

Vacancy:

Sales Officer

Ref: 2026- 30



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialized 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. It's 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, customer-focused, and target-oriented Sales Officer** to drive sales of optical products and services, build strong customer relationships, and contribute to achieving the sales and revenue targets.*

The Role

As part of the CCBRT Optical Production & Sales Team, you are receiving customers, helping customer in selecting frames and dispensing right spectacles for the right person. You provide explanation on different types of frames and lenses available. You prepare sales orders, invoices and deliver to the production unit. You maintain a register for daily orders and special order (ERP software).

You collect cash and create receipts for sales invoices, prepare cash collection report at end of every day, tally cash and handover to finance personnel. You inform customers once their spectacles are ready or reason for not ready on time. You maintain the showroom inventory and tally stock according to sales. You prepare sales reports and claims forms for finance and communicate with insurance companies for pre-authorization.

You contribute to improvements in your daily work and effective work planning of the team in order to improve operational efficiencies and quality of work. You might be stationed either at CCBRT or at one of CCBRT shops in Tanzania.

The Candidate

- Diploma or Degree in Sales and Marketing
- Minimum 02 years of experience in Sales and Marketing
- Computer literate (Preferably ERP experience)
- Good communication skills in English and Swahili
- Flexibility
- Excellent interpersonal skills
- Team player

If you are interested, please submit your curriculum vitae with 02 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@ccbirt.org

Please indicate job reference number: 2026-30 | DEADLINE FOR APPLICATIONS: 20th September 2026

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



Vacancy:

Grants Management & Compliance Officer

Ref: 2026-32



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 in 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.

We are seeking a dynamic, experienced and detail-oriented Grants Management & Compliance Officer to provide effective oversight of CCBRT's active grant portfolio, ensuring donor-funded projects are implemented in compliance with approved agreements, workplans, budgets and reporting requirements.

The role

The Grants Management & Compliance Officer will oversee CCBRT's active grant portfolio, ensuring effective grant management, donor compliance, timely reporting and proper documentation.

The role will monitor grant budgets, workplans, deliverables and compliance requirements, identify risks, support audits and project close-out, and coordinate with Finance & Administration on grant financial management.

The post-holder will also support resource mobilisation and portfolio development, monitor donor funding opportunities, and coordinate Project Coordinators and the Community Development Coordinator to ensure quality community data supports evidence generation, research and resource mobilisation.

The candidate

- Bachelor's Degree in Development Studies, Project Management, Business Administration, Public Health, or a related field. Master's degree is an added advantage.
- Minimum 4–5 years' experience in grant management, donor compliance or programme coordination within an NGO/development organisation.
- Experience managing institutional donor relationships.
- Strong donor reporting, documentation and compliance skills.
- Knowledge of NGO regulatory requirements, including NGO Registrar obligations.
- Strong analytical, organisational and communication skills.
- Proficiency in MS Office and project management tools.
- Excellent written and spoken English and Kiswahili.
- Ability to work independently, meet deadlines and effectively manage multiple stakeholders.

CCBRT is an equal opportunities employer and encourages people with disabilities to apply. Please send your application via email to: recruitment@ccbrt.org Shortlisted candidates will undergo an interview as well as an additional assessment.

Please indicate job reference number: 2026 -32 | DEADLINE FOR APPLICATIONS: 20th September, 2026
(selection process might commence upon receipt of suitable applications)

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

Vacancy:

Program Accountant and Administrative Assistant

Ref: 2026 - 28



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialized health services in Africa and serves as healthcare social enterprise and through development programmes in 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.

In order to strengthen the CCBRT - Moshi, CCBRT is looking for a detail-oriented and knowledgeable Personnel in Finance and Administration to ensure accurate Finance documentation and to support other office work.

Your role

General accountancy duties, including but not limited to: Monitor and track expenditures, Preparation of donor financial reports, oversee donor compliance, Lead audits conducted on respective projects and support CCBRT global audit, Bank Preparation and remittance of the TRA statutory and other statutory returns, Maintenance of Debtor control accounts for various clients, Maintenance of Creditor control accounts for various suppliers, Vouchers and petty cash management, Preparation of monthly statements, Data entry in the accounting system (SAP), Assisting in drafting, filing and dispatching tender correspondence, Bank reconciliation, Preparation of monthly Performance accounts and weekly cash flows, Maintain Moshi's fixed asset register overseeing acquisition and disposal. Ensure proper maintenance and use of office equipment and facilities.

General office administrative duties, including but not limited to: Maintaining stock record and re-ordering as well as coordinating, Assisting new joiners, Liaising with IT consultants to ensure swift and successful resolution of technical issues, Maintaining office filing system, Liaising with other suppliers, ensuring quality delivery of goods/services on time and on budget, Producing productivity reports using company time management software, Liaising with the Head of Moshi and CCBRT Head Office for any other duties, Support logistics for meetings, training and travel arrangements.

Your qualifications and work experience

- All candidates have a advanced/post-graduate diploma degree in Accounting or from a financial field. CPA/ACCA qualification is an added advantage
- The Accountant has relevant working experience of at least 3 years.
- Computer literacy including ERP, SAP systems
- Excellent interpersonal skills
- Excellent verbal and written communication skills (both English and Swahili)
- Team-worker with client focus
- A pro-active attitude and eagerness to work

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.

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

Please indicate job reference number: 2026-28 | DEADLINE FOR APPLICATIONS: 14th September 2026
(selection process is ongoing so assessment might commence upon receipt of suitable applications)

Vacancy: Re-Advertised

Quality and Safety Officer

Ref: 2026 -29



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
Quality and Safety Officer who is eager to accept
to work at CCBRT Hospital.*

The role

Supports Quality Assurance department in the organization.

Monitoring/assessing all levels and areas in the progress of implementing the Quality Services.

Lead in the CCBRT Quality Improvement Plan and Nursing&Midwifery audits

Responsibilities

Structure and framework of the Quality Management System (QMS) is being defined, Coordinated and controlled by the Quality Assurance Unit: Lead and support the 5S, KAIZEN and TQM in the organization. Define Quality Management System and incorporate in the HMIS, Conducts internal 5S, KAIZEN, TQM and Lean trainings and awareness sessions to the staff.

Support the Quality Assurance department on how to implement quality related structures and processes in the Nursing and Midwifery part: Supports Head of Quality Assurance in all daily quality related topics. Does internal quality audits and follow up on internal audits results, Writes quality reports, Supports hospital in the complaint management process regarding Quality, Supports scientific problem solving processes.

Monitoring/assessing all levels and areas in the progress of implementing the Quality Improvement Plan: Compliance on the agreed Quality Management System; Assess documentation and do capacity building on gaps identified; Supports all areas in the organization in improving processes, procedures and guidelines and/or drafting/review new documents Planning and conducting yearly quality related trainings.

Lead in CCBRT Quality Improvement Plan: Collect clients feedback and give weekly, monthly and quarterly reports; Do capacity building to different teams on areas that need improvement on customer feedback; Support in review of SOPs; Communicate on Progress of QIP; Coordinate Internal assessment on IPC.

Perform Nursing and Clinical audits.

Vacancy: Re-Advertised

Quality and Safety Officer

Ref: 2026 -29



The candidate

- Holder of a Degree in Health-Related Field – e.g. Medical Doctor, Nurse, Midwife, Health Administrator, Public Health with minimum 3 years clinical experience.
- Working in Quality section will be an advantage
- Clinical skills and experience in managing different patients
- Skills as Adult trainer/coach /mentor to different cadres
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- Clinical skills and expertise in managing different patients
- Skills as Adult trainer/coach /mentor to different cadres
- Ability to mobilize teams, Excellent analytical skills, Ability to perform clinical audits
- Computer literate
- Good communication skills in Swahili and English, Flexibility and Multitasking
- Pro-active and eager to learn

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.

CCBRT is an equal opportunities employer and encourages people with disabilities to apply. Please send your application via email to: recruitment.ccbirt@ccbrt.org. Written assessments are part of the selection process.

Please indicate respective job reference number: 2026-29 | DEADLINE FOR APPLICATIONS:

15th September 2026

(selection process is ongoing so assessment might commence upon receipt of suitable applications)

CCBRT does not request or accept money from applicants as part of it's recruitment process