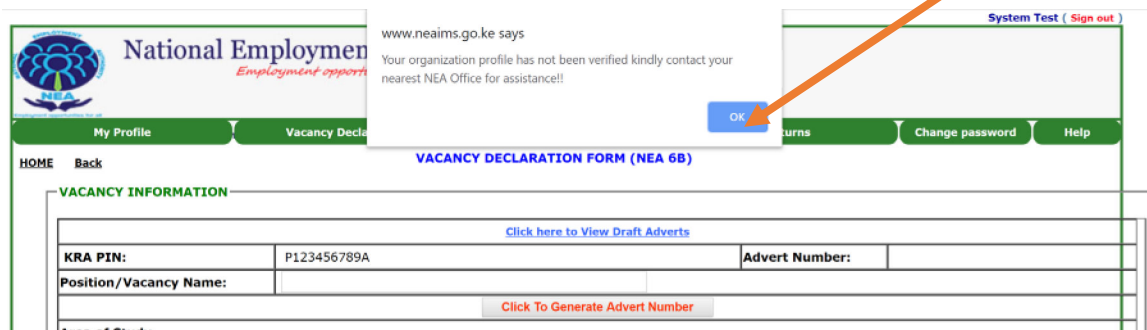
- i. Click on Vacancy Declaration to view the submenus as shown in Image 1 Below.

Figure 6: Vacancy Declaration Sub Menus



- ii. Click on the Menu If profile has not been verified, you will get a message as below

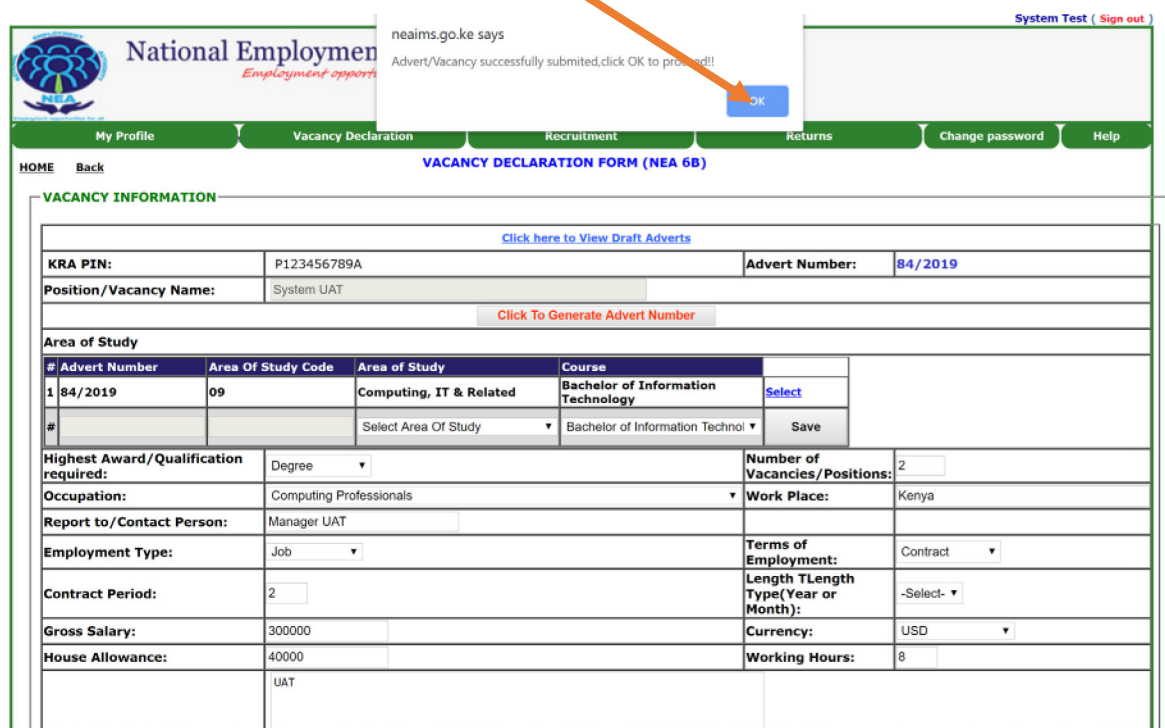
Figure 7: Unverified Profile Message.



If the profile has been verified;

- Type the position/Vacancy Name
- Click “To generate Advert Number” for an advert number
- Select the area of study
- Select the course
- Click on Save button
- Key in the remaining details in the field provided
- Click save to submit the advert

Figure 8 : Advert Submission Successful



neaims.go.ke says
Advert/Vacancy successfully submitted,click OK to proceed!!

OK

System Test (Sign out)

My Profile Vacancy Declaration Recruitment Returns Change password Help

HOME Back **VACANCY DECLARATION FORM (NEA 6B)**

VACANCY INFORMATION

[Click here to View Draft Adverts](#)

KRA PIN:	P123456789A	Advert Number:	84/2019
Position/Vacancy Name:	System UAT		
Click To Generate Advert Number			

Area of Study

#	Advert Number	Area Of Study Code	Area of Study	Course	
1	84/2019	09	Computing, IT & Related	Bachelor of Information Technology	Select
#			Select Area Of Study	Bachelor of Information Technol	Save

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 TLength Type(Year or Month):	-Select-
Gross Salary:	300000	Currency:	USD
House Allowance:	40000	Working Hours:	8
	UAT		

i) Draft Advert

This Menu is for continuing with the draft advert that was not saved else you will find no adverts if it was successfully saved.

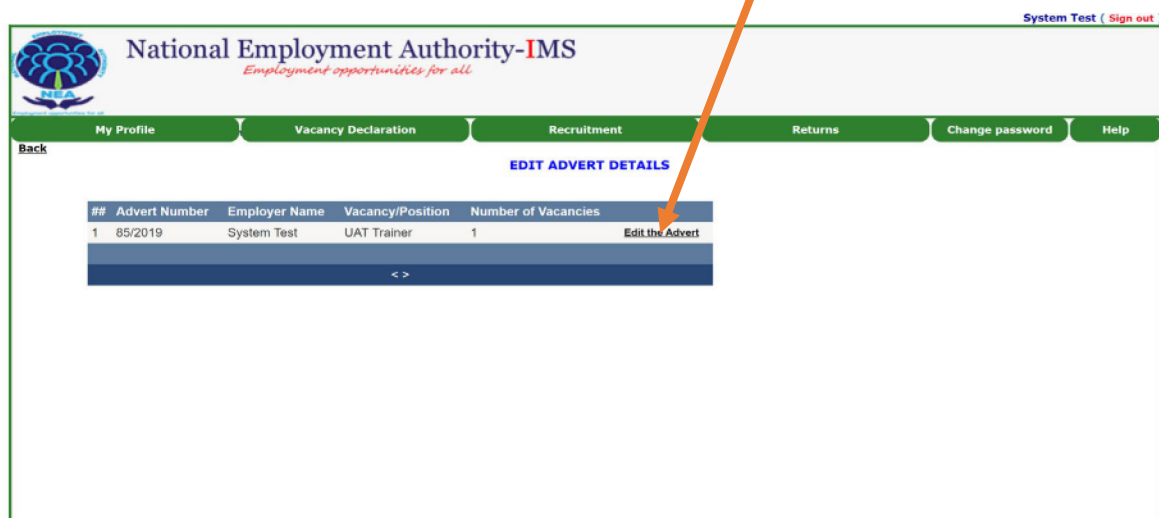
Figure 6 :Draft Adverts Details



ii) Edit/Review Adverts

- Click on the Edit /Review advert menu
- Select the advert to edit by clicking on the “Edit the Advert”

Figure 7: Edit Advert Window



iii) Update Advert Status

- Click on the Update advert status menu
- Select the advert to update by clicking on the “View Advert Details”

Figure 8 :Status Update view

The screenshot shows the National Employment Authority-IMS dashboard. The top navigation bar includes links for My Profile, Vacancy Declaration, Recruitment, Returns, Change password, and Help. The main content area displays a table of adverts. An orange arrow points to the 'View Advert Details' link for the first advert in the table.

#	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

©Copyright 2018 - NEA - All Rights Reserved

- Under status, select Advert cancelled or advert closed.
- Click on the button ‘Click here to update advert’ to update.

Figure 9: Vacancy Status Update

The screenshot shows the 'VACANCY STATUS UPDATE' form in the National Employment Authority-IMS dashboard. The form contains fields for Advert Number, KRA PIN, Position/Vacancy Name, Area of Study, Number of Vacancies/Positions, Advert Date, Advert Close Date, Status, and Remarks. An orange arrow points to the 'Click here to update advert' button at the bottom of the form.

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:	08-09-2019	Advert Close Date:	11-09-2019
Status:	Select Status		
Remarks:	Select Status		
	Advert Cancelled		
	Advert Closed		
	Click here to update advert		

©Copyright 2018 - NEA - All Rights Reserved

iv) Cancel Adverts

- Click on the Menu to cancel adverts
- Click on the cancel advert to view the advert to be cancelled

Figure 10: View Cancel advert

System Test (Sign out)

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Returns Change password Help

Back

CANCEL ADVERT(S)

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

< >

©Copyright 2018 - NEA - All Rights Reserved

- Click on the 'Click here to Cancel advert' to execute the cancellation

Figure 11: Form NEA 6B

System Test (Sign out)

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Returns Change password Help

HOME Back

VACANCY DECLARATION FORM (NEA 6B)

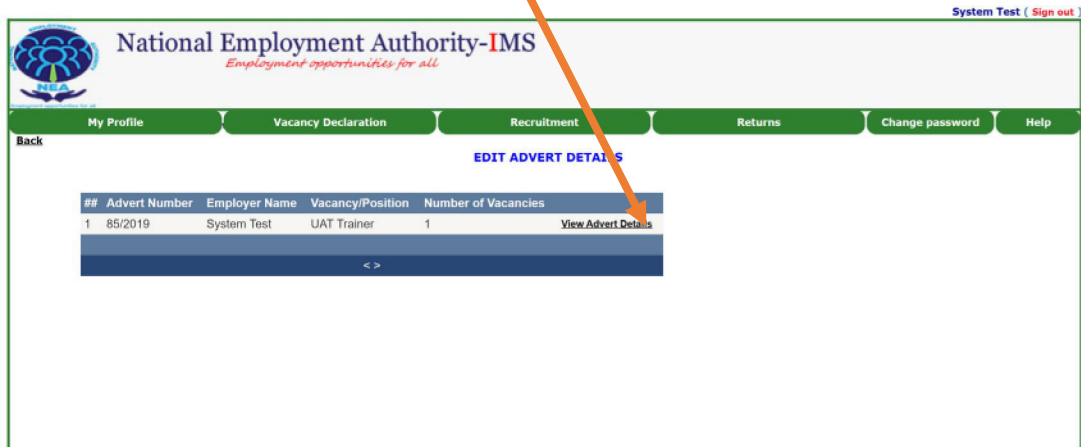
Advert Number:	85/2019	KRA PIN:	P123456789A
Position/Vacancy Name:	UAT Trainer		
Area of Study:	Bachelor of Science (Information Technology)		
Number of Vacancies/Positions:	1		
Advert Date:	05-09-2019	Advert Close Date:	27-09-2019
Reasons for cancelling Advert:			
Click here to Cancel Advert			

©Copyright 2018 - NEA - All Rights Reserved

v) View Active Adverts

- Click on the Menu for active adverts

Figure 12 : Active advert list



System Test (Sign out)

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Returns Change password Help

Back

EDIT ADVERT DETAILS

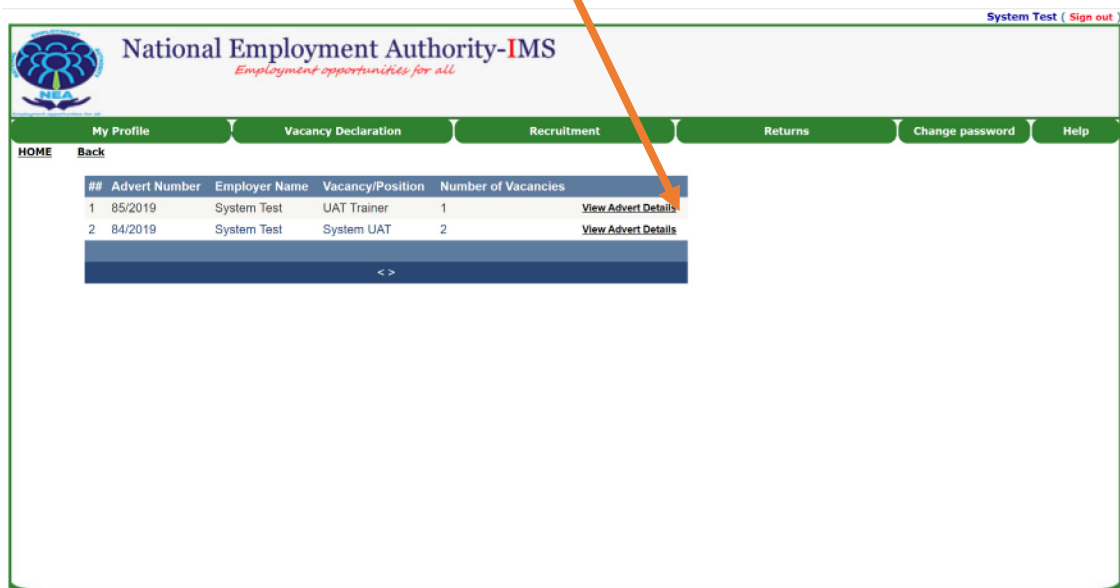
#	Advert Number	Employer Name	Vacancy/Position	Number of Vacancies	
1	85/2019	System Test	UAT Trainer	1	View Advert Details

< >

vi) View All Adverts

- Click on the Menu for view all adverts

Figure 13: List of all adverts



System Test (Sign out)

National Employment Authority-IMS
Employment opportunities for all

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

< >

C) RECRUITMENT MENU

The submenus window will appear as below:

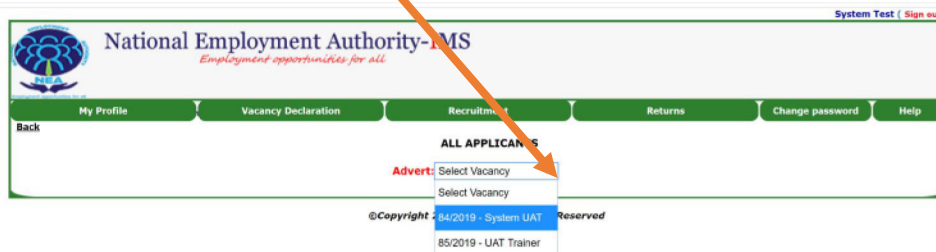
Figure 14: Recruitment Window Menus



i) List of applicants per advert

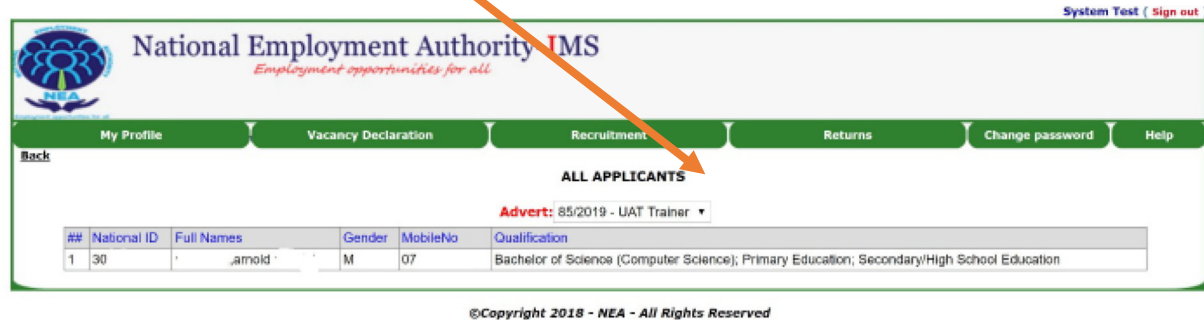
- Click on the menu
- Select the advert

Figure 15: Advert Selection



- On selecting the advert, the list will be displayed as below;

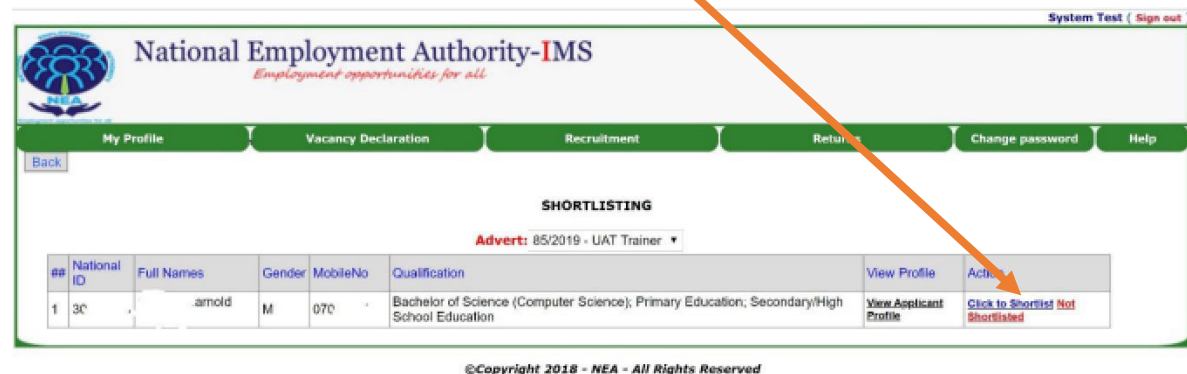
Figure 16: List of All Applicants



ii) Shortlisting of applicant

- Click on the menu
- Select the advert to shortlist
- Click on View Applicant Profile to view the applicant's profile,
- If the applicant meets/does not meet the required qualifications, then
- Click on 'To shortlist or not shortlisted' in under action.

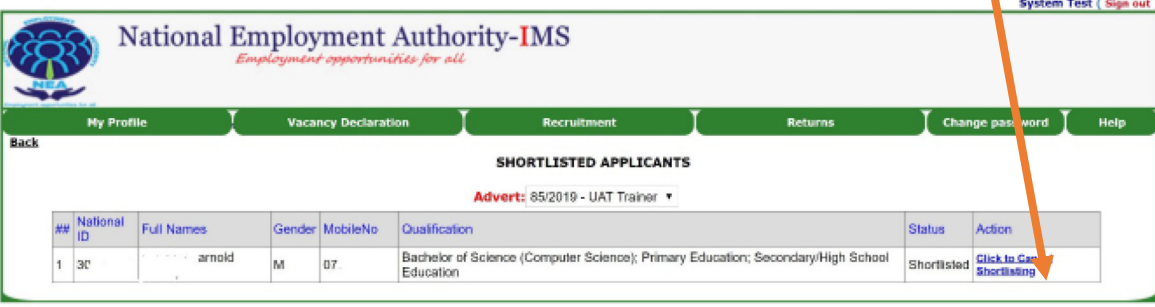
Figure 17: Shortlisting



iii) List shortlisted applicants

- Click on the menu
- Select the advert of shortlisted Under action, 'click to cancel shortlist' to cancel.

Figure 18: Shortlisted Applicants



System Test (Sign out)

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Returns Change password Help

Back

SHORTLISTED APPLICANTS

Advert: 85/2019 - UAT Trainer ▼

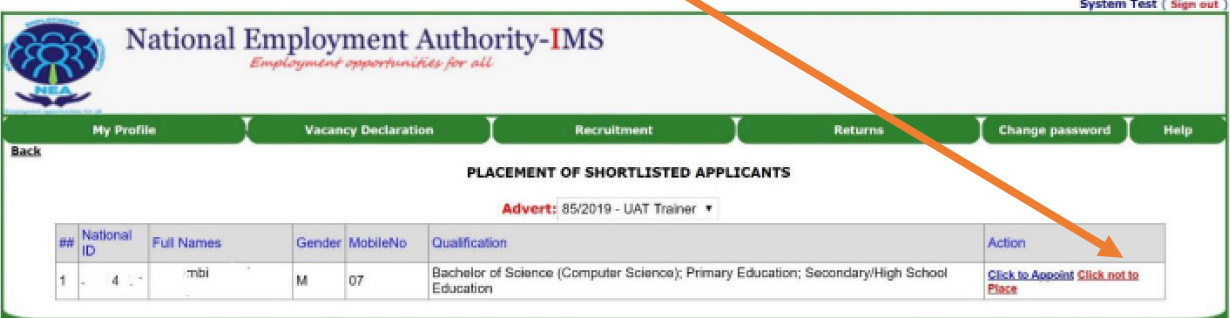
#	National ID	Full Names	Gender	MobileNo	Qualification	Status	Action
1	30	arnold	M	07	Bachelor of Science (Computer Science); Primary Education; Secondary/High School Education	Shortlisted	Click to Cancel Shortlisting

©Copyright 2018 - NEA - All Rights Reserved

iv) Placement of applicants

- Click on the Placement menu
- Select the advert
- Click ‘to appoint or not to place’

Figure 19: Placement



System Test (Sign out)

National Employment Authority-IMS
Employment opportunities for all

My Profile Vacancy Declaration Recruitment Returns Change password Help

Back

PLACEMENT OF SHORTLISTED APPLICANTS

Advert: 85/2019 - UAT Trainer ▼

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

©Copyright 2018 - NEA - All Rights Reserved

v) List of placed applicants

- Click on Recruitment at the menu bar
- Select the advert
- Key in the remarks

- Click ‘to cancel placement’ to cancel (confirm this)

Figure 20: Placed Applicants

System Test (Sign out)

National Employment Authority-IMS
Employment opportunities for all

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

Back

PLACED/APPOINTED APPLICANTS

Advert: 85/2019 - UAT Trainer ▼

#	National ID	Full Names	Gender	MobileNo	Qualification	Remarks	Action
1	301117	amro	M	07	Bachelor of Science (Computer Science); Primary Education; Secondary/High School Education		Click to Cancel Placement

©Copyright 2018 - NEA - All Rights Reserved

vi) List of unsuccessful applicants

- Click on the menu
- Select the advert
- Unsuccessful applicants list will be populated

Figure 21: Unsuccessful Applicants

System Test (Sign out)

National Employment Authority-IMS
Employment opportunities for all

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

Back

UNSUCCESSFULL APPLICANTS

Advert: 85/2019 - UAT Trainer ▼

#	National ID	Full Names	Gender	MobileNo	Qualification
1	6	mugz	M	07	Bachelor of Science (Computer Science); Primary Education; Secondary/High School Education

©Copyright 2018 - NEA - All Rights Reserved

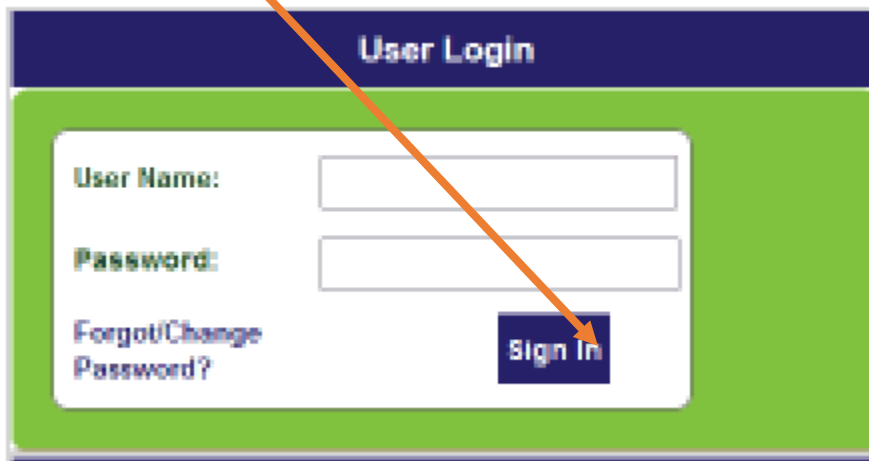
D) FILLING EMPLOYEE RETURNS

Section 76 – 81 of the Employment Act, 2007, requires all employers to file the Annual Employee Returns as from 1st December each year? The link for filling the returns is usually active between 1st December, and 31st January each year.

Filling of Annual Employee Returns is done online only through the Authority’s portal www.neaims.go.ke and employers are therefore advised to ensure that they update/capture the

records of their employees directly in to the system well in advance in readiness for filling their returns. To file the annual employee returns, an employer should do the following:

- i) Log in to your NEAIMS Account through www.neaims.go.ke, (User Name is KRA PIN Number)



User Login

User Name:

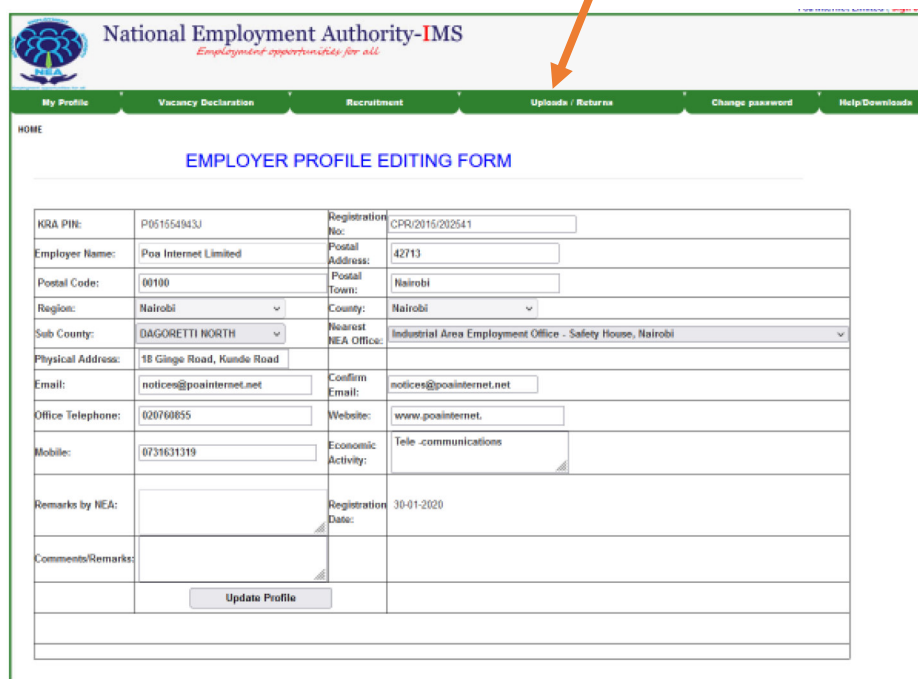
Password:

[Forgot/Change Password?](#)

Sign In

- ii) Upon Signing In/Logging In, Click on Returns/Uploads as indicated by the arrow below

Figure 22: Employer Profile Editing Form



National Employment Authority-IMS
Employment opportunities for all

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

HOME

EMPLOYER PROFILE EDITING FORM

KRA PIN:	P051554943J	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:	1B Ginge Road, Kunde Road		
Email:	notices@poainternet.net	Confirm Email:	notices@poainternet.net
Office Telephone:	020760855	Website:	www.poainternet.net
Mobile:	0731631319	Economic Activity:	Tele-communications
Remarks by NEA:	Registration Date: 30-01-2020		
Comments/Remarks:			

Update Profile

- iii) Click on Capture/View List of Employees then KEY in and SAVE the details/records of each employee one by one. (This can be done any time within the year)

Figure 23 Capture/View List of Employees

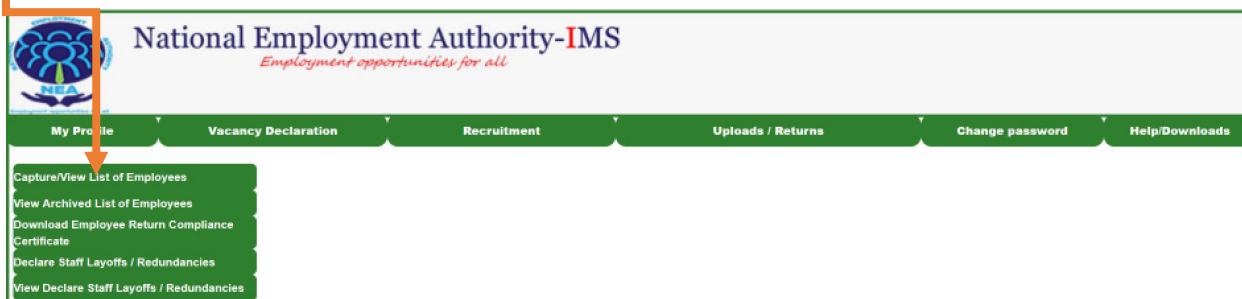
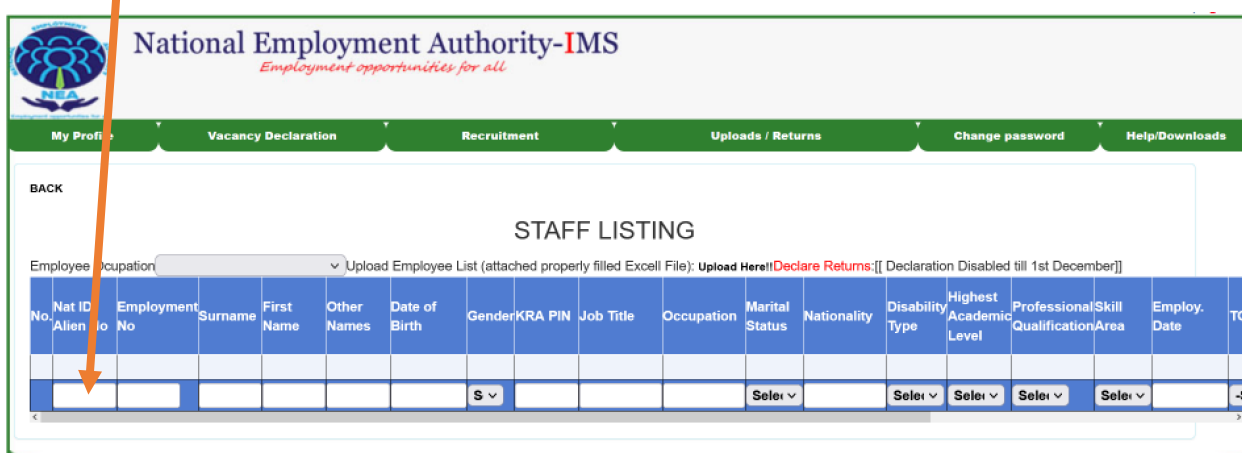


Figure 24: Uploading Returns



Employers are also informed that:

- The "**Declare**" button is **activated/enabled** between 1st December to 31st January every year.
- When the "**Declare**" button is **activated/enabled**, an employer will only need to confirm that the list of his employees is up to date in the system then just click on "**Declare**" so that the compliance certificate is **activated** and be able to **download** and print the **compliance certificate**. The procedure is the same for all other subsequent years.
- Employers whose employee's records are already captured in the system are only expected to update their records (new employees and employees who exited the service within the year

under review) and wait for the "Declare" button to be **activated/enabled** so that they can file their **Employee Returns**. [#File_Your_Annual_Employee_Returns_In_Time#](#)

iv) Downloading Employee Return Compliance Certificate

- Click the Downloads menu
- The window with submenus will appear as below.
- Click on Download Employee Return Compliance Certificate

Figure 25: Downloading an employee return Compliance Certificate

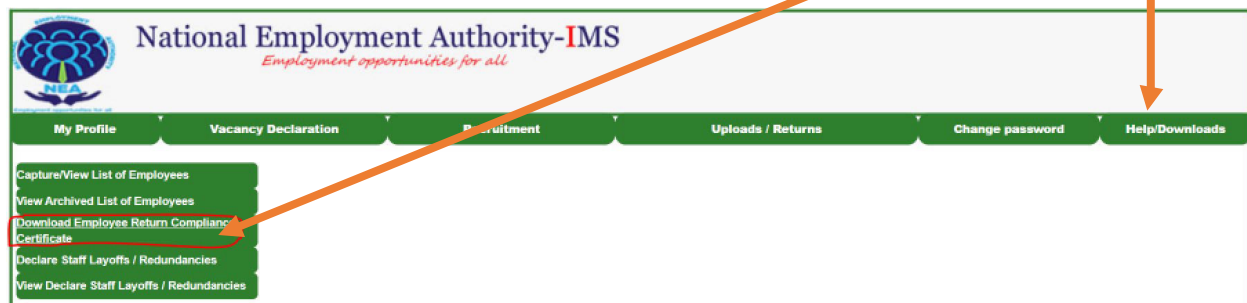


Figure 26: Employee Return Compliance Certificate.

Employers can only download Employee Return Compliance Certificate if the list of the employees is already saved in the system and has been declared.



v) Declare Staff Layoffs / Redundancies

- Click on the menu
- Select the declare staff layoffs/Redundancies button

Figure 27 : Staff Layoffs / Redundancies



- Click on the Sub Menu,
- Upload scanned letter listing the employees who have exited within two weeks from the employee exit date.

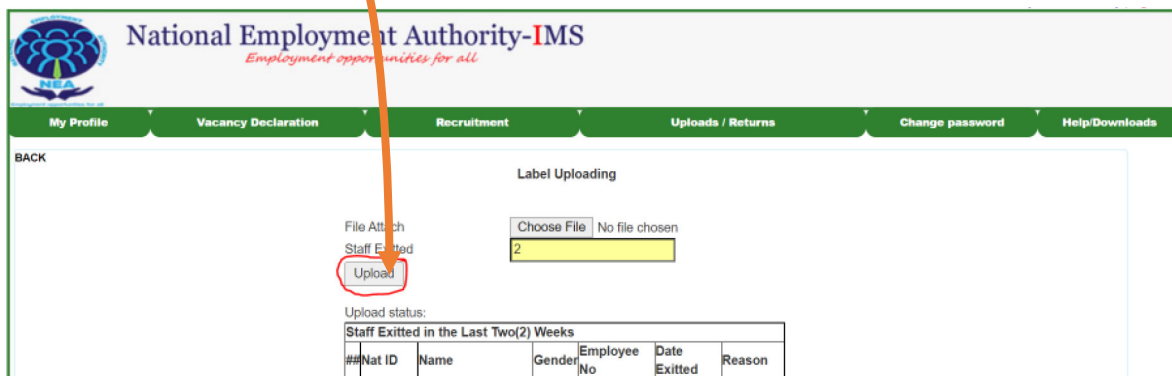
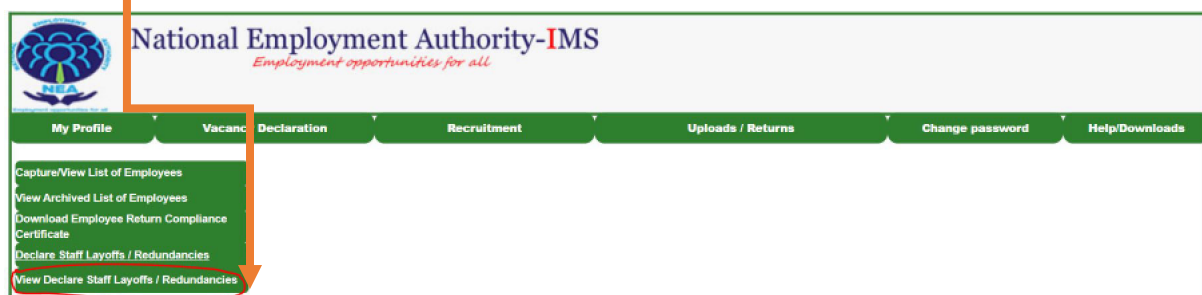


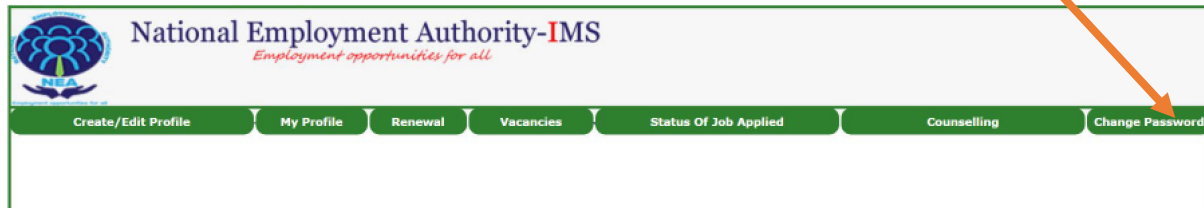
Figure 28 : View Declared Staff Layoffs / Redundancies



E) CHANGE PASSWORD

- i. While Logged In, Click on Change Password as shown in Image 24 below,

Figure 29 Employers Change Password Menu



- i. Key in your Old and New Password as shown below,
- ii. Click on Change Password to complete the password changes,
- iii. You will get a pop-up message telling you your password has been change successfully,
- iv. Log In with your new password to confirm the changes.

Figure 30: Password Reset Form

The image shows the 'CHANGE PASSWORD FORM' on the National Employment Authority-IMS website. The form is titled 'Back CHANGE PASSWORD FORM' and contains three input fields: 'Old Password:' with the placeholder 'Type Your Current Password', 'New Password:' with the placeholder 'Type Your New Password', and 'Confirm Password:' with the placeholder 'Confirm Your New Password'. Below the fields are three buttons: 'Change Password', 'Cancel', and 'Exit'. An orange arrow points from the text 'Click on Change Password to complete the password changes' in the preceding list item to the 'Change Password' button.

F) HELP/DOWNLOADS

Registration Certificate

- i. Click on the Help/Download menu
- ii. Select the registration certificate button
- iii. Download and SAVE the certificate.

Figure 31 : Download Selection menu

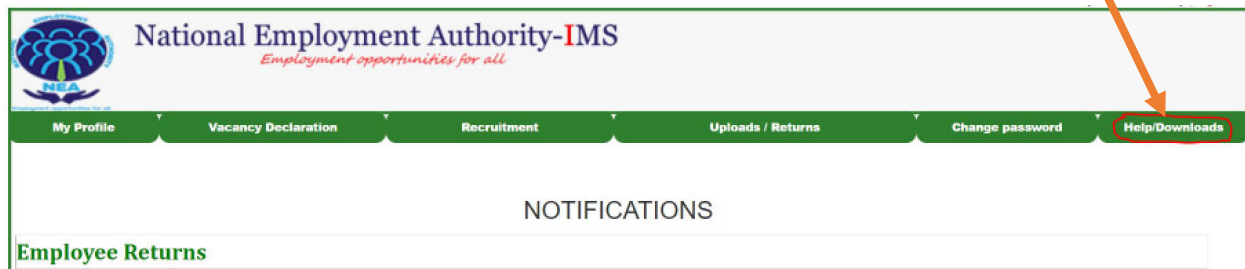
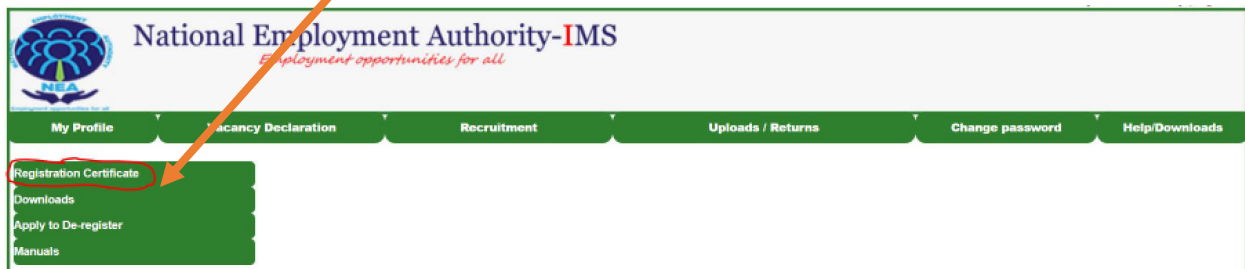


Figure 32 Registration Certificate

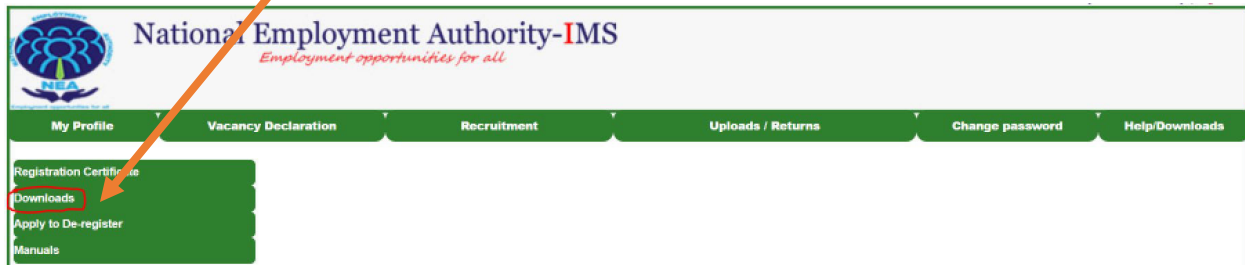


Downloads

i. The sub menu circled in red below enables an employer to Download various documents available for employers.

ii. Click on the '**Downloads**' button and choose the document you want to download

Figure 33 : Downloads

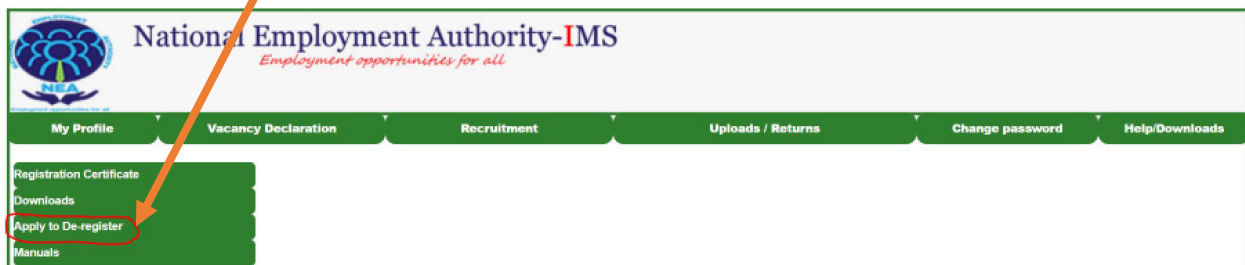


iii. The Downloadable documents are

- a. NEAIMS User Guide
- b. Employees Returns

Figure 34 : Apply to De-register

The below sub menu circled in red and interface enables an employer to Apply to De-register as a NEA registered employer.



- Click on the De-register menu
- Upload the letter seeking de-registration
- State the reasons for de-registration

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) No file chosen

Reasons

Upload status:

Figure 35: Manuals

The sub menu circled in red below enables an employer to download various user manuals and guides available for employers including this user guide.

National Employment Authority-IMS
Employment opportunities for all

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

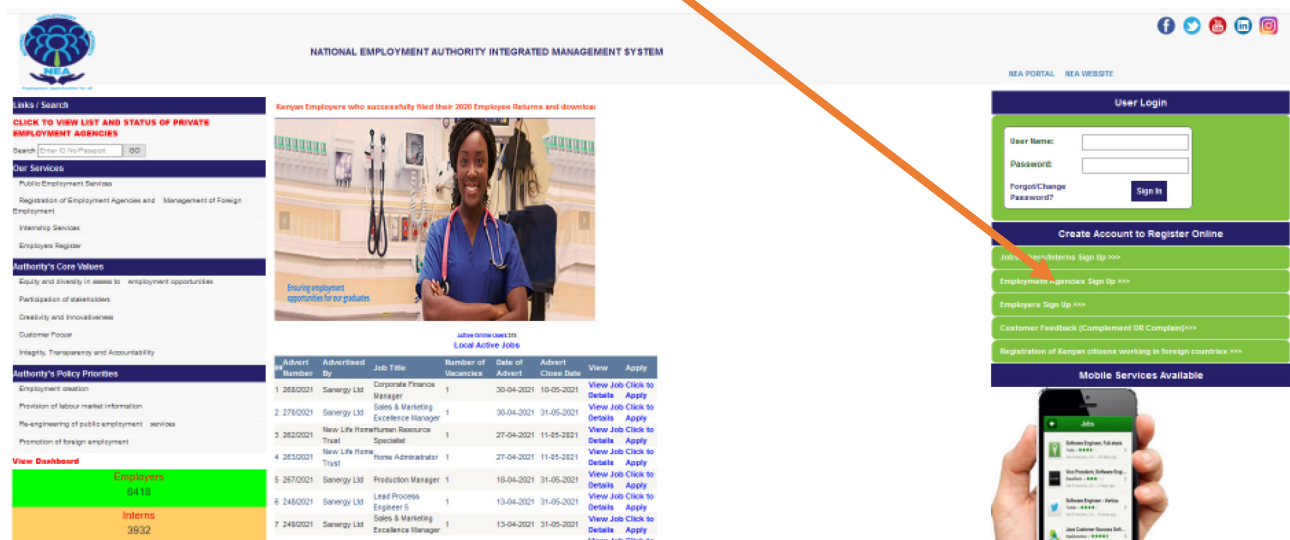
Registration Certificate
Downloads
Apply to De-register
Manuals

PRIVATE EMPLOYMENT AGENCIES MODULE

A) HOW TO SIGN UP/REGISTER AS A PRIVATE EMPLOYMENT AGENCY

- i. Log in to your NEAIMS Account through www.neaims.go.ke and click on the Employment Agencies Signup as shown below

Figure 36: Sign Up for Employment Agencies



- ii. After sign up, log in with the created credentials
 - Click on register menu after logging in.
 - Enter the agency details in Section A(Employment Agencies details) and B (Physical Location)
 - An applicant is expected to fill all the sections of the form, attach required documents which should be in PDF format.
 - Photos should be in JPEG format

Figure 37: Agencies Registration

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: GPOJ Floor: 3rd floor
 Room No: 001

Type of Employment Services: Foreign Recruitment

- Scroll down to select the type of employment services
- Click on the save button
- Fill section C (details of Directors of employment).

Figure 38: Details of physical location and directors

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: GPOJ 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

©Copyright 2018 - NEA - All Rights Reserved

- Click Move next button when done.

- Fill in the section D (Employment Agencies)
- Fill in section E (Employment Agency documents) by attaching the documents mentioned.
- Fill in Section F by attaching the directors/HRM Managers documents

Figure 39: Document Attachment

The screenshot shows the 'National Employment Authority-IMS' portal. The top navigation bar includes links for Register, Renewal, Migrants Vacancy Declaration, Migrants Placement, Change Password, and Help. The main content area is titled 'EMPLOYMENT AGENCIES DOCUMENT ATTACHMENTS'. It contains three sections: Section D (Employment Agencies) with fields for Agency Name and KRA PIN; Section E (Employment Agency Documents) with a table of documents to attach; and Section F (Attachment of Directors/HRM Managers Documents) with a table for personal details. A 'Submit Application' button is at the bottom.

#	Documents To Attach	Attachments()	Action
1.	Article and Memorandum Of Incorporation	<input type="text"/> Browse...	Save
2.	Company Registration Certificate	<input type="text"/> Browse...	Save
3.	List of Current Directors (CR12)	<input type="text"/> Browse...	Save
4.	Tax Compliance Certificate(KRA)	<input type="text"/> Browse...	Save
5.	Valid County Gov't License	<input type="text"/> Browse...	Save
6.	Valid Lease/Tenancy Agreement	<input type="text"/> Browse...	Save

No	Id/Passport	Fullname	Nationality	Highest Level Of Education	Professional Training	Action

Submit Application

©Copyright 2018 - NEA - All Rights Reserved

- Click on the Submit Application Button

Note: Private Employment Agencies are able to establish the Status of their application and License from the dashboard when they Log In to the NEAIMS Account.

B) RENEWAL OF LICENSE

- This is to assist to renew and view the renewal status.
- The applicant is expected to fill all the sections of the form, attach required documents which should be in PDF format.
- Photos should be in JPEG format

Figure 40: Renewal Status



C) MIGRANTS VACANCY DECLARATION

The sub menu contains the Application for Demand Letter Approval Form, A Licensed Agency is expected to fill, upload a copy of the demand letter/job order then submit it for approval by NEA

- Click on the menu migrants vacancy declaration

Figure 41: Migrant Vacancy Declaration Window



i) Capture Demand letter details

- Fill in the recruitment details as in section A below
- Attach the demand letter

- Click on save button to save.

Figure 42: Recruitment details capture

National Employment Authority-IMS
Employment opportunities for all

Register Renewal Migrants Vacancy Declaration Migrants Placement Change Password Help

Back APPLICATION FOR MIGRANT WORKER RECRUITMENT APPROVAL

Section A: Recruitment Details

Employment Agency Name: Employment Agency Reg No:

Migrants Employer Name: Migrants Employer Postal Address:

Migrants Employer Postal Town: Postal Code:

Office Telephone No: Office Mobile no:

Email Address: Website:

Migrant Employer Country: Building:

Migrant Employer Physical Town: Road:

Street: Demand Letter Ref No:

Attach Demand Letter: Browse...

- After Saving, Fill in section B; Migrant recruitment demand letter occupation categories
- Click on the execute icon to validate and save
- The click on submit application button as below;

Figure 43: Demand letter capture

Employment Agency Name: Employment Agency Reg No:

Migrants Employer Name: Migrants Employer Postal Address:

Migrants Employer Postal Town: Postal Code:

Office Telephone No: Office Mobile no:

Email Address: Website:

Migrant Employer Country: Building:

Migrant Employer Physical Town: Road:

Street: Demand Letter Ref No:

Attach Demand Letter: Browse...

Section B: Migrant Recruitment Demand Letter Occupation Categories

No	Category	Job Title	Gender	Visas/entry	Salary	Working Hours	Contract Period	Qualification	Execute
1	Information Technology Manager	manager	Male	1	123456	8	4	Diploma	<input type="button" value="Execute"/>
	<input type="text" value="Select Occupation Name"/>	<input type="text"/>	<input type="text" value="Select Gender"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Award"/>	<input type="button" value="Submit Application"/>

©Copyright 2018 - NEA - All Rights Reserved

- You will receive a message of successful submission as below.

Figure 44: Successful Submission message

The screenshot shows a registration form for the National Employment Authority-IMS. A modal dialog box is displayed in the center with the text: "This site says... The migrant Recruitment application submitted successfully". An orange arrow points from the caption to this message box. The background form contains fields for Employment Agency Name, Migrants Employer Name, Address, Contact Information, and a table for Migrant Recruitment Demand Letter Occupation Categories. A "Submit Application" button is visible at the bottom.

No	Category	Job Title	Gender	VacanciesQty	Salary	Working Hours	Contract Period	Qualification	Execute
1	Information Technology Manager	manager	Male	1	12500	6	4	Graduate	<input checked="" type="checkbox"/>
	Select Occupation Name		Select Gender					Select Award	

ii) Draft Demand Letter Detail

Draft letter details will appear in the window as below waiting for approval from the employment officer

Figure 45: Draft Application window

The screenshot shows the "Draft Application for Migrant Worker Recruitment Approval" window. An orange arrow points from the text "waiting for approval from the employment officer" to the "Execute" button in the table. The window includes a navigation bar with options: Register, Renewal, Migrants Vacancy Declaration, Migrants Placement, Change Password, and Help. The table below shows the draft application details.

#	Migrant Employer	Country	Physical Town	Mobile No	Job Vacancies	Execute

iii) Demand Letter Approval Status

The status of the demand letter will appear as below.

Figure 46: Draft Approval Status

The screenshot shows the "Application for Migrant Worker Recruitment Approval Status" window. An orange arrow points from the text "The status of the demand letter will appear as below." to the "Approval Status" column in the table. The window includes a navigation bar with options: Register, Renewal, Migrants Vacancy Declaration, Migrants Placement, Change Password, and Help. The table below shows the approval status of the demand letter.

#	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		

iv) Capture New Vacancy/Advert

- This will only be populated once you have got approval of the demand letter.
- If you don't have approval, you will get a message as below.

Figure 47: Demand letter not approved



- If you have approvals
- Click on the link to create an advert and upload

Figure 48: Approved demand letter window

APPROVED DEMAND LETTER(S)				
#	ID	Occupation Code	Occupation Job Title	Number of Vacancies
1	2019/1035413	035413	After Sales Service	5
2	2019/1031311	031311	Arcoade Game Technician	5

Click to Create Advert

Figure 49 Capture New Vacancy/Advert



Figure 50: Vacancy Declaration Form

HOME Back VACANCY DECLARATION FORM (NEA 6B)

VACANCY INFORMATION

[Click here to View Draft Adverts](#)

KRA PIN:	P051094522S	Advert Number:	
Position/Vacancy Name:	<div style="border: 1px solid red; border-radius: 10px; padding: 2px; display: inline-block;">Click To Generate Advert Number</div>		
Area of Study			
#Advert Number	Area Of Study Code	Area of Study	Course
#		Select Area Of Study	Select Course
			<div style="border: 1px solid red; border-radius: 10px; padding: 2px; display: inline-block;">Save</div>
Highest Award/Qualification required:	Select Award	Number of Vacancies/Positions:	
Occupation:	Select Occupation Name	Work Place:	
Report to/Contact Person:			

v) Uploaded adverts

This menu is to view uploaded adverts

vi) Draft Adverts

This menu is to filter the adverts which are still drafts

vii) Edit/Review Adverts

This menu is to help with editing and reviewing adverts

viii) Updates advert status

Figure 51: Status of advert updates

National Employment Authority-IMs
Employment opportunities for all

Register Renewal Migrants Vacancy Declaration Migrants Placement Change Password Help

HOME Back

#	Advert Number	Occupation	Number of Vacancies	
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

< >

©Copyright 2018 - NEA - All Rights Reserved

ix) Cancel adverts

This Menu is to view the cancelled adverts

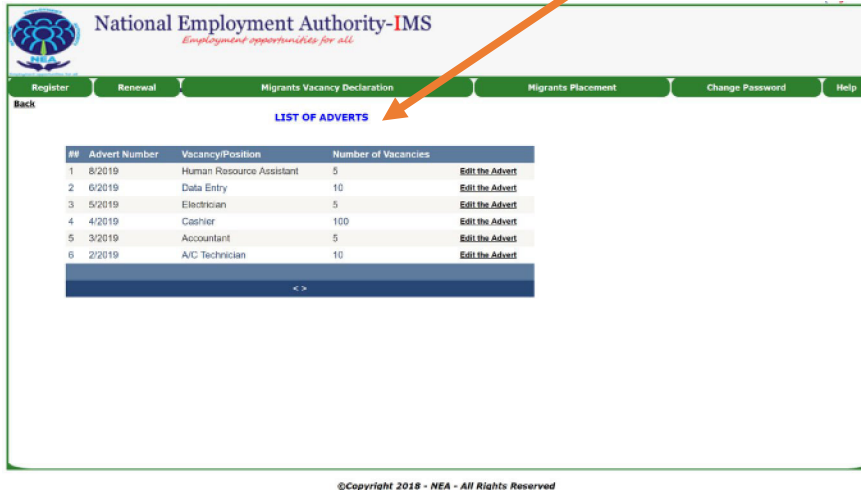
x) View active adverts

This is to view active adverts

xi) View all adverts

This menu allows you to view all adverts advertised through the NEAIMS system

Figure 52: All adverts list



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	
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

< >

©Copyright 2018 - NEA - All Rights Reserved

D) MIGRANTS PLACEMENT

- Click the migrant placement menu
- The window with submenus will appear as below.

Figure 53: Migrants Placement window



National Employment Authority-IMS
Employment opportunities for all

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

- 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

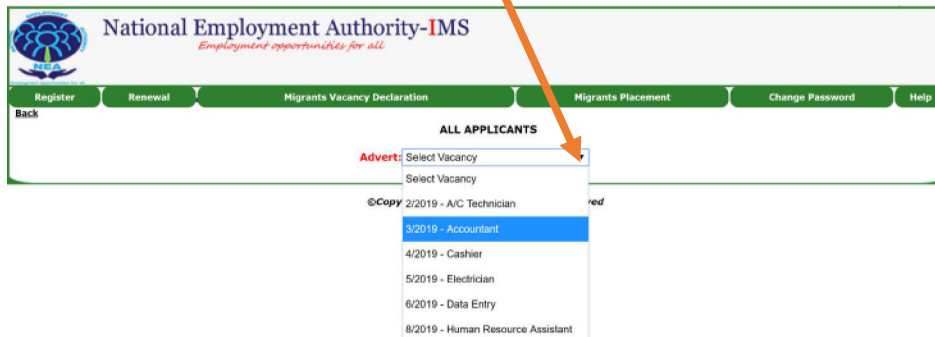
©Copyright 2018 - NEA - All Rights Reserved

i) Migrant Application Per Advert

- Click on the menu

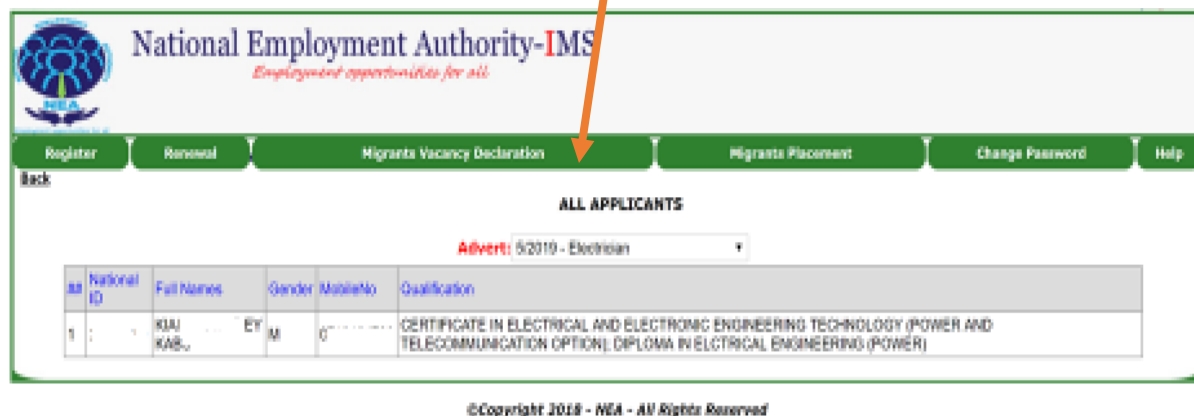
- Select the vacancy/advert

Figure 54: Vacancy selection



- Click on the vacancy/advert to view the details

Figure 55: Details of the migrants per advert



ii) Shortlisting of Migrant Applicants

- Select the shortlisting menu
- Select the advert to shortlist
- View applicant profile
- Under Action, select ‘Click to shortlist’ or ‘Not shortlisted’

Figure 56: Shortlisting window

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	View Profile	Action
1		KIARIE	M	071	CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)	View Applicant Profile	Click to Shortlist Not Shortlisted

©Copyright 2018 - NEA - All Rights Reserved

SHORTLISTING

Advert: 217/2021 - ICT Officer

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

iii) List shortlisted migrant applicants

- Click on the menu
- Select the advert you want to view shortlisted applicants
- Under Action , you can click to cancel the shortlisting

Figure 57: Shortlisted applicants

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		KIARIE	M	071	CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)	Click to Cancel Shortlisting

©Copyright 2018 - NEA - All Rights Reserved

SHORTLISTED APPLICANTS

Advert: 217/2021 - ICT Officer

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

iv) Placement of Migrant Applicant

- Click on the menu
- Select the advert you want to do a placement

- Under Action, ‘Click to appoint’ or ‘click not to place’ to do placement

Figure 58: Placement of Shortlisted Applicants



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 Place

©Copyright 2018 - NEA - All Rights Reserved

PLACEMENT OF SHORTLISTED APPLICANTS

Advert: 

©Copyright 2018 - NEA - All Rights Reserved

v) List of Placed Migrant Applicants

- Click on the Menu
- Select the advert to view placed applicants
- Under Action, ‘click to cancel placement’ to revoke the placement

Figure 59: Placed Applicants

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	07	CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)		Click to Cancel Placement

©Copyright 2018 - NEA - All Rights Reserved

PLACED/APPOINTED APPLICANTS

Advert: **Select Vacancy** 

©Copyright 2018 - NEA - All Rights Reserved

vi) Attach Migrants Documents

- Click on the menu
- Select on the advert
- Under Action, “Click to Attach Documents” to attach migrants documents.

Figure 60: Attachment of migrant document window.

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	Action
1		KIA	M	07	CERTIFICATE IN ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY (POWER AND TELECOMMUNICATION OPTION); DIPLOMA IN ELECTRICAL ENGINEERING (POWER)	Click to Attach Documents

©Copyright 2018 - NEA - All Rights Reserved

vii) Migrants with documents attached

This menu is to view the list of migrants with documents attached successfully

viii) **List of unsuccessful applicants**

This menu is to view the list of unsuccessful applicants.

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

Back

UNSUCCESSFULL APPLICANTS

Advert: Select Vacancy

UNSUCCESSFULL APPLICANTS

Advert: Select Vacancy

©Copyright 2018 - NEA - All Rights Reserved

ix) **Additional Pages used by Primate Employment Agencies to process migrant workers**

Migrant Workers who Have Passed Attestation

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

Back

PLACED AND PASSED ATTESTATION:

Advert: Select Vacancy

Confirm Migrant Received By Foreign Agency/Employer

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

Back

NATIONAL/ALIEN ID:

Search ALL

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
---	-----------	-------------	-------------	-----------	-----------------	-----------------	---------	----------	-------------	--------

Migrant Worker Employment Status

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

Back

NATIONAL/ALIEN ID:

Search ALL

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) CHANGING PASSWORD

- Click on the change password menu
- Enter the old password
- Enter the new password
- Confirm the new password
- Click on the change password button.

Figure 61: Change Password window

National Employment Authority-IMS
Employment opportunities for all

Register Renewal Migrants Vacancy Declaration Migrants Placement Change Password Help

Back 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

©Copyright 2018 - NEA - All Rights Reserved

Figure 62 Other Submenus in Help/Downloads Menu

The Submenus underlined in red below enables an employer to view Draft Adverts, Edit/Review Adverts, Update Advert Status, to Cancel Adverts, view Active Adverts and to View All Adverts

National Employment Authority-IMS
Employment opportunities for all

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

Capture New Vacancy/Advert

Draft Adverts

Edit/Review Adverts

Update Advert Status

Cancel Adverts

View Active Adverts

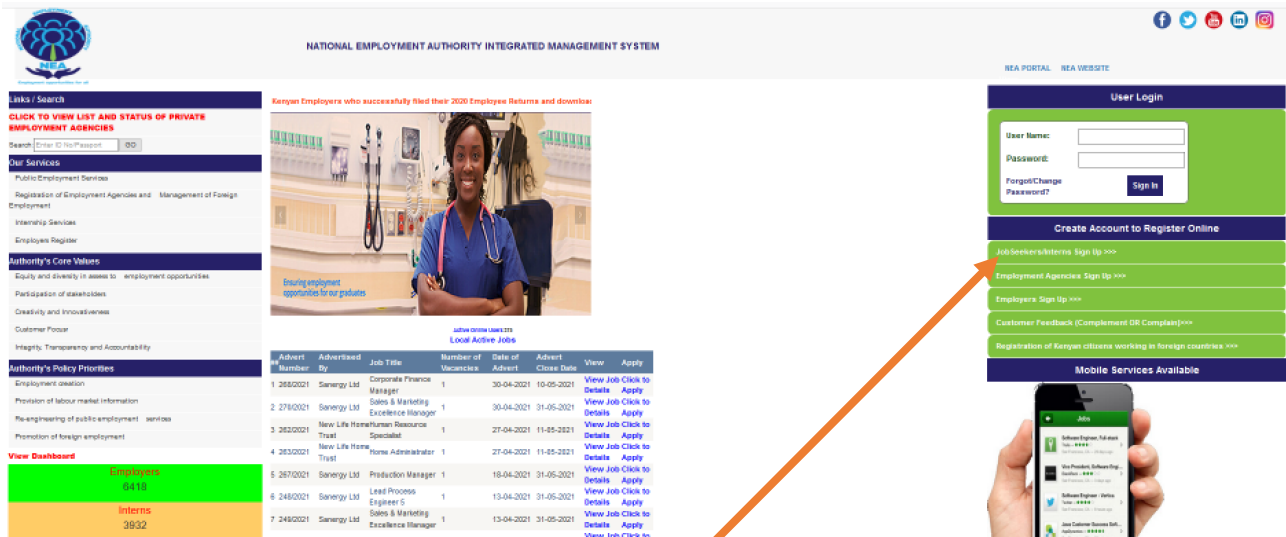
View All Adverts

JOB SEEKERS/INTERNS MODULE

A) HOW TO SIGN UP AS A JOB SEEKER /INTERN

- i) Log on to www.neaims.go.ke on your Mozilla, Google Chrome or Internet Explorer to open NEAIMS home page.

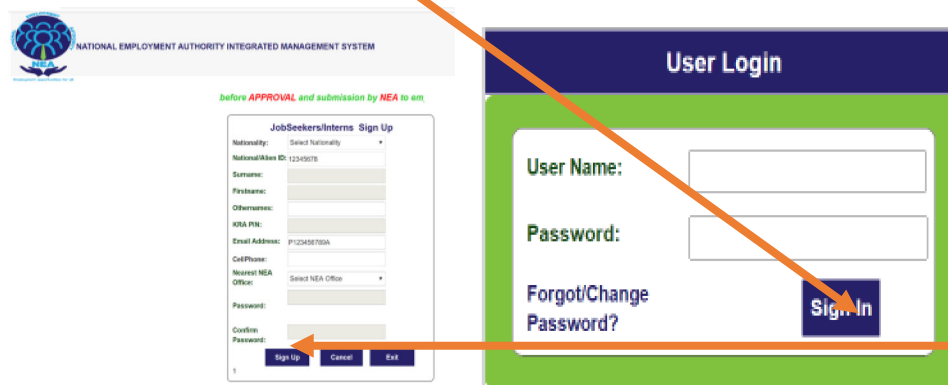
Figure 63 : Job Seekers/Intern Sign Up



- ii) Click on Job Seekers/Interns Sign Up as shown in Image 1 above
- iii) Key in details in the fields provided and click on Signup as shown in Image 2

Below

- iv) Click OK on the dialogue window on successful signup,
- v) To log in, click on the NEA logo to go back to the Home page then key in your User Name (National ID number) and your Password as shown in Image 3 below.
- vi) Click on Sign In



B) HOW TO CREATE/EDIT YOUR PROFILE

- i. Click on create/edit profile form to edit your registration type as Jobseeker/Intern.
- ii. Continue editing your profile and click on save;
- iii. Make sure to select the registration type in section 1: Basic Details

Figure 64: Profile capture form

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

SECTION 1: BASIC DETAILS:

Registration Type:	Intern	Registration No:	
Nearest NEA Office:	NEA Headquarters Kasarani - Nairobi		
Nationality :	Australia	Kenya National ID/Alien ID	12345678
Passport No:		Surname	System
First Name	Test	Other Names	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		

CERTIFICATE OF GOOD CONDUCT DETAILS:

Certificate Of Good Conduct No:	123456	Date of Issue:	02-09-2019
---------------------------------	--------	----------------	------------

Any Disability? ☐ Yes ☒ No

Preferred Sector of Internship: Any Sector Preferred County For Internship: Machakos

Save ; Move Next

©Copyright 2018 - NEA - All Rights Reserved

- iv. Click on Save
- v. Then click on Move Next button to capture Academic/Education details
- vi. Select Institution Type from the drop-down list, Indicate the Institution Name, Select Area of Study, Course, and Award from the drop-down list, Indicate the Certificate No, Indicate the Start and graduation date (Use system calendar) then click on Save.
- vii. Repeat the same process as indicated in (vi) above to capture other academic/education/training/professional qualifications in Section 'B' and 'C',

viii. Complete Section 'D' and 'E' as you save each record then click on 'Move Next'

Figure 65: Sections of Capture form

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	Execute
1	Coca Cola Company	IT Support	1	

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

©Copyright 2018 - NEA - All Rights Reserved

ix. Click on submit Application Button to submit for verification

Figure 66: Application Submission

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

CONGRATULATIONS !!! : System, Test Testing

You have Successfully filled the INTERSHIP Application form.

Click submit application down here to submit your application for verification and placement

Submit Application

©Copyright 2018 - NEA - All Rights Reserved

Note: A feedback message will be sent to your email and mobile phone after verification and approval of your registration by respective NEA Officers.

C) HOW TO RESET YOUR PASSWORD

Option 1

- v. Click on the forgot/reset password on the login screen

Figure 67: Jobseekers/Interns Forgot Password

NEA
Employment opportunities for all
JOBSEEKERS/INTERNS SIGN IN

National ID:

Password:

[Forgot/Change Password?](#)

[Create Account](#)

- vi. Key in the details on the password reset form
- vii. Click on the Reset Password button to finish the process.
- viii. The new password will be sent to your email address

Figure 68: Password Reset Form Option 1

NATIONAL EMPLOYMENT AUTHORITY INTEGRATED MANAGEMENT SYSTEM

Password Reset Form

National ID Card Passport/Number:

KRA PIN:

First Name:

Surname:

Email:

Option 2

- ii. While Logged In, Click on Change Password as shown in Image 7 below,



- ix. Key in your Old and New Password as shown below,
x. Click on Change Password to complete the password changes,
xi. You will get a pop-up message telling you your password has been change successfully,
xii. Log In with your new password to confirm the changes.

Figure 69: Password Reset Form Option 2

D) HOW TO APPLY FOR AN ADVERTISED JOB OPPORTUNITY

- i. Type www.neaims.go.ke on your Mozilla, Google Chrome or Internet Explorer to open NEAIMS home page.

E) OTHER LINKS ACCESSIBLE THROUGH THE NEAIMS HOME PAGE:

1. Customer Feedback (Complement OR Complain)
2. Registration Form for Kenyan Overseas Workers
3. Emergency Reporting Form For Kenyan Overseas Workers
4. Conference/Workshop/Sensitization Registration (Under Development)

REQUENTLY ASKED QUESTIONS

1. What do I require to register as a Private Employment Agency?

An agency may be registered by the Director of Employment to carry out the business of a private employment agency if:-

- i. It is duly registered as a corporation under the Companies Act and fully owned by Kenyan citizens;
- ii. The directors have attained at least o- level certificate or its equivalent;
- iii. The manager is in possession of at least a degree in a business-related field from a university recognized in Kenya and relevant experience of at least three years;
- iv. It has a minimum paid up share capital of Kenya Shillings five million;
- v. It is licensed to carry out business within the county of intended operation;
- vi. It has a registered fully equipped physical office covering not less than 225 square feet;
- vii. It has a tax compliance certificate from the Kenya Revenue Authority;
- viii. It has executed a guarantee of Kenya Shillings five hundred thousand with a reputable bank or insurance agency in Kenya which shall be used for the purpose of repatriation, paying wages and other entitlements in the event of default by the agent or the employer;
- ix. All Directors have Police Clearance Certificates from the Directorate of Criminal Investigations which must be renewed after every twelve months from the date of issuance; and
- x. Is a member of an association of private employment agencies recognized by the Director of Employment.
- xi. Has executed a security bond of 1.5 million shillings with a reputable bank or insurance company
- xii. It makes a commitment to observe the provisions of the existing code of conduct for Recruitment Agencies

2. What documents do I require for registration as a Private Employment Agency ?

You Require:

A written application for registration to operate a private employment agency together with-

- i. The duly filled prescribed form;
- ii. A certified copy of a certificate of incorporation;
- iii. A certified copy of academic and professional certificates of the manages and directors;
- iv. A copy of operating license from the relevant county authority;
- v. A duly signed valid lease or tenancy agreement authenticated by a commissioner for oaths;
- vi. Copies of identity cards or passports for all directors;
- vii. Two recent passport size photographs of the directors;
- viii. Valid police clearance certificates from the directorate of criminal investigations for the applicant or all directors.

3. Does the law limit the fees an employment agency may charge job seekers?

Yes

Employment agencies may charge a fee for services offered. The fee must however be approved by the director of employment and must be within the legal provisions. Which indicates that the fee charged should not be more than one month's basic salary to be paid to the job seeker by the prospective employer.

In such a case, the applicants must be issued with an official receipt for the amount paid.

The receipt must be signed by the person who received the payment, and must show:-

- i. The name of the applicant,
- ii. The name and address of the employment agency,
- iii. The date and amount of the fee
- iv. The purpose of the fee or deposit.

5. Is an employment agency required to provide copies of contracts?

YES. Employment agencies must provide applicants with a copy of any contract entered between the employment agency and the applicant.

6. Which documents do a Job Seeker need before he/she travels and where do they get them from?

The documents needed before travel have been listed in the table 1 below, including where and how to obtain them

Table 1: Requirements Needed before leaving the country and where to get them

What do I require?	Where Do I get It?	How do I get It?
Valid Kenyan Passport	Director of Immigration Services <ul style="list-style-type: none">• Nairobi – Nyayo House• Mombasa• Kisumu – Re-insurance Plaza	You require:- Original Birth Certificate National Identity Card Two passport size-colored photographs (Not photo me) Filled application form Police Clearance Certificate Passport processing fee To visit the office in person
Original Birth Certificate	Civil Registration Department District Registrar of Births and Deaths	You require:- When a birth was registered when it occurred:- acknowledgement of Birth Notification (ABN) Certificate fee Record Amendment of fee if any amendments are required. When a birth was not registered when it occurred:- Filled birth registration forms

		<p>Own original ID Card School-leaving certificate Baptismal card For minors, parents ID/Cards Clinic card, where available Those in permanent and pensionable employment, a letter from employer showing date of birth in personal file. Certificate fees is as follows: Born before district was declared compulsory registration – Kshs.50/=</p> <p>Born after district was declared compulsory registration – kshs.150/=</p>
Police Clearance Certificate	Nairobi CID Headquarters along Kiambu Road	<p>You require:-</p> <p>To present yourself in person Copy of Identity Card Kshs.1,000/=</p> <p>v</p>
Valid contract of service	Employment Agent	<p>Your require:-</p> <p>copy of Foreign Contract of Service Forms (LD21) from the Ministry of Labor.</p>
Medical Certificate	<p>Recognized medical institution A medical institution specified by the prospective employer or agent.</p>	<p>Your require:-</p> <p>Copy of Foreign Contract of Service forms (LD 21) from Ministry of East African Community, Labour and Social Protection. Medical examination fees (depending on institutions)</p>
Work Permit	Destination countries	You require to apply through respective embassies or agents.
Travel/Visa	Embassies of Destination countries	<p>You require:-</p> <p>application Passport</p>

CONCLUSION

The NEAIMS provides an effective and comprehensive approach to manage the public and foreign employment as well as offer the much-needed services to stakeholders in an efficient and effective way. The Authority encourages Employers, Job seekers and Private Recruitment Agencies (PRAs) to utilize the NEAIMS in accessing services. Employers can declare/advertise job opportunities, shortlist and recruit new employees through the NEAIMS portal free of charge. In terms of filling the annual employee returns, employers are informed that the system remains open for them to update/capture the list of employees anytime within the year. Job seekers are required to register and search for open job opportunities through NEAIMS and finally Private Recruitment Agencies are required to conduct all their activities through the portal.

**National Employment Authority
Seasons, Kasarani
P.O Box 25780-00100
Nairobi-Kenya
www.nea.go.ke**