

OCCUPATIONAL ASSESSMENT CENTER

GUIDELINE-003

MUONGOZO-003

**FREQUENTLY ASKED QUESTIONS
MASWALI YAULIZWAYO MARA KWA MARA**For
kuhusu**LOT II (MDM) EMPLOYMENT PROCEDURE
HATUA ZA KUAJIRIWA KWENYE LOT 2 (MDM)**

All job applicants are considered to read, understand, agree, and to be bound the answers to the Frequently Asked Questions when they apply for a job in Yapi Merkezi (SGR project).

Waombaji wote huhesabiwa kuwa wamesoma, wameelewa, wamekubali na wapo tayari kwa kile kilichopo kwenye majibu ya maswali yaulizwayo mara kwa mara pindi wanapotuma maombi ya kazi Yapi Merkezi (Mradi wa reli ya mwendokasi – SGR).

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- c. *I have received a call inviting me for an assessment. How can I verify that the phone call is real and where is the Yapi Merkezi assessment center located?*
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- f) *Je, mnawapatia msaada wowote wa kifedha watahiniwa mnaowaita kwa ajili ya uhakiki au usaili?*

3. ASSESSMENT LOCATION

3. ENEO LA UHAKIKI

- a. *If a person is called for assessment, will he/she be assessed in Kilosa or Dodoma?*
- a) *Kama mtu ataitwa kwa ajili ya uhakiki, je, uhakiki utafanyika Kilosa au Dodoma?*
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- a. I am being invited for training, is it compulsory?*
- a) Nimeitwa kwa ajili ya mafunzo, je, mafunzo haya ni ya lazima?*
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- f) Je, baada ya mafunzo mtanipatia ajira papo hapo?*

5. ASSESSMENT and HIRING APPROACH

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- a. What approach does the project use when hiring laborers?*
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- b. Do I need to speak or understand the English language to apply for a job in the SGR project?*
- b) Je, ninalazimika kujua lugha ya Kiingereza ili niweze kuomba kazi kwenye mradi wa reli ya mwendokasi (SGR)?*
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- c) Je, uhakiki utafanyika kwa Kiingereza pekee au utafanyika na kwa Kiswahili pia?*
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- d) Ni vigezo gani huzingatiwa kwa madereva? Ni kwa nini mtu mwenye uzoefu anashindwa kipindi cha uhakiki?*

6. HIRING AND APPLICATION INFORMATION

6. TAARIFA JUU YA AJIRA NA UTUMAJI WA MAOMBI

- a. Once a person is successful after being assessed /interviewed, why is he or she is not given proper guidance about the next steps on his/her application?*
- a) Je, ni kwa nini pindi mtu anapofuzu uhakiki/usaili hapatiwi muongozo kamili kuhusu hatua zijazo za ombi lake?*
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- c) Kwa nini mnaendelea kutoa matangazo mapya ya kazi wakati bado hamjawaita ambao tayari wameshatuma maombi?*

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- c) Je, nitajuaje mchakato wangu wa ajira ulipofikia?*
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- d) Kwa nini nimekataliwa na daktari wenu kutokana na matatizo ya macho hali ya kuwa macho yangu yapo sawa? Je, hamuamini vipimo vitolewavyo na hospitali za serikali hasa kwenye vipimo vya macho?*
- e. How come people from other villages have already been employed, but no one in my town is employed yet?*
- e) Inakuwaje watu kutoka maeneo mengine wameajiriwa lakini hakuna mtu hata mmoja kutoka kwenye mji wangu aliyeajiriwa?*
- f. Why do local people from a particular village not get jobs, but outsiders get jobs?*
- f) Kwa nini wazawa wa sehemu husika hawapati kazi lakini watu kutoka maeneo mengine wanapata kazi?*
- g. Why is employment priority not given to people affected by the project?*
- g) Kwa nini watu walioathiriwa na mradi hawapewi kipaumbele kwenye ajira?*
- h. How does the project help the youth in the village to get employment?*
- h) Je, mradi unawasaidiaje vijana wa eneo husika kupata ajira?*
- i. Can someone from a different village apply as a laborer/cleaner or any other semi-skilled position in another town?*
- i) Je, mtu kutoka kijiji kimoja anaweza kuomba kazi ya kibarua/usafi au nafasi yoyote ya ujuzi wa kati kwenye kijiji kingine?*

1. JOB APPLICATION	1. OMBI LA KAZI
<p>a) How can I apply for a job in the SGR project through Local Government Units (LGU)? Please fill up the Yapi Merkezi job application form, which can be found in your local government office (Please refer to question 1.c for job application form). Please note that job application forms are distributed to the LGU offices by Yapi Merkezi Occupational Assessment Center whenever the project needs the workforce. (This means the job application forms might not be available all the time in the LGU offices). Remember to write your full name on the form, as written on your ID. Once you have filled up the form, please submit it to your local government office. A Yapi Merkezi Occupational Assessment Center (YM-OAC) clerk will collect the job application forms for further evaluation. Please be noted that you can apply a job through email without passing LGU office. (Please refer to question 1.d).</p>	<p>a) Je, nitawezaje kuomba kazi kwenye mradi wa reli ya mwendokasi kupitia ofisi za serikali za mitaa? Tafadhali jaza fomu ya maombi ya kazi ya Yapi Merkezi inayopatikana kwenye ofisi ya serikali yako ya mtaa (Tafadhali rejea swali namba 1.c kwa ajili ya fomu ya maombi ya kazi). Tambua kwamba fomu za maombi ya kazi husambazwa na kituo cha uhakiki cha Yapi Merkezi kwenye serikali za mitaa pindi mradi unapohitaji nguvu kazi. (Hii inamaanisha kuwa fomu za maombi ya kazi huenda zisipatikane kwenye ofisi za serikali za mitaa katika baadhi ya nyakati). Kumbuka kuandika jina lako kamili kwenye fomu kama lilivyoandikwa kwenye kitambulisho chako. Utakapomaliza kujaza fomu, tafadhali ifikishe kwenye ofisi ya serikali yako ya mtaa. Karani kutoka kituo cha uhakiki cha Yapi Merkezi (YM-OAC) atazikusanya fomu za maombi ya kazi kwa ajili ya tathmini zaidi. Fahamu kwamba unaweza kuomba kazi moja kwa moja kupitia barua pepe(e-mail) bila kupitia ofisi za serikali za mitaa. (Tafadhali rejea swali namba 1.d).</p>
<p>b) How and where can we get a job application form? Are job application forms for sale? The job application forms are distributed in the LGU offices (please refer to question 1.a). The job application form is not for sale. Photocopied application forms will be rejected; furthermore, avoid buying fake or photocopied application forms from scammers and fraudsters.</p>	<p>b) Je, fomu ya maombi ya kazi inapatikana wapi na inapatikanaje? Je, fomu za maombi ya kazi zinauzwa? Fomu za maombi ya kazi husambazwa kwenye ofisi za serikali za mitaa, (tafadhali rejea swali namba 1.a). Fomu za maombi ya kazi hazizwi. Fomu za maombi ya kazi zilizotolewa nakala zitakataliwa, epuka kununua fomu za maombi ya kazi za uongo au zilizotolewa nakala kutoka kwa matapeli na wadanganyifu.</p>

c) I am an LGU Leader; How can I get Job Application Forms for My Villagers?

Please write an official request letter and submit it to any TRC office, Yapi Merkezi Social Team, or the nearest Yapi Merkezi site office. Your letter will be forwarded to the Yapi Merkezi Occupational Assessment Center (OAC). OAC officials will contact you to provide you with original forms upon receiving your request letter if the project needs manpower. If the project does not need manpower at that time, please advise your residents to apply through email for the future employment. **(Please refer to question 1.d).**

c) Mimi ni kiongozi wa serikali ya mtaa, je, nitapataje fomu za maombi ya kazi kwa ajili ya wanakijiji wangu?

Tafadhali andika barua rasmi ya maombi na ifikishe kwenye ofisi yoyote ya TRC, timu ya kijamii ya Yapi Merkezi, au ofisi za kituo chochote cha kazi cha Yapi Merkezi kilichopo karibu nawe. Barua yako itapelekwa kwenye kituo cha uhakiki cha Yapi Merkezi (OAC). Wafanyakazi wa OAC watawasiliana na wewe ili wakupatie fomu halisi pindi watakapopokea barua yako ya maombi kama mradi unahitaji nguvu kazi. Kama mradi hauna mahitaji ya nguvu kazi kwa kipindi hicho basi tunaomba uwashauri wanakijiji wako kutuma maombi kupitia barua pepe(e-mail) kwa ajili ya ajira za baadae. **(Tafadhali rejea swali namba 1.d).**

d) Application through email:

Applicants can also apply through oac@ym.com.tr email address (only Tanzanian nationals can send a job application to this email).

Please attach your CV and write the job position you are applying for and full name in the 'subject' of your email (see below sample);

To: oac@ym.com.tr

Cc:

Subject: Your Full Name (Your applied job position)

To: oac@ym.com.tr

Cc:

Subject: Abdullah Mhandi (Dumptruck Driver)

The CV must contain your applied job position, your valid contact number, date of birth, residential location, education level, and previous job experiences. We advise the applicants to use a phone number that is registered under their name.

Important Note for application through email: Please send a CV only. If you do not have a CV, indicate the job position you are applying for and the full name in the email's subject line. Please make sure to provide your contact number and your current residential location. Do not attach any other letters, certificates, or diplomas in this email. These documents are only required after the initial evaluation of your application.

Also, do not send any link for your CV; you can only attach a softcopy of your CV (see below sample):

Do not attach a link

Do not attach a link

d) Maombi kupitia barua pepe (email):

Pia waombaji wanaweza kutuma maombi kupitia barua pepe oac@ym.com.tr (ni watanzania pekee wanaoruhusiwa kutuma maombi kupitia barua pepe hii).

Tafadhali ambatanisha WASIFU (CV) yako na andika nafasi ya kazi unayoomba na jina kamili kwenye sehemu ya kichwa cha habari cha barua pepe yako (tazama mfano hapo chini);

To: oac@ym.com.tr

Cc:

Subject: Your Full Name (Your applied job position)

To: oac@ym.com.tr

Cc:

Subject: Abdullah Mhandi (Dumptruck Driver)

WASIFU (CV) ni lazima ioneshe nafasi ya kazi unayoomba, namba ya simu inayopatikana, tarehe na mwaka uliyozaliwa, mahali unapoishi, kiwango chako cha elimu na uzoefu wako katika kazi.

MUHIMU kwa waombaji kupitia barua pepe: Tafadhali tuma WASIFU (CV) tu. Kama huna WASIFU (CV), andika nafasi ya kazi unayoomba na jina kamili kwenye kichwa cha habari cha barua pepe yako. Tafadhali hakikisha unaandika namba yako ya simu na mahali unapoishi sasa. Usiambatanishe barua nyingine zozote zile, vyeti, au shahada kwenye barua pepe hii. Nyaraka hizi zitahitajika baada ya tathmini ya awali ya ombi lako.

Pia, usitume tovuti (link) yoyote kwa ajili ya WASIFU (CV); unaweza kuambatanisha nakala halisi tu ya WASIFU (CV) wako (tazama mfano hapo chini):

Do not attach a link

Do not attach a link

<p>e) Can I submit my job application in any SGR project site gates? SGR project site gates do not accept job applications.</p>	<p>e) Je, ninaweza kufikisha ombi langu la kazi kwenye vituo vya mradi wa reli ya mwendokasi (SGR)? Vituo vya mradi wa reli ya mwendokasi havikubali maombi ya kazi yaliyoletwa na mtu binafsi.</p>
<p>f) Can I submit my application directly to the assessment center? Yapi Merkezi occupational assessment center does not accept direct (walk-in) job applications (please refer to question 1.a and 1.d).</p>	<p>f) Je, ninaweza kufikisha ombi langu kwenye kituo cha uhakiki moja kwa moja? Kituo cha uhakiki cha Yapi Merkezi hakipokei maombi yanayoletwa na mtu binafsi moja kwa moja, (tafadhali rejea swali namba 1.a na 1.d).</p>
<p>g) Can I apply for more than one job position at the same time? It is not advisable to apply for more than one job position at the same time. If you apply for more than one job position, we will only consider your first applied job position. The second application will not be registered.</p>	<p>g) Je, ninaweza kuomba zaidi ya nafasi moja kwa wakati mmoja? Haushauriwi kuomba zaidi ya nafasi moja ya kazi kwa wakati mmoja. Kama utaomba nafasi zaidi ya moja tutaipa kipaumbele nafasi ya kwanza kuomba. Maombi mengine hayatosajiliwa.</p>
<p>h) I am a female, what job categories can I apply? You can apply for all job categories.</p>	<p>h) Mimi ni mwanamke/msichana, ninaweza kuomba nafasi zipi? Unaweza kuomba nafasi yoyote ile.</p>
<p>i) I am a disabled person; can I apply for a job in the SGR project? Yes, you can apply for any job that does not affect you in any way.</p>	<p>i) Mimi ni mlemavu; je, ninaweza kuomba kazi kwenye mradi wa reli ya mwendokasi? Ndiyo, unaweza kuomba kazi yoyote ile ambayo haikuathiri kwa namna yoyote.</p>
<p>j) I have been assessed /interviewed and failed; can I apply again? Yes, you can apply again. But, to consider the massive amounts of job applicants and the equal opportunity for everyone, applicants are not invited for a second assessment in the same year. However, we may invite some job positions that are difficult to source.</p>	<p>j) Nimefanya usaili na nimeshindwa, je, ninaweza kutuma maombi tena? Ndiyo, unaweza kutuma tena maombi. Lakini kutokana na idadi kubwa ya maombi ya kazi na usawa kwa kila muombaji, waombaji hawatoitwa kwa ajili ya uhakiki wa pili ndani ya mwaka huo huo. Hata hivyo huenda tukawaita walioomba nafasi ambazo ni ngumu kupata waombaji.</p>
<p>k) I have already worked with Yapi Merkezi; can I apply again? Yes, you can apply to Yapi Merkezi again. Provided you were not terminated for misconduct (please refer to question 1.a, 1.b, 1.c, and 1.d).</p>	<p>k) Nimewahi kufanya kazi na Yapi Merkezi, je, ninaweza kutuma maombi tena? Ndiyo, unaweza kutuma tena maombi yako Yapi Merkezi ikiwa hukufukuzwa kwa kuvunja kanuni yoyote, (tafadhali rejea swali 1.a, 1.b, 1.c na 1.d).</p>

<p>l) Can I change my job position since there is no open demand for the work I applied to? Yes, you can change your applied job position upon receiving an applicant verification call from the Occupational Assessment Center call center agent. Job position changes will not be accepted after verification or right before your assessment date and time.</p>	<p>l) Je, ninaweza kubadili nafasi niliyoomba kutokana na kutokuwa na uhitaji kwenye nafasi niliyoomba? Ndiyo, unaweza kubadili nafasi ya kazi uliyoomba pindi utakapopigiwa simu ya uthibitisho wa muombaji kutoka kwa mwakilishi wa kituo cha uhakiki cha Yapi Merkezi. Mabadiliko ya kazi hayatokubaliwa baada ya uthibitisho au muda mfupi kabla ya tarehe na muda wa uhakiki.</p>
<p>m) I am a driver, but my driver's license expired. Can I apply for a driver's job position? Yes, you can apply for a driver position, and you can attend the assessment. But, if you pass, you will be required to renew your driver's license before the employment process.</p>	<p>m) Mimi ni dereva lakini leseni yangu imekwisha muda wake. Je, ninaweza kuomba nafasi ya udereva? Ndiyo, unaweza kuomba nafasi ya udereva, na unaweza kuhudhuria uhakiki. Lakini kama utafuzu, utatakiwa kuomba leseni mpya ya udereva kabla ya mchakato wa ajira.</p>
<p>n) After my employment has been confirmed, will I work in my current location, or will I be assigned to a different location? Yapi Merkezi SGR Line project is a horizontal project. Therefore, the company may assign or relocate you to work in any location along the project line.</p>	<p>n) Pindi ajira yangu itakapokamilika nitafanya kazi mahali nilipo sasa au nitapelekwa eneo tofauti? Mradi wa reli ya mwendokasi (SGR) wa Yapi Merkezi ni mradi unaohusisha eneo kubwa. Hivyo basi, kampuni inaweza kukupangia au kukuhamishia kwenye eneo lolote lile linalohusika na mradi.</p>

2. ASSESSMENT INVITATION	2. KUITWA KWA AJILI YA UHAKIKI
<p>a. I have already applied; when will I be invited for an interview/assessment? We have sent applications, but how come we have not yet been called for assessment/interview?</p> <p>Employment depends on the workforce needs of the project. Therefore, assessment and interview activities are conducted as per the project's demanded number and specific job positions. Recognizing we are receiving many job applications; the Occupational Assessment Center cannot accommodate all job applicants. Moreover, it isn't easy to schedule assessments/interviews for every applicant.</p>	<p>a) Tayari nimeshatuma maombi, je, ni lini nitaitwa kwa ajili ya uhakiki/usaili? Tumeshatuma maombi, je, ni kwa nini hatujaitwa kwa ajili ya uhakiki/usaili?</p> <p>Ajira hutegemea juu ya uhitaji wa nguvu kazi kwenye mradi. Hivyo basi, shughuli za uhakiki na usaili hufanyika kulingana na idadi ya wafanyakazi inayohitajika kwenye mradi pamoja na nafasi za kazi zenye uhitaji. Ifahamike kuwa tunapokea maombi mengi sana ya kazi; kituo cha uhakiki cha Yapi Merkezi hakiwezi kushughulikia waombaji wote wa kazi kwa pamoja. Pia siyo rahisi kumpangia kila muombaji wa kazi tarehe na muda wa uhakiki/usaili.</p>
<p>b. I have already applied and have not yet been invited for an assessment. Can I apply for a job position again if I was not invited?</p> <p>Employment depends on the workforce needs of the project. Therefore, assessment and interview activities are conducted as per the project's demanded number and specific job positions. Recognizing we are receiving many job applications; the Occupational Assessment Center cannot accommodate all job applicants. You may apply again, but if your first application is already registered to our system, the second application will not be registered.</p>	<p>b) Tayari nimeshatuma maombi na sijaitwa kwa ajili ya uhakiki. Je, kama bado sijaitwa ninaweza kutuma tena maombi ya kazi?</p> <p>Ajira hutegemea juu ya uhitaji wa nguvu kazi kwenye mradi. Hivyo basi, shughuli za uhakiki na usaili hufanyika kulingana na idadi ya wafanyakazi inayohitajika kwenye mradi pamoja na nafasi za kazi zenye uhitaji. Ifahamike kuwa tunapokea maombi mengi sana ya kazi; kituo cha uhakiki cha Yapi Merkezi hakiwezi kushughulikia waombaji wote wa kazi kwa pamoja. Unaweza kuomba tena lakini kama ombi lako ya mwanzo limeshaingizwa kwenye kanzidata yetu, ombi lako la pili halitasajiriwa.</p>

<p>c. I have received a call inviting me for an assessment. How can I verify that the phone call is real and where is the Yapi Merkezi assessment center located?</p> <p>Job applicants will be informed about their appointment schedules through a phone call. These schedules will also be published on the bulletin board located outside of the OAC building; therefore, applicants can verify by checking the Yapi Merkezi Occupational Center Bulletin Board. The OAC is at Ilazo, Dodoma.</p>	<p>c) Nimepigiwa simu na kuitwa kwa ajili ya usaili. Je, nitawezaje kuthibitisha kuwa simu niliyopokea ni ya Yapi Merkezi na je, kituo cha uhakiki cha Yapi Merkezi kipo maeneo gani?</p> <p>Waombaji wa kazi hupewa taarifa kuhusu siku na muda wa uhakiki/usaili kwa kupigiwa simu. Taarifa hizi pia zitabandikwa kwenye mbao za matangazo zilizopo nje ya jengo la OAC, hivyo basi, waombaji wote wanaweza kuhakiki taarifa hizi kwa kusoma mbao za matangazo za kituo cha uhakiki cha Yapi Merkezi. Kituo cha uhakiki (OAC) cha Yapi Merkezi kipo ilazo, Dodoma.</p>
<p>d. I received a call asking for money for my employment or fast track of my application. Do I need to pay for my job application?</p> <p>Yapi Merkezi DOES NOT work with any recruitment company or individual recruiters. Yapi Merkezi DOES NOT charge or collect any amount for job application, assessment, employment, and fast-tracking applications. Therefore, please don't believe any person who gives a job opportunity or fast-track your job application by asking for money. Please BEWARE and REPORT ILLEGAL RECRUITERS to the LOCAL AUTHORITIES immediately!</p>	<p>d) Nimepigiwa simu na kuombwa pesa kwa ajili ya kupatiwa ajira au kuharakishiwa ombi langu. Je, natakiwa kulilipia ombi langu la kazi?</p> <p>Yapi Merkezi HAISHIRIKIANI na kampuni yoyote ya kuajiri wala haina wakala yeyote yule. Yapi Merkezi haitozi kiwango chochote cha pesa kwa ajili ya maombi ya kazi, uhakiki, ajira na uharakishaji wa maombi ya kazi. Hivyo basi, tafadhali usimuamini mtu yeyote yule anayedai kutoa nafasi ya kazi au kuharakisha maombi ya kazi kwa kutoza pesa. Tafadhali KUWA MAKINI na TOA TAARIFA KUHUSU WADANGANYIFU kwa MAMLAKA HUSIKA haraka iwezekanavyo!</p>
<p>e. I have been invited, but I did not attend the assessment on the schedule given to me. Can I be called again?</p> <p>Considering our busy schedule, we expect applicants to attend their assessments on time, as per their given schedule. If you cannot participate, you are expected to inform the call center and arrange a schedule that you can attend. Applicants who do not give any information about absence or re-scheduling should expect that their appointment might not be re-scheduled.</p>	<p>e) Nimeitwa kwa ajili ya uhakiki lakini sikuweza kufika kwenye muda na saa niliyopangiwa. Je, nitaitwa tena?</p> <p>Kutokana na wingi wa maombi tunatarajia waombaji kuhudhuria uhakiki ndani ya muda na tarehe iliyopangwa. Kama hutoweza kuhudhuria ndani ya wakati, unashauriwa kutoa taarifa kwa mwakilishi wa kituo na kutufahamisha juu ya tarehe na muda ambao unaweza kuhudhuria. Waombaji ambao hawatoi taarifa yoyote juu ya kutohudhuria kwao au hawatotufahamisha tarehe na muda wa kuhudhuria basi wasitarajie kupatiwa nafasi nyingine ya kuhudhuria uhakiki.</p>

f. Do you financially support candidates that you invite for an assessment or interview?

No, we do not provide any financial support to candidates for an assessment or interview. This information is provided to the candidates by our call center agent before inviting them for an assessment or interview. Furthermore, it is the applicant's own choice to proceed or not.

f) Je, mnawapatia msaada wowote wa kifedha watahiniwa mnaowaita kwa ajili ya uhakiki au usaili?

Hapana, hatutoi msaada wowote wa kifedha kwa watahiniwa tunaowaita kwa ajili ya uhakiki au usaili. Taarifa hii hutolewa na mwakilishi wetu kwa watahiniwa wote kabla hawajaitwa kwa ajili ya uhakiki au usaili. Hivyo basi, ni chaguo la muombaji mwenyewe kuendelea na mchakato au kusitisha.

3. ASSESSMENT LOCATION	3. ENEO LA UHAKIKI
<p>a. If a person is called for assessment, will he/she be assessed in Kilosa or Dodoma? The occupational assessment center is located in Dodoma; therefore, most job applicants are assessed in Dodoma. However, depending on the work location, some assessments for certain job positions may be conducted in other sites, i.e., Kilosa, Gulwe, Zuzu, Ihumwa, etc.</p>	<p>a) Kama mtu ataitwa kwa ajili ya uhakiki, je, uhakiki utafanyika Kilosa au Dodoma? Kituo cha uhakiki kipo Dodoma; hivyo basi waombaji wengi wanafanyiwa uhakiki Dodoma. Hata hivyo, kwa kuzingatia eneo la kufanyia kazi pamoja na nafasi ya kazi, baadhi ya waombaji huenda wakafanyiwa uhakiki kwenye maeneo mengine ya mradi kama vile Kilosa, Gulwe, Zuzu, Ihumwa n.k.</p>
<p>b. I have been invited for assessment but got rejected during the verification section due to a contradiction in my name between my identity card, CV, and other application documents; what should I do? Every applicant needs to bring his/her original identity card with him/her and present it to our security and verification desk. Any applicants whose identity card contradicts his/her CV/application letter and other documents may be rejected. In some cases, we may accept the applicant if he/she provides an affidavit of correction from the public notarization office.</p>	<p>b) Nimeitwa kwa ajili ya uhakiki lakini nimekataliwa kwenye hatua ya uthibitishaji kutokana na jina langu kuwa tofauti kwenye kitambulisho, WASIFU, na nyaraka zangu nyinginezo za maombi ya kazi. Je, nifanye nini? Kila muombaji anahitajika kuleta kitambulisho chake halisi na kukionesha kwa mlinzi pamoja na dawati la uthibitishaji. Muombaji yeyote ambaye kitambulisho chake kinatofautiana na WASIFU (CV) wake au barua yake ya maombi na nyaraka nyinginezo atakataliwa. Muombaji ambaye ataleta kiapo cha marekebisho kutoka kwenye mamlaka husika atakubaliwa baada ya sisi kuridhishwa na kiapo chake.</p>

<p>c. After a person has been assessed/interviewed in Dodoma and they pass, he/she goes to Dodoma/Kilosa to be assessed /interviewed again, and if he/she successful, why do they bring him/her back to Dodoma/Kilosa also?</p> <p>Yapi Merkezi Occupational assessment Center is located in Dodoma. Some technical assessments can be done at the nearest site to the applicants, but applicants must go to Dodoma personally to submit the required documents.</p> <p>Some applicants are nervous and anxious during the assessment. We do not fail those applicants right away. That is why we call some applicants for re-assessment. It is up to the applicant (who will be informed by the call center agent) to apply for a re-assessment or cancel his/her application.</p> <p>Some job positions require a maximum of three levels of assessment. Most job positions require a minimum of two-level assessment; this is informed to the applicant by the call center agent; therefore, it is the applicants' own choice to push through with his/her application or not.</p> <p>In any case, the applicant can backout from his/her application at any time.</p>	<p>c) Baada ya mtu kufanyiwa uhakiki/usaili Dodoma na kufuzu anaenda Dodoma/Kilosa ili afanyiwe uhakiki/usaili tena, na endapo atafuzu kwa nini wanamrudisha tena Dodoma/Kilosa?</p> <p>Kituo cha uhakiki cha Yapi Merkezi kipo Dodoma. Baadhi majaribio ya kitaalamu yanaweza kufanyika kwenye eneo la kazi lililopo karibu zaidi na muombaji, lakini waombaji watatakiwa kwenda Dodoma na kufikisha nyaraka zinazohitajika wao wenyewe. Baadhi ya waombaji hupatawa na uoga kipindi cha uhakiki/majaribio. Waombaji wa aina hii hatuwaweki miongoni mwa walioshindwa bali huitwa kwa ajili ya kurudia uhakiki/majaribio. Ni juu ya muombaji (ambaye atapewa taarifa na mwakilishi) kuomba kurudia uhakiki/majaribio au kusitisha ombi lake.</p> <p>Baadhi ya nafasi za kazi huhitaji hatua tatu za uhakiki/majaribio na nafasi nyingi za kazi huitaji hatua za uhakiki/majaribio zisizopungua mbili, taarifa hii hutolewa na mwakilishi wetu kwa muombaji; hivyo basi, ni uamuzi wa muombaji mwenyewe kuendelea na ombi lake hadi mwisho au kusitisha.</p> <p>Muombaji anaweza kusitisha ombi lake muda wowote ule.</p>
<p>d. I passed the pre-assessment and got invited for the second and/or third assessment, but I failed these. Do you consider me a failed applicant?</p> <p>Yes, unfortunately, we consider anyone who fails these assessments as a failed applicant. Our consideration for a successful applicant will be based on his/her final assessment result.</p>	<p>d) Nimefuzu uhakiki wa awali na nikaitwa kwa ajili ya uhakiki wa pili na/au wa tatu lakini nimeshindwa. Je, mnanitika kwenye kundi la waombaji walioshindwa?</p> <p>Ndiyo, muombaji yeyote yule anayeshindwa hatua hizi za uhakiki huingia kwenye kundi la waombaji walioshindwa. Matokeo ya jaribio la mwisho ndiyo kigezo cha kufuzu kwa muombaji.</p>

4. PRE-EMPLOYMENT TRAINING	4. MAFUNZO KABLA AJIRA
<p>a. I am being invited for training, is it compulsory? No, pre-employment training is not compulsory. But those who attend the training will be on the priority list for employment.</p>	<p>a) Nimeitwa kwa ajili ya mafunzo, je, mafunzo haya ni ya lazima? Hapana, mafunzo kabla ya ajira si ya lazima. Lakini wale wanaohudhuria hupewa kipaumbele kwenye ajira.</p>
<p>b. What is a pre-employment training? Pre-employment training is conducted only for every candidate who is willing and interested to attend. The purpose of the exercise is to develop your skills.</p>	<p>b) Ni nini maana ya mafunzo kabla ya ajira? Mafunzo kabla ya ajira hupatiwa watahiniwa ambao wapo tayari na wameridhia kuhudhuria. Lengo la mafunzo ni kukuza ujuzi wako.</p>
<p>c. Do I need to pay for training? You do not need to pay for training; it is free of charge.</p>	<p>c) Je, mafunzo ni ya kulipia? Mafunzo hayalipiwi. Hutolewa bure kabisa.</p>
<p>d. How long does training take? It will take about three or four days.</p>	<p>d) Je, mafunzo yanachukua muda gani? Mafunzo huchukua takribani siku tatu hadi nne.</p>
<p>e. Do you provide transportation, accommodation, and meals during training? We do not provide transportation, accommodation, and meals for trainees.</p>	<p>e) Je, mnatoa usafiri, malazi, na chakula kipindi cha mafunzo? Hatutoi usafiri, malazi wala chakula kwa walioko kwenye mafunzo.</p>
<p>f. After the training, will you employ me immediately? No, employment depends on the demand of the project. Training does not guarantee your job (please refer to question 6.a).</p>	<p>f) Je, baada ya mafunzo mtanipatia ajira papo hapo? Hapana, ajira hutegemea mahitaji ya nguvu kazi kwenye mradi. Mafunzo hayakuhakikishii kupata ajira, (tafadhali rejea swali namba 6.a).</p>

<p style="text-align: center;">5. ASSESSMENT and HIRING APPROACH</p>	<p style="text-align: center;">5. UHAKIKI na VIGEZO VYA KUAJIRIWA</p>
<p>a. What approach does the project use when hiring laborers? Regardless of the job position, all the applicants must undergo an assessment process. For laborers (semi-skilled), we consider work location and hire laborers from nearby villages/locations. The demand for semi-skilled job positions of the project is limited. The project cannot employ all laborer and semi-skilled job applicants. The technical assessment of laborer and semi-skilled job positions is simple and covers some of the following criteria:</p> <ul style="list-style-type: none"> ○ Must know reading and writing (in Swahili) ○ Can listen, understand, and follow the instruction of the assessors ○ Can understand basic mathematic (four operations) and numbers ○ Can understand directions, and so on. 	<p>a) Je, mradi unazingatia vigezo gani pindi unapoajiri wafanyakazi? Bila kujali nafasi ya kazi, waombaji wote lazima wafanyiwe mchakato wa uhakiki. Kwa vibarua (wenye ujuzi wa kati), tunazingatia sehemu ya kufanyia kazi na tunajitahidi kuajiri vibarua kutoka kwenye vijiji/maeneo ya karibu. Mahitaji ya vibarua kwenye mradi ni machache. Mradi hauwezi kuajiri kila aliyeomba nafasi ya kibarua au ya ujuzi wa kati. Uhakiki wa kitaalamu wa nafasi ya kibarua na ujuzi wa kati ni rahisi na unahusisha nyanja zifuatazo:</p> <ul style="list-style-type: none"> ○ Lazima ajue kusoma na kuandika (Kiswahili) ○ Awe na uwezo wa kusikiliza, kuelewa, na kufuata maelekezo ya mtahini ○ Ajue kuhesabu na mahesabu ya awali (kujumlisha, kutoa, kuzidisha, na kugawanya) ○ Aweze kuelewa maelekezo, n.k.
<p>b. Do I need to speak or understand the English language to apply for a job in the SGR project? English knowledge is only required for positions such as engineering or other higher positions. Otherwise, English knowledge is not required.</p>	<p>b) Je, ninalazimika kujua lugha ya Kiingereza ili niweze kuomba kazi kwenye mradi wa reli ya mwendokasi (SGR)? Kiingereza kinahaitajika kwa nafasi kama vile uhandisi au nafasi nyinginezo za juu. Kwa nafasi za chini Kiingereza sio sharti la kuomba kazi.</p>
<p>c. Will the assessment be only in English, or will it also be in Swahili? Only a few job positions (mainly engineering positions) require English knowledge. Most of the other job positions do not require any knowledge of the English language. For this reason, the language of the assessment depends on the job position.</p>	<p>c) Je, uhakiki utafanyika kwa Kiingereza pekee au utafanyika na kwa Kiswahili pia? Ni nafasi chache sana za kazi (hasa nafasi ya uhandisi) huitaji muombaji ajue Kiingereza. Nafasi nyinginezo za kazi hazihitaji ujuzi wowote wa lugha ya Kiingereza. Kwa sababu hii, lugha ya uhakiki hutegemea nafasi ya kazi.</p>

<p>d. What criteria is used for drivers? Why does someone with driving experience fail the assessment?</p> <p>Driving is a technical job and requires a high knowledge of safety. The company has a minimum technical and experience requirement for drivers and operators to protect its employees and the public from accidents. Consequently, driving assessments are done very carefully and meticulously. Most drivers fail this assessment due to poor driving ability, disregard for safety rules, and so on.</p>	<p>d) Ni vigezo gani huzingatiwa kwa madereva? Ni kwa nini mtu mwenye uzoefu anashindwa kipindi cha uhakiki?</p> <p>Udereva ni kazi ya kitaalamu na inahitaji ujuzi wa hali ya juu wa sheria za usalama barabarani. Kampuni inahitaji kiwango maalumu cha utaalumu na uzoefu kutoka kwa madereva na waendesha mitambo ili kulinda usalama wa wafanyakazi wake na raia kutokana na ajali mbalimbali. Hivyo basi, uhakiki wa madereva hufanyika kwa umakini wa hali ya juu sana. Madereva wengi wanashindwa uhakiki huu kutokana na kuwa na uwezo mdogo wa kuendesha gari, kutozingatia sheria za usalama barabarani, n.k.</p>
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6. HIRING AND APPLICATION INFORMATION	6. TAARIFA JUU YA AJIRA NA UTUMAJI WA MAOMBI
<p>a. Once a person is successful after being assessed /interviewed, why is he or she is not given proper guidance about the next steps on his/her application?</p> <p>YM OAC has established a Call Center to provide proper guidance to the job applicants. Our call center agents give information about all the steps and processes that are required by job applicants. You are required to listen carefully and understand our call agent well.</p>	<p>a) Je, ni kwa nini pindi mtu anapofuzu uhakiki/usaili hapatiwi muongozo kamili kuhusu hatua zijazo za ombi lake?</p> <p>Kituo cha uhakiki cha Yapi Merkezi (YM-OAC) kimeanzisha kituo cha mawasiliano ili kutoa muongozo kamili kwa waombaji. Wawakilishi wetu hutoa taarifa juu ya hatua na michakato yote ambayo muombaji anahitaji kufahamu. Unatakiwa kusikiliza kwa makini na kuelewa maelezo yanayotolewa na mwakilishi wetu.</p>
<p>b. How can I follow-up with the status of my application?</p> <p>We do not give any information about the status of job applications through phone calls. You can follow-up by sending an email to oac@ym.com.tr. You are required to write 'follow-up my application status' on the email's subject line and provide your full name and attach a photocopy of your ID, which you submitted upon your application. Emails without indicating 'follow-up my application status' on the subject line and photocopy of ID will not be answered. You may expect a response in approximately seven to 45 working days due to the heavy workload and overflow of inquiries.</p>	<p>b) Je, nitawezaje kujua ombi langu limefikia hatua gani?</p> <p>Hatutoi taarifa zozote kuhusu maombi ya kazi yalipofikia kupitia simu. Unaweza kufuatilia kwa kutuma barua pepe (email) kupitia oac@ym.com.tr. Unatakiwa kuandika 'Kufuatilia maendeleo ya maombi yangu ya ajira niliyotuma' kwenye kichwa cha habari cha barua pepe yako na andika jina lako kamili, pia ambatanisha nakala ya kitambulisho chako ulichotumia kwenye ombi lako. Barua pepe ambazo hazijaandikwa kichwa cha habari 'Kufuatilia maendeleo ya maombi yangu ya ajira niliyotuma' wala kuambatanishwa na nakala ya kitambulisho hazitajibiwa. Barua pepe yako itajibiwa ndani ya siku 7 hadi 45 za kazi kutokana na wingi wa shughuli zetu pamoja na hatua nyingi za uchunguzi zinazopitiwa.</p>

c. Why do you keep publishing new job advertisements while you have still not called those who applied before?

Yapi Merkezi has published an advertisement about hiring one time only; this hiring post was for LOT 2. Many false advertisements circulate on WhatsApp, social media, and websites, spreading wrong information to the public about hiring for LOT 1 or announcing new hirings. These are not true. To safely view legitimate and up-to-date information, as well as recent job posts, please visit our web page: <https://yapimerkezi.com.tr/En/Career/Nafasi-ya-Kazi>.

c) Kwa nini mnaendelea kutoa matangazo mapya ya kazi wakati bado hamjawaita ambao tayari wameshatuma maombi?

Yapi Merkezi imetoa tangazo la ajira mara moja tu; tangazo hili lilikuwa kwa ajili ya LOT 2. Matangazo mengi sana ya uongo yanasambazwa kupitia WhatsApp, mitandao ya kijamii na tovuti nyinginezo, yanatoa taarifa zisizo sahihi kwa jamii kuhusu utoaji wa ajira kwenye LOT 1 au kutoa matangazo mapya ya ajira. Matangazo haya ni ya uongo. Ili kupata taarifa sahihi na mpya na pia kupata matangazo mapya ya ajira, tafadhali tembelea ukurasa wetu kupitia: <https://yapimerkezi.com.tr/En/Career/Nafasi-ya-Kazi>.

7. EMPLOYMENT PROCESS	7. MCHAKATO WA AJIRA
<p>a. I have already been assessed. When will I be invited to further employment processing?</p> <p>The employment process takes time, and several steps; therefore, our Occupational Assessment Center conducts assessment activities per further workforce needs to ensure applicants are ready for employment. Depending on the project's demand and employment schedule, you will be invited for further processing (document requirements and so on).</p> <p>NOTE: Being assessed /interviewed/trained for any job position does not guarantee your employment. Applicants are advised to go back to their living place and continue their daily activities until further notice from YAPI MERKEZI. Candidates are informed about this condition before being invited for an assessment. It is the applicant's choice to accept this condition or not.</p>	<p>a) Nimeshafanyiwa uhakiki. Je, ni lini nitaitwa kwa ajili ya michakato mingine ya ajira?</p> <p>Mchakato wa ajira unachukua muda na hatua kadhaa, hivyo basi, kituo chetu cha uhakiki kinafanya shughuli za uhakiki kulingana na mahitaji ya nguvu kazi kwenye mradi pamoja na kuhakikisha kuwa waombaji wapo tayari kwa kuajiriwa. Utaitwa kwa ajili ya michakato mingine ya ajira (ukusanyaji wa nyaraka n.k) kwa kuzingatia uhitaji wa nguvu kazi kwenye mradi pamoja na ratiba ya mradi ya kuajiri wafanyakazi.</p> <p>MUHIMU: Kufanyiwa uhakiki/usaili/mafunzo kwa ajiri ya nafasi yoyote ya kazi haikuhakikishii kupata ajira. Waombaji wanashauriwa kurudi kwenye makazi yao na kuendelea na shughuli zao za kila siku mpaka watakapopewa taarifa zaidi kutoka YAPI MERKEZI. Watahiniwa hufahamishwa juu ya hatua hizi kabla hawajaitwa kwa ajili ya uhakiki. Ni chaguo la muombaji mwenyewe kukubali au kukataa.</p>
<p>b. Approximately how many days will it take for my employment after being successful in the assessment?</p> <p>Considering the documentation process, it takes approximately 30 days, provided there is a valid and approved workforce demand from the project management.</p>	<p>b) Kwa makadirio itachukua siku ngapi hadi kupata ajira baada ya kufuzu kwenye uhakiki?</p> <p>Kwa kuzingatia mchakato wa ukusanyaji nyaraka, inakadiriwa kuchukua takribani siku 30 kama uongozi wa mradi utathibitisha uwepo wa mahitaji ya nguvu kazi.</p>
<p>c. How will I know the status of my employment process?</p> <p>The OAC has a call center that notifies candidates about their processing steps through a phone call. The OAC advises applicants to provide their own, valid, and reachable phone number to receive information on time.</p>	<p>c) Je, nitajuaje mchakato wangu wa ajira ulipofikia?</p> <p>Kituo cha uhakiki OAC kina mwakilishi ambaye huwataarifu watahiniwa kuhusu hatua mbalimbali za maombi yao kupitia simu. Kituo cha uhakiki OAC kinawashauri waombaji kutoa namba zao binafsi kwa usahihi ambazo zinapatikana muda wote ili kupokea taarifa kwa wakati.</p>

d. Why have I been rejected by your medical doctor due to eye problems, even though my eyes are well? Don't you trust the government hospital on their medical examination, especially on vision tests?

The construction industry requires high safety measures. These measures are not only for employees but also for the public. Therefore, vision tests are crucial to us for the safety of the applicant, other workers, and the public, to avoid any accidents caused by sight problems.

The vision tests are a pre-medical examination process that is performed by the Yapi Merkezi Medical staff. This pre-medical examination also aims to protect applicants from unnecessary expenses for employment documents, such as opening bank account, police clearance, transportation, and so on.

Candidates who fail the vision tests may apply to repeat the test after getting the necessary treatment.

If an applicant fails the vision tests, the OAC Medical staff advises him/her to go for eye treatment and provide treatment documents before repeating the eye examination.

d) Kwa nini nimekataliwa na daktari wenu kutokana na matatizo ya macho hali ya kuwa macho yangu yapo sawa? Je, hamuamini vipimo vitolewavyo na hospitali za serikali hasa kwenye vipimo vya macho?

Shughuli za ujenzi zinahitaji usalama wa kiwango cha juu sana. Usalama huu si kwa ajili ya wafanyakazi pekee bali pia kwa ajili ya jamii. Hivyo, majaribio ya macho hufanyika kwa umakini wa hali juu kwa ajili ya kulinda usalama wa muombaji, wafanyakazi wengine, pamoja na jamii kwa ujumla ili kuepuka ajali zozote zile zinazoweza kusababishwa na matatizo ya macho.

Majaribio ya macho ni uchunguzi wa awali wa afya unaofanywa na mtaalamu wa afya wa Yapi Merkezi. Uchunguzi huu wa awali wa afya unalenga kumuepushia muombaji gharama za ziada ili kupata nyaraka zinazohitajika kwa ajili ya ajira kama kufungua akaunti ya benki, hati ya tabia njema, usafiri, n.k.

Watahiniwa wanaoshindwa jaribio la macho wanaweza kutuma tena maombi baada ya kupata matibabu stahiki.

Kama muombaji atashindwa majaribio ya macho, mtaalamu wa afya wa kituo cha uhakiki OAC humshauri muombaji kupata matibabu stahiki na kuleta nyaraka husika kabla ya kurudia uchunguzi wa macho kwa mara nyingine.

<p>e. How come people from other villages have already been employed, but no one in my town is employed yet?</p> <p>The occupational assessment center considers employment from the villages which are affected by the project. As per our record, there is employment from all villages affected by the project. Additionally, Yapi Merkezi does not promise to employ all villagers because employment is limited to the project's workforce needs. Yapi Merkezi Occupational Assessment Center follows the signature and seal of the LGU authorities; we consider the applicant as residing in the village where they submitted their application form. Some village chairmen accept outsider applications. We have no authority over the chairmen's signature, and we accept all application forms that come to us from village authorities. Nevertheless, we kindly advise all village authorities' not to accept outsiders for the semi-skilled job position.</p>	<p>e) Inakuwaje watu kutoka maeneo mengine wameajiriwa lakini hakuna mtu hata mmoja kutoka kwenye mji wangu aliyeajiriwa?</p> <p>Kituo cha uhakiki hutoa kipaumbele cha ajira kwa wakazi wa vijiji/maeneo yaliyoathiriwa na mradi. Kwa mujibu wa takwimu zetu, kuna waajiriwa waliotoka kwenye maeneo yote yaliyoathiriwa na mradi. Ifahamike pia kwamba Yapi Merkezi haiwezi kumuajiri kila mwanakijiji kwa sababu idadi ya ajira hutegemea na mahitaji ya nguvu kazi kwenye mradi. Yapi Merkezi huzingatia muhuri na sahihi kutoka ofisi za serikali za mitaa; waombaji huhesabika kuwa wanaishi maeneo ambayo wamefikisha fomu zao za maombi. Baadhi ya watendaji hupokea fomu za maombi za atokaye nje ya kijiji chake. Hatuna mamlaka juu ya sahihi ya mtendaji, na tunapokea fomu zote zitokazo kwenye serikali za mitaa. Hata hivyo, tunapenda kuwashauri watendaji wa vijiji waache kupokea maombi ya watokao nje ya vijiji vyao kwa nafasi za kazi za ujuzi wa kati.</p>
<p>f. Why do local people from a particular village not get jobs, but outsiders get jobs?</p> <p>Skilled workers are employed from all over Tanzania. Semi-skilled workers are hired based on the location where the workforce is needed.</p>	<p>f) Kwa nini wazawa wa sehemu husika hawapati kazi lakini watu kutoka maeneo mengine wanapata kazi?</p> <p>Wafanyakazi wenye ujuzi wa juu huajiriwa kutoka sehemu yoyote ndani ya Tanzania. Wafanyakazi wenye ujuzi wa kati huajiriwa kulingana na eneo la mradi linalohitaji nguvu kazi.</p>
<p>g. Why is employment priority not given to people affected by the project?</p> <p>The SGR project is for all Tanzanian nationals. Employment priority is given to those people who are affected by the project only for semi-skilled job positions. Employment for skilled job positions may come from all over Tanzania.</p>	<p>g) Kwa nini watu walioathiriwa na mradi hawapewi kipaumbele kwenye ajira?</p> <p>Mradi wa reli ya mwendokasi ni kwa ajili ya Watanzania wote. Kipaumbele cha ajira hupewa kwa watu walioathiriwa na mradi kwenye nafasi za kazi za ujuzi wa kati tu. Kwa nafasi za kazi za ujuzi wa juu Mtanzania yeyote yule anaweza kuajiriwa.</p>

<p>h. How does the project help the youth in the village to get employment?</p> <p>The Occupational Assessment Center has developed assistant/helper job positions for youth to be employed on the project and develop their skills. Additionally, the Occupational Assessment Center provides short training periods to help applicants develop their skills and prepare themselves for the project.</p>	<p>h) Je, mradi unawasaidiaje vijana wa eneo husika kupata ajira?</p> <p>Kituo cha uhakiki cha Yapi Merkezi kimeanzisha nafasi za kazi za usaidizi ili vijana waweze kupata ajira kwenye mradi na kukuza ujuzi wao. Vile vile, kituo cha uhakiki cha Yapi Merkezi kinatoa mafunzo ya muda mfupi ili kuwasaidia waombaji kukuza ujuzi wao pamoja na kujiandaa kwa ajili ya kufanya kazi kwenye mradi.</p>
<p>i. Can someone from a different village apply as a laborer/cleaner or any other semi-skilled position in another town?</p> <p>Yapi Merkezi Occupational Assessment Center also accepts applications through email. All applicants may apply without passing by the LGU. However, OAC considers the applicant's residential locations and strictly requires a residential permit from the LGU for semi-skilled job positions.</p>	<p>i) Je, mtu kutoka kijiji kimoja anaweza kuomba kazi ya kibarua/usafi au nafasi yoyote ya ujuzi wa kati kwenye kijiji kingine?</p> <p>Kituo cha uhakiki cha Yapi Merkezi pia kinapokea maombi kupitia barua pepe (email). Waombaji wote wanaweza kuomba bila kupitia ofisi za serikali za mitaa. Hata hivyo, kituo cha uhakiki OAC huzingatia makazi ya muombaji na muombaji atatakiwa kuleta kitambulisho cha mkazi kutoka kwenye ofisi ya serikali ya mtaa kwa nafasi za kazi za ujuzi wa kati.</p>

For hiring posts, please visit Yapi Merkezi website:

<https://yapimerkezi.com.tr/En/Career/Nafasi-ya-Kazi>

Kwa matangazo ya ajira, tafadhali tembelea tovuti ya Yapi Merkezi:

<https://yapimerkezi.com.tr/En/Career/Nafasi-ya-Kazi>