

Vacancy:

Billing Officer

Ref: 2026-35



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 detail-oriented and clinically knowledgeable **Billing Officer** to support accurate, complete and timely billing of clinical services. The post-holder will review clinical documentation and translate diagnoses, procedures, investigations, treatments, consumables and other services into appropriate billable items and descriptions.*

The role

Reporting to the Billing, Costing & Revenue Cycle In-Charge, the successful candidate will work closely with Cashiers, clinicians, Medical Records and the Insurance/Claims team to ensure that services provided are correctly reflected on patient bills, in line with approved hospital tariffs and payer requirements.

The role will help identify missed, duplicated or incorrect charges, clarify documentation gaps, support insurance claim queries and reduce revenue leakage while maintaining the accuracy, transparency and confidentiality of patient and financial information.

The candidate

- Diploma in Clinical Medicine or equivalent qualification from a recognized institution.
- Valid professional registration and practicing licence.
- Minimum of 2 years' experience working in a hospital or healthcare facility.
- Previous experience in clinical services, medical records, billing, insurance/claims, or revenue cycle functions will be an added advantage.
- Working knowledge of hospital clinical workflows and patient care processes.
- Basic understanding of medical terminology, diagnoses, investigations, procedures, and treatment documentation.
- Experience working with hospital information systems or electronic medical records will be an added advantage.

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 -35 | DEADLINE FOR APPLICATIONS: 23rd October, 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.