

Cashier, Billing and Registration Clerk (1 position)

Ref: 2026- 01



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 **Cashier, Billing and Registration Clerk** to join our Billing & Credit Control Unit*

Your role

To facilitate accurate and timely billing and payment collection via mobile means (cashless) from cash-paying patients and for insurance-covered patients ensuring compliance with insurers requirements while following hospital procedures and delivering excellent customer service.

Key Responsibilities:

- Collect payments via mobile money, POS, local bank transfer and Wallet
- Provide excellent services and ensure daily closure of the patient bills
- Verify insurance coverage and eligibility before billing
- Ensure correct and complete billing details in line with insurance contracts
- Guide patients on their insurance limits, co-payments, or exclusions/not covered
- Collect any balance not covered by insurance (co-pay or self-pay)
- Ensure patients understand their bills and payment options available
- Handle disputes or issues in a calm and professionally with patients and any other stakeholder
- Ensure confidentiality of patient health status
- Comply with hospital finance and billing SOPs.
- Perform any other duties assigned by a supervisor

Your Qualifications and Competencies

- Diploma in Accounting, Business Administration or related Field equivalent
- Minimum 1 year working experience
- Basic Computer knowledge & Skill (Excel and Word)
- Knowledge of Insurance & NHIF Procedures will be added advantage
- Customer care and hospitality

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: 2026-02 | DEADLINE FOR APPLICATIONS: 15th February 2026

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