

Temporary Assignment: OFFICE MANAGEMENT

Ref: 2023-32



The story

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. 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 looking for a well organized **office manager** to assist with the establishment of the new executive support office.*

The assignment

In this **4-months assignment**, you will assist CCBRT with the upgrading of the existing organizational filing system and correspondence management, whereby you facilitate the organization of manual files and digitalisation of records.

While providing high-level secretarial and administrative support to the executive team, you develop standards and protocols for correspondence and other recurring administrative tasks such as minute taking, visitor management etc. This assignment requires a hands-on mentality, flexibility and expects the highest level of confidentiality and professionalism.

Remuneration will be linked to output.

The candidate

- Bachelor degree in business administration or equivalent from a recognized institution or equivalent
- At least 3 years' experience in administrative functions, in a demanding organization
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Proficiency in the usage of database software, internet software, e-mail and word processing software. Proficiency in Google Suite and Adobe Acrobat. Ability to type accurately.
- Excellent interpersonal skills
- Expert level written and verbal communication skills (both English and Swahili)
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.
- A pro-active attitude, self direction and emotional mature
- Pro-active mentality, forward thinker that seeks opportunities and solutions

If you are interested to 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. The selection process will have various rounds of assessments.

Please indicate job reference number: 2023-32 | DEADLINE FOR APPLICATIONS: 27th October 2023

Vacancy:

Head of ICT & Business Applications

Ref: 2023-33



Our Story

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. 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 looking for an dynamic ICT professional to lead our department **ICT & Business Applications***

The role

As head of department, you are accountable for all ICT operations and IT security, whereby you ensure IT systems, applications, networks and system security are available 24/7. You lead the development and implementation of CCBRT's strategic information strategy with a cohesive approach on how ICT and applications can anticipate and support organisational needs.; You implement the roadmaps for Disaster recovery and Business continuity; You lead the migrating of the current IT infrastructure to a secure Microsoft cloud environment.

Furthermore, you promote digitisation across CCBRT to enhance data collection and integration of information. You pro-actively explore innovative opportunities that could contribute to CCBRT's mission; You review, develop and implement ICT policies; You ensure compliance to IT related matters and facilitate IT security audits and/or investigations; You develop and maintain relationships with external IT vendors and service providers.

As technical professional and leader, you continuously build and strengthen the departmental structure and team work. You will provide training and support at all levels of the organisation in ICT related topics, tools and applications.

You will actively engage with the business development departments to seek external partners for supporting ICT needs.

The candidate

- Bachelor Degree in computer science, Information Technology or related field.
- At least 5-8 years of experience in related field of information technology with minimal 2 years in team leadership
- Proven technical competency in business analysis, needs assessments and design
- Proficient in statistical analysis with tools such as STATA, SPSS and SAS.
- Knowledge of Health information Management System (HMIS) is an added advantage
- Excellent verbal and written communication skills with the ability to interact effectively with people at all levels.
- Ability to act as project "driver" facilitating the achievements of required tasks
- Coaching, leading and motivating skills
- Ability to prioritise, meet deadlines and work under pressure

If you are interested, please submit your curriculum vitae with 2 references. A cover letter telling us why you believe you are the right person for the role, and why you want to work for CCBRT in particular. We are an equal opportunities employer and encourage people with disabilities to apply. Please send your application via email to: recruitment.ccbirt@ccbirt.org. The selection process will have various rounds of assessments.

Please indicate job reference number: 2023-33 | DEADLINE FOR APPLICATIONS: 31st October 2023

Vacancy:

Optometrist (2 Posts)

Ref: 2023-29



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.

In line with further expansion of Ophthalmology and Optical services, CCBRT is looking for a dynamic and experienced Optometrist to treat patients with refractive errors and prescribe appropriate glasses.

The role

- Refraction for all Inpatients and Outpatients.
- Performing both objective and subjective refraction for all patients.
- Evaluating refractive error and documenting in respective files correctly
- Performing additional tests and examinations as required.
- Assisting colleague optometrist in their daily routine work.

The candidate

- Degree or Diploma of Optometry
- Minimum of 1 year post-intern working experience with reputable organisation.
- Registered with the Optometry council
- Computer Literate
- 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 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. Shortlisted candidates will undergo an interview as well as an additional assessment.

Please indicate job reference number: 2023 -29 | DEADLINE FOR APPLICATIONS: October 31, 2023 (selection process might commence upon receipt of suitable applications)

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