

Medical Records Officer (2 positions)

Ref: 2025- 20



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialised 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. 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.

*CCBRT is seeking organized and detail-oriented **Medical Records Officers** to join our Reception & Medical Records team*

Your role

Responsible for creating, updating, retrieving, and safeguarding patients' medical records in accordance with hospital policies and data protection laws.

Key Responsibilities:

- Patient Registration
- File, retrieve, and track patient records
- Ensure accuracy and confidentiality of all health records
- Support clinicians with timely access to patient files
- Update electronic and manual records systems
- Prepare reports and summaries as required
- Assist with records archiving and disposal as per policy

Your Qualifications and Competencies

- Diploma in Health Records, Information Technology or equivalent
- Registered with relevant professional body (where applicable)
- Proficient in data entry and use of hospital information systems
- Strong attention to detail and organizational skills
- Experience in electronic medical records is an added advantage
- Experience in a hospital or health facility is an added advantage

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 opportunity 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: 2025-20 | DEADLINE FOR APPLICATIONS: 02nd September 2025

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

