

Vacancy:

Accountant

Ref: 2026- 26



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialised health services in Africa and serves as a healthcare social enterprise, and through development programmes in the community and for the most vulnerable. Committed to preventing lifelong disabilities wherever possible, CCBRT is also engaged in extensive maternal and newborn healthcare (MNHC) activities, including obstetric fistula repairs. Its Maternity and Newborn Wing serves as a referral centre for high-risk and emergency deliveries in the region of Dar es Salaam and the Eastern Zone of Tanzania.

*We are seeking a dynamic and detail-oriented **Accountant** to maintain accurate financial records, strengthen financial controls, and provide reliable financial information to support effective decision-making.*

The role

The post-holder, reporting to the Head of Hospital Finance, will be responsible for maintaining accurate and complete accounting records, supporting monthly, quarterly and annual financial closing processes, and ensuring compliance with applicable accounting standards, organizational policies and statutory requirements.

The Accountant will prepare and review journal entries, financial reports, schedules and reconciliations, and support budgeting, cost control and expenditure monitoring. The post-holder will also support accounts payable and receivable, cash flow monitoring, bank reconciliations, fixed asset and inventory management, and the preparation of audit schedules and supporting documentation.

The successful candidate will contribute to strengthening internal financial controls, ensuring compliance with donor and statutory requirements, supporting tax and statutory reporting, and improving accounting processes and systems. Above all, the post-holder will demonstrate integrity, accuracy, accountability and a strong commitment to excellence in financial management.

The candidate

- Bachelor's Degree in Accounting, Finance, or related field.
- Experience in a hospital, healthcare, or medical industry is an added advantage
- Good knowledge of accounting principles, financial reporting, reconciliations, and internal controls
- Professional accounting qualification (CPA/ACCA) is an added advantage
- Minimum of 2 years and above relevant accounting experience.
- Strong knowledge of accounting principles and financial reporting.
- Proficiency in Microsoft Excel and accounting/ERP systems -SAP
- Strong analytical skills with attention to detail and accuracy
- Strong analytical and problem-solving skills.
- Ability to meet deadlines and work under minimal supervision

If you are interested, please submit your curriculum vitae with 2 references and a cover letter telling us why you believe you are the right person for the role.

CCBRT is an equal opportunity employer and encourages people with disabilities to apply. Please send your application via email to: recruitment.ccbirt@ccbrt.org. The selection process for shortlisted candidates contains several assessment rounds.

Please indicate job reference number: 2026-26 | DEADLINE FOR APPLICATIONS: 31st August 2026

CCBRT does not request or accept money from applicants as part of its recruitment process



Vacancy

Examination Officer

Ref: 2026 - 27



Comprehensive Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the leading provider of accessible specialized health services in Africa and serves - as healthcare social enterprise and through development programmes - the community and the most vulnerable. Committed to preventing lifelong disabilities wherever possible, CCBRT is also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Its Maternity and Newborn Wing serves as a referral centre for high risk and emergency deliveries in the region of Dar es Salaam and the Eastern Zone of Tanzania.

*For expansion of our services and strengthening our existing team, we are looking for
Examination Officer who is eager to accept
to work at CCBRT Medical Training College.*

The role

CCBRT may not have capacity to take all Examination Officers that will show interest but will be able to take one to work in the **CCBRT Medical Training College**.

Responsibilities

1. Examination Administration

- Preparing and implementing examination timetables.
- Coordinate preparation of examination venues and seating arrangements.
- Prepare attendance registers, examination packs, and invigilation materials.
- Deployment and coordination of invigilators.
- Monitor examination sessions to ensure adherence to college examination regulations.
- Resolving operational issues arising during examinations.

2. Examination Logistics and Security

- Prepare, package, distribute, and collect examination papers and related materials.
- Maintain secure custody and confidentiality of examination materials before, during, and after examinations.
- Record the movement and accountability of examination papers.
- Report any examination irregularities or security concerns to the Examinations Officer.
- Ensure examination materials are stored securely.

3. Results Processing

- Receive examination mark sheets from academic departments.
- Verify completeness and accuracy of submitted marks.
- Capture examination results into the student information management system.
- Compile and verify of examination results.
- Prepare results for review and approval.

4. Student Academic Records

- Maintain accurate electronic and physical student academic records.
- Update student examination histories and progression records.
- File and archive examination documents in accordance with institutional procedures.
- Prepare transcripts, statements of results, and other academic documents.
- Ensure confidentiality and proper management of student records.

5. Supplementary and Special Examinations

- Perform administration of supplementary, deferred, and special examinations.
- Prepare examination schedules and materials for supplementary assessments.
- Update student records following supplementary examinations.

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Examination Officer



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- Communicate examination arrangements to eligible students.

6. Graduation and Certification Support

- Verify student academic records for graduation.
- Prepare graduation lists and certification documents.
- Produce transcripts and academic statements.
- Maintain accurate graduate records and archives.

7. Data Management and Reporting

- Maintain examination databases and filing systems.
- Generate routine examination statistics and reports.
- Compile examination performance data.
- Ensure accuracy of examination information entered into institutional databases.

8. Student Support Services

- Respond to routine student enquiries regarding examinations and academic records.
- Guide students on examination procedures and regulations.
- Process requests for result verification and academic document issuance.
- Provide administrative support during examination registration and clearance processes.

9. Quality Assurance and Regulatory Compliance

- Ensure examination procedures comply with College policies and regulatory requirements.
- Assist during academic audits, accreditation visits, and inspections.
- Maintain examination records required for quality assurance and compliance.
- Support implementation of improvements in examination processes.

10. Continuous Improvement

- Identify opportunities to improve examination administration processes.
- Support implementation of digital examination and records management systems.
- Participate in staff development and training activities.
- Perform any other duties assigned by the Examinations Officer or Deputy Principal – Academic.

The candidate

- Bachelor's Degree in Education, Educational Administration, Information Management, Records Management, Business Administration, Public Administration, Statistics, Computer Science, or another relevant field.
- Training in examination administration, academic records management, or higher education administration is an added advantage.
- Minimum of two (2) years' experience in academic administration, examinations, registry, records management, or a related field.
- Experience working in a higher learning institution, technical college, or health training institution is an added advantage.
- Experience using student information management systems or examination management software is desirable.

If you are interested, please submit your curriculum vitae with 3 references and a cover letter telling us why you believe you are the right person for the role.

Please indicate job reference number: 2026 -26 | DEADLINE FOR APPLICATIONS: **10th September 2026**