

Vacancy:

Procurement Officer Intern - Work Exposure placement (1 post)

Ref: 2025-01EP



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.

To strengthen our Procurement Department, we are looking for a Procurement Officer Intern (Work Exposure Placement) who is dynamic, proactive, and eager to gain hands-on experience in procurement operations within a fast-paced healthcare setting.

Your role

Ensure adequate follow up of procurement needs to all departments of the organization and Provide support to emergence procurement tasks as assigned

Key Responsibilities

- Assisting in assessing requisitions and directing them to appropriate procurement staff.
- Monitoring the progress of purchase orders and other procurement activities.
- Providing updates to user departments on order status and pending requests.
- Supporting urgent and emergency procurement needs by liaising with pre-approved suppliers.
- Ensuring fast-tracked approvals for urgent requests.
- Coordinating with the warehouse for deliveries and updating the procurement lead.
- Supporting compliance with procurement procedures and ethical practices.

Your Qualification and Competencies

- Bachelor's Degree in **Procurement and Logistics Management** or equivalent.
- **Registered with PSPTB** (Procurement and Supplies Professionals and Technicians Board).
- Proficiency in Microsoft Office (Word, Excel, Internet).
- Eager to learn and contribute
- Good communication and organizational skill

If you are interested, please submit your curriculum vitae and a cover letter telling us why you believe you are the right person for this placement.

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: 2025-01EP | DEADLINE FOR APPLICATIONS: October 20th, 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.