

# Online Job Portal For Personnel Management Office of The Nigeria

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**Abstract-** Personnel Management Office (PMO) serves as hub for human resources management and development within the civil service of The Nigeria. It plays a crucial role in managing the country's human resource, which includes recruitment for various government positions. Currently, while PMO runs a website where job application form can be downloaded, government vacancies are mostly advertised through print media (Newspaper), social media, television and radio. Traditionally, the recruitment process has been manual, which requires applicants to download, physically complete, and submit the written application in person. This usually resulted to delay and time consuming. Therefore, the implementation of an online job portal for PMO will revolutionized the recruitment process by shifting from the manual to a digitalize or online system. Through this portal, PMO will have the opportunities to post job vacancies, while jobseekers will have the opportunities to register, upload their CVs, and apply for vacancies. This digital solution will enhance the efficiency of the recruitment process in the civil service, which will expediate communication thus benefit both jobseekers and PMO.

**Keywords-** Personnel Management office, online job portal, digital recruitment, civil service, The Nigeria.

## I. INTRODUCTION

The Afrobarometer survey conducted in May 2022 highlights that The Gambia has a predominantly youthful population, with over 60% under the age of 25. Despite this significant demographic, the last census conducted in 2013 means there is a lack of current and accurate data on unemployment rates. The establishment of an online job portal for the Personnel Management Office (PMO) aims to address this gap by enabling the government to track the number of job seekers and applications received through the portal. The PMO Job Portal is a web-based application, which is developed to transform PMO from the manual recruitment processes to a digitalized system. This application will provide job seekers the opportunity to create an account, search for available job vacancies posted by PMO and its allied ministries, and aid in the selection process of the most qualified applicant. This will ultimately enhance and expediate

the recruitment process. Many countries have adopted online job portals as a preferred method of recruitment, thus moving away from traditional methods such as job fairs, newspaper advertisements, and television commercials. These conventional methods are increasingly impractical given the expanding working population and the volume of job applications is at an increasing rate. For PMO, manually processing all applications is both challenging and time-consuming, whilst on the job seekers' side, applying for multiple positions through a manual process is cumbersome, particularly for those living in rural areas who must travel to Banjul to submit their applications.

The advancement of technology and increased internet usage in The Gambia presents an opportunity to revolutionize the hiring process within the civil service.

The implementation of this online job portal is expected to expedite the Recruitment process at every stage, from job posting to receiving applications and conducting interviews. This system will promote transparency and provide fair job opportunities for all applicants, ensuring a more efficient and equitable hiring process.

## II. STATEMENT OF OBJECTIVES

Generally, the aim is to design, develop and implement an online job portal for PMO and jobseekers. It will speed up hiring process in the civil service of The Gambia such as vacancies posting, receiving resumes and application from jobseekers, selection of the best applicant, interview and final hiring. This project aims to address the existing inefficiencies in the current recruitment process and personnel management leveraging modern web technologies.

Another purpose is to give jobseekers a platform for searching right and satisfactory job from the civil service in accordance with their qualification.

It also streamlines job posting by PMO, application submission by jobseekers, candidate screening and interview scheduling thus reducing manual workload and processing time.

The system creates a user-friendly interface that is accessible to job seekers across various computer and devices, which will ensure a wider reach to all job applicants throughout the country, including those from the remotest area of The Gambia.

The system will also serve as a database for PMO by implementing a robust database system to securely store and manage applicant's data, job postings, and recruitment metrics. This will facilitate easy retrieval and analysis to support decision making for policy formulation by top management.

The portal is consisting of three main interfaces apart from the homepage, which are;

- Admin interface,
- Jobseekers interface
- Employers (PMO) interface

### III. SIGNIFICANCE OF THE PROJECT

In this online PMO Job Portal, any jobseekers can register into the system through setup of your account before login into the system. However, a newly created account of a jobseeker should be first be review and approve by the administrator before accessing the system. When login, jobseeker can update their profile, add qualification, upload resume, search for available job vacancies and apply online. The vacancies are posted by PMO for suitable qualified jobseekers to apply. The administrator is responsible to manage the application, approve pending jobseekers' registration and regularly post news or update for public consumption.

This web-based system establishes direct communication between PMO and jobseekers. When vacancies are posted by PMO, jobseekers who visited the website will be able to view the vacancy on the homepage. Jobseekers have the choice to apply for their preferred job. On the other hand, PMO will have access to all application made and the applicant profile, including viewing their qualification and resume. They can review each application with their resume and qualification and send a call letter to the shortlisted candidates for interview. Applicant that are shortlisted will receive a call letter from PMO, including interview details. This web-based application will create ease and convenience for both PMO and jobseekers.

There was no existing job portal for PMO, their recruitment process was entirely manual. Jobseekers are required to filled an application and attached their resume and

qualification documents. Based on that system, PMO will force to go over all applications which is time consuming and cumbersome. It also defeats the purpose of equal opportunity of employment by all Nigerian as those in the remote area of the country will find it difficult to submit their application all the way to abuja in person. Therefore, the manual way does not provide fast and efficient system. It is prone to lost application because of lack of database system.

### IV. PROPOSED SYSTEM

This project is purposely designed to overcome these problems and migrate PMO to a digitalized way of recruitment for the civil service of The Nigeria. It is a complete job portal for PMO to use during their recruitment process. Some of the benefits of this new system is that it is fast and efficient, it is highly secure and portable, it provides facilities for job seekers to track their application, it provides PMO with a facility to search for employees more easily.

### V. SYSTEM ANALYSIS AND DESIGN

**TECHNICAL FEASIBILITY:** The application is simple and easy to use, thus does not need extensive training. The interface is user-friendly and can easily be use by junior secondary school graduates. The system is built with responsive features of menu-driven and button interaction method, which directs the user in handling and working on the system without difficulty.

**GUI's:** For ease and flexibility of user and its usage, the interface is developed in graphical user interface mode, which can be run in the browser. The portal has been categorized into Homepage;

Admin interface; Jobseeker interface; and Employer (PMO) interface.

The Administrator is responsible to manage and approve pending request from newly created account.

Employer (PMO) can login into their interface from the homepage, they have access to add vacancies, connect with jobseekers, view their profile and sent call letter to them for interview appointment.

Jobseekers have the ability to register at the homepage and login into their interface. At their interface, they can add qualification and resume, search for available vacancies and easily apply. They can communicate with potential employer through massaging.

**SYSTEM REQUIREMENT**

The application is compatible with the following hardware requirements;

- 250 MHz Processor
- 2 GB RAM
- 350 GB hard disk

**SOFTWARE SPECIFICATION**

- Windows server
- PHP/HTML/CSS/JavaScript
- MY SQL server

**VI. PROJECT OUTPUT (SCREENSHOTS)**



Fig 1. HOMEPAGE

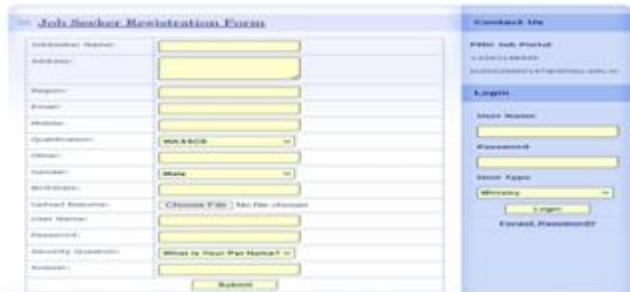


Fig 2. Jobseeker Registration form

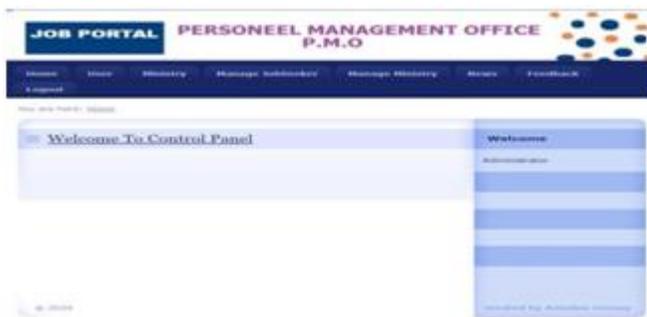


Fig.3 Admin Interface

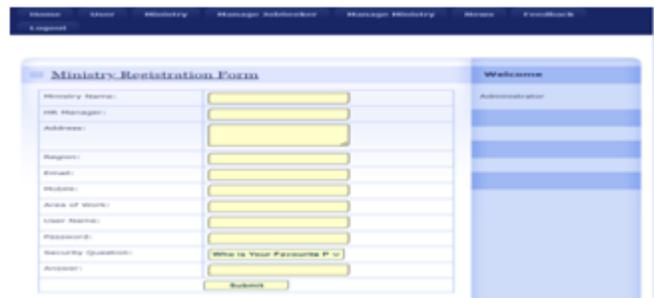


Fig 4. Ministry Registration



Fig 5. Jobseekers Interface



Fig 6. Add Qualification page



Fig.7 Ministry Interface

Fig8 Add Vacancy Page

- The platform reliance on digital infrastructure may inadvertently exclude individuals with limited access to internet connectivity or technology literacy.
- While measures are taken to safeguard user data and privacy, the inherent risk associated with cybersecurity breaches or data breaches remain an issue.

## VII. CONCLUSION

The development of this online job portal represents a significant step towards bridging the gap between job seekers and employers in The Gambia especially those seeking to work under the civil service. We use PHP and JavaScript and My SQL Server as the backend. This project stands to have a great impact on the recruitment process in The Gambia.

## VIII. FUTURE ENHANCEMENT

- **Advanced Matching Algorithms:** implement more supplicated algorithms based on AI and machine learning to better match job seekers with suitable job listings.
- **Integrate with social media:** Enable job seekers to import their professional profile from platforms like linkedIn, and allow employers to promote job listing on social media.
- **Mobile App Optimization:** Optimized the mobile app experience with features like push notifications for new job listings, seamless job application processes and mobile friendly resume builder.

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