

Vacancy:

Hospital Services Costing Officer Ref: 2025- 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 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 center for high risk and emergency deliveries in the region of Dar es Salaam and the Eastern Zone of Tanzania.

In order to strengthen the Billing & Credit and department, CCBRT is seeking a ***dynamic and results-oriented Hospital Services Costing Officer*** to drive service uptake, build strategic partnerships, and grow our client base.

Your role

Hospital Services Costing Officer will be responsible for driving the growth of hospital services through strategic client acquisition, partnerships, and market outreach. The role involves identifying new business opportunities, building and maintaining relationships with key clients (corporates, insurers, referring doctors), and promoting hospital services to increase patient volumes and revenue. The officer will work closely with marketing, operations, and clinical teams to position the hospital as a provider of choice in a competitive healthcare market.

Your qualifications and Work Experience

- Bachelor degree in medical field (e.g MD, DDS, LAB, Nursing etc) from a well-recognized institution is required
- Business knowledge with formal training in Business Administration or related fields has an added advantage.
- At least 3 years of experience in healthcare business with similar or comparable roles.
- Strong understanding of hospital operations and medical services.
- Excellent communication, negotiation, and presentation skills.
- Proven track record in achieving sales targets.
- Fluent in English and Swahili
- Presentation and communication skills
- Problem Solving

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.ccbt@ccbtrt.org. The selection process for shortlisted candidates contains several assessment rounds.

Please indicate job reference number: 2025-26 | DEADLINE FOR APPLICATIONS: 26th Sept 2025
(selection process is ongoing so assessment might commence upon receipt of suitable applications)



Vacancy:

Health Volunteer - Receptionist

Ref: 2025-26



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialized health services in Africa. It serves - as a 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. 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 center for high-risk and emergency deliveries in the region of Dar es Salaam and the Eastern Zone of Tanzania.

*We are seeking a vibrant, sharp and **experienced hospital receptionist** in order to enhance the front office services*

The role

The Receptionist at CCBRT Hospital is responsible for provision of relevant, accurate and complete information on services available at CCBRT, respond timely to questions and needs of patients and visitors at the hospital, ensure that the receptionist's workstation is clean and well-kept including patient/customer sitting area, receive patients/customer feedback and channel them to the appropriate authority timely.

The receptionist is also expected to respond to inquiries from patients, prospective patients and visitors in a courteous manner, verifying client's booking upon arrival, use polite language while service patients through telephone, email and general inquiries. Ensure adherence to CCBRT guidelines and protocols. Ensure client confidentiality is observed.

This position is offered under volunteer guideline. CCBRT Volunteer terms and conditions apply.

The candidate

- Minimum Diploma in Customer Service, Office management, Business administration or related field
- Certificate of Secondary Education
- At least 3 years experience in Customer service, record keeping or any other relevant and related field
- Medical background/Working in Hospital environment is an added advantage
- Excellent communication skills (English and Kiswahili)
- Computer literate (Microsoft office package)
- Energetic, Flexible and great at Multitasking

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 send your application via email to: recruitment@ccbrt.org.

CCBRT is an equal opportunities employer and encourages people with disabilities to apply. Selection process will include various assessments rounds.

Please indicate job reference number: 2025 -26 | DEADLINE FOR APPLICATIONS: September 25th, 2025 (selection process might commence upon receipt of suitable applications)

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

