

## **Terms of Reference:**

# **Design and Development of Niajiri ATS**

## **1. Objective**

To **design, build, and deploy** a modular, AI-enhanced ATS that supports:

- Custom career pages
- Collaborative hiring workflows
- Candidate scoring and keyword ranking
- Reporting dashboards
- Resume parsing with AI enhancements
- Employer-branded pages and job syndication
- Mobile-first access and PWA features

The platform must be **user-friendly**, **secure**, and **scalable**, with functionality that serves employers, job seekers, and system administrators.

## **2. Scope of Work**

The consultant or development team will deliver:

### **A. System Design & Architecture**

- Translate existing specification document into a build-ready system architecture
- Design workflows for each user role (Employer, Job Seeker, Admin)
- Define database schema and data relationships
- Prepare UI/UX wireframes for core modules

### **B. Module Development**

#### **1. Authentication & User Roles**

[www.niajiri.africa](http://www.niajiri.africa)

1st Floor Wing A, Regent Business Park  
Dar es Salaam, Tanzania

- JWT-secured login for Employers, Job Seekers, Admins
- Role-based dashboards with access control

## **2. Career Page Builder**

- Employer-customizable page: themes, content blocks, branding
- iFrame and subdomain publishing options

## **3. Job Management**

- Post, edit, archive jobs
- Schedule postings and set expiration
- Support rich job descriptions and tagging

## **4. Candidate Management**

- Resume parser with AI suggestions
- Side-by-side CV and JD viewer
- Tagging, notes, evaluations, status transitions (New → Shortlisted → Hired)

## **5. AI Match Scoring**

- Simple AI model (GPT or similar) to score candidates vs job specs
- Display relevance % and top matches per job

## **6. Recruitment Pipeline**

- Customizable stages per job
- Reusable templates (e.g., graduate program, technical hire)

## **7. Interview & Offer**

- Interview scheduling tool (Google/Outlook sync optional)
- Offer letter generation and optional e-signature support

## 8. Analytics & Dashboards

- Employer-level dashboard (Time to hire, Source of applicants, Funnel conversion)
- Admin dashboard (User activity, Job stats, Flagged content trends)

## 9. Admin Panel

- User account moderation, billing tracking, support ticket interface
- Flagging and resolution system for fake/abusive content
- Exportable audit logs

## 10. Notification Engine

- Transactional (job applied, shortlisted, offer sent)
- Behavioral (weekly suggestions, resume improvement tips)
- System alerts for Admins (login abuse, payment issues)

## 11. Mobile Compatibility & PWA

- Fully responsive across devices
- Enable offline draft saving for resumes

## 3. Deliverables

- A. Finalised architecture and wire frame
- B. Core System Modules (Login, Career Page, Jobs)
- C. Candidate Flow + Resume Parsing and AI scoring
- D. Analytics Dashboard (Employer + Admin)
- E. Interview and Offer workflow
- F. Notification System and Testing
- G. Final Deployment and documentation