

# Vacancy:

## Payroll Administrator



Ref: 2024-28

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 - the community and the most vulnerable. CCBRT is Tanzania's largest local provider of disability and rehabilitation services in the country. We're committed to empower people with disabilities and their families, improving their quality of life, and ensuring access to medical and rehabilitative treatment. We prevent lifelong disabilities wherever possible, and are therefore also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Our 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 support of all hospital services, CCBRT aims to strengthen its Finance team  
with a Payroll Administrator*

### The roles

The Payroll Administrator takes lead in the payroll function of the organization; Implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, statutory payments and other deductions.

The administrator is hands on; prepares and maintains accurate records and reports of payroll transactions. Obtains invoices and liaises with the Accounting teams on timely payments; Facilitates monthly payroll opening and closing, timely reporting and financial analysis; Ensures compliance with applicable Tax and Labour laws as well as best practices; Facilitates audits by providing records and documentation to auditors.

The payroll Administrator is a full member of the HR team and also supports the team with other financial related matters.

### The candidate

- Has a Bachelors degree in Accounting, Commerce, Business Administration or related field required.
- At least three to five years of related experience required.
- NBAA – Tanzanian registration (added advantage)
- Has extensive knowledge of payroll functions including preparation, balancing, internal control, and payroll taxes.
- Is Proficient with payroll software (experience with ARUTI is an added advantage)
- Demonstrates excellent organizational skills and attention to detail.
- Has strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

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 opportunities employer and encourages people with disabilities to apply. Please send your application via email to: [recruitment.ccbirt@ccbirt.org](mailto:recruitment.ccbirt@ccbirt.org). Shortlisted candidates will undergo an interview as well as an additional assessment.

**Indicate job reference no: 2024 -28 | DEADLINE FOR APPLICATIONS: 26<sup>th</sup> November 2024**  
(selection process is ongoing so assessment might commence upon receipt of suitable applications)

# Vacancy: Head of Procurement

Ref: 2024-29



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 - the community and the most vulnerable. CCBRT is Tanzania's largest local provider of disability and rehabilitation services in the country. We prevent lifelong disabilities wherever possible, and are therefore also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Our 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 **Head of Procurement** that will manage and direct the purchasing of all the goods and services for CCBRT.*

## The role

The post-holder, reporting to the Chief Operating Officer will provide strategic leadership and oversight of CCBRT's procurement department to ensure that we meet and exceed our commitment to building transparent, standardized, ethical and safe practices that provide value for money. The Post-holder will identify opportunities for improvement especially if these enable procurement to be completed more rapidly with no loss of rigour. The Post-holder will review our current arrangements and revise these where necessary; create and maintain KPIs initiating correcting action as appropriate; create new policies and practices; train staff and strengthen organizational capacity; and bring best practice and industry standards to CCBRT.

The successful candidate will support value for money and effectiveness in CCBRT's procurement and related budgeting and expenditure; support effective planning for major procurements; ensure strong impact and effectiveness controls through a robust set of policies, relevant metrics and their management. The Post-holder will live CCBRT's values at all times, supporting a culture of impact, collaboration and excellence.

## The candidate

- A minimum of a degree in Procurement, must be registered with the procurement and Supplies Professionals and Technician Board (PSPTB) and an authorized supplies officer or Stock Verifier
- Extensive experience (minimum of 8 years) within the Procurement sector in a leadership position.
- Experience in the health and NGO sector is an added advantage
- Ability to influence and negotiate effectively with internal and external stakeholders.
- Proven capability to work with cross-functional teams, with a collaborative mindset.
- Business Acumen
- Experience in Risk management
- Proven track record in effective Contract Management
- Excellent I.T. skills with the capability of using software packages such as SAP
- Strong analytical and problem-solving skills
- Excellent verbal and written communication skills both in English and Swahili

If you are interested, please submit your curriculum vitae with two references and a maximum 1-page coverletter telling us why you believe you are the right person for the role and why you want to work for CCBRT in particular. We encourage qualified Tanzanians, as well as people with disabilities to apply. Please send your application via email to: [recruitment@ccbrt.org](mailto:recruitment@ccbrt.org). The selection process will include various rounds of selection.

**Please indicate job reference number: 2024-29- | Deadline for applications: 10<sup>TH</sup> December 2024**

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

# Vacancy: Physiotherapist

Ref: 2024 - 26



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 - the community and the most vulnerable. CCBRT is Tanzania's largest local provider of disability and rehabilitation services in the country. We're committed to empower people with disabilities and their families, improving their quality of life, and ensuring access to medical and rehabilitative treatment. We prevent lifelong disabilities wherever possible, and are therefore also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Our 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 our physiotherapy services and upcoming expansion of our services , we are looking for **a dedicated Physiotherapist** to join our rehabilitation team*

## The role

Provide quality physiotherapy services (including counseling and education) to CCBRT clients according to CCBRT guidelines. Supervise, train and assist the community workers (LSTs) in recognizing disability aspects, Refer and provide education to the Support Unit services. Participate and actively engage in team meetings, Collaborate closely with the other physiotherapist of CCBRT and Execute tasks for the team.

Organize instruction groups and group interventions for specific clients (type of pathology), *Order* measure and provide necessary equipment (postural support and mobility aids) for the clients. Participate in the preparation of periodical performance reports, identify the request for service for equipment/tools/machinery used for physiotherapy treatment, Prepare and execute an individual rehabilitation plan with goals and Interventions, refer clients to other services within CCBRT if available to help achieve maximum positive outcome.

Be a team player that is punctual, committed and executes tasks that are to be completed by the team. Collaborate closely with the other physiotherapists and staff in the rehabilitation team. Ensure administration regarding patients is completed as per CCBRT guidelines and systems.

## The candidate

- Diploma of Physiotherapy or Bachelor Degree in Physiotherapy
- Licensed Physiotherapist who is allowed to practice by Medical Council of Tanganyika
- A member of Association of Physiotherapists in Tanzania
- Able to use electrotherapy machines
- Specific trainings will be added value (CP Management, Back pain management)
- Computer literate
- Good presentation skills
- Excellent interpersonal and communication skills (both English and Swahili)
- 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.

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**Indicate job reference no: 2024-26 | DEADLINE FOR APPLICATIONS: 20<sup>th</sup> December 2024**  
(selection assessment might commence upon receipt of suitable applications)

# Vacancy:

## Specialist in Obstetrician & Gynaecologist

Ref: 2024 - 24



### The story

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. CCBRT is Tanzania's largest local provider of disability and rehabilitation services in the country. Committed to preventing lifelong disabilities wherever possible, CCBRT is also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Its recently opened 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 dynamic and committed Obstetrics & Gynaecologist to join our team.*

### The role

As Specialist in Obstetrics & Gynaecology, you examine patients, obtain medical history, and perform a wide range of tests, while diagnosing patients and prescribe treatment for disorders and diseases. You monitor and treat expectant mothers during pregnancy, childbirth and postpartum. You implement the standards of care and ensure high quality of care (including prenatal audits). You educate patients about disease prevention and detection and reproductive health. You will collaborate with colleagues to plan treatment and surgeries. You support induction of new staff, participate in implementation of research activities.

As part of the team you perform all administrative duties required in relation to the provision of OBGYN services. You take part in shift work and night duties as required. You provide training and participates in CCBRT training programme for employees.

### The candidate

- MD with Master's Degree in Medicine in Obstetrics & Gynaecology from recognized institution.
- Proven experience in outpatient, inpatient and surgical OBGYN interventions.
- Registered with the respective professional council of Tanganyika and in possession of valid license to practice.
- Excellent verbal and written communication skills in Kiswahili and English.
- Excellent patient management and interpersonal skills.
- Good problem-solving skills.
- Computer literate.

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.

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**Please indicate job reference number: 2024 - 24 | DEADLINE FOR APPLICATIONS: 30<sup>th</sup> November 2024**  
**(selection process is ongoing so assessment might commence upon receipt of suitable applications)**