

Vacancy:

Special Assignment: Costing of Hospital Services (Medical Doctor - Consultancy)



Ref: 2026 - 08

1. Background

Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) is a locally registered non-governmental organization established in 1994. From its inception as a provider of Community Based Rehabilitation, CCBRT has grown to become the largest provider of disability, rehabilitative services, maternal and neonatal services, and other specialized and super-specialized healthcare at zonal referral hospital level in Tanzania.

Each year, CCBRT changes the lives of more than 1 million people in Tanzania through direct service provision, capacity building, strengthening referral systems, health education, and promoting the inclusion of disability in mainstream services.

To enhance financial sustainability, accountability, and transparency, the hospital seeks to establish a comprehensive and accurate costing framework for all medical services. This exercise will ensure that services are properly defined, standardized, itemized, and costed—forming a strong foundation for internal pricing decisions and future market benchmarking.

2. Objective of the Consultancy

The primary objective of this consultancy is to develop a comprehensive costing framework for hospital services by:

- Standardizing and validating the naming of hospital services
- Identifying all billable components (“ingredients”) of each service
- Producing itemized cost breakdowns and total cost per procedure
- Providing a solid basis for subsequent internal pricing and market survey exercises

3. Scope of Work

The selected consultants (Medical Doctors) will be expected to undertake the following:

I. Service Definition

- Review and validate the naming of all hospital services
- Ensure consistency with medical standards and patient understanding

II. Itemization of Service Components

- Identify all ingredients of each service (e.g., consumables, drugs, equipment usage, staff time)
- Distinguish between direct and indirect cost elements

III. Costing Exercise

- Develop detailed itemized costing for each service; Calculate total cost per procedure, surgery, or consultation; Clearly document assumptions, methodologies, and costing principles used

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IV. Reporting

- Prepare a comprehensive report detailing service lists, itemized costs, methodologies, and total costs. Also Present findings to hospital management for validation and approval.

4. Deliverables

The consultant(s) will be required to submit:

1. A validated and standardized list of hospital services
2. Itemized costing sheets for each service/procedure
3. A final consultancy report summarizing methodology, assumptions, and total costs
4. A formal presentation to the Hospital Management Team

5. Duration

The consultancy will run for a maximum of six (6) weeks, commencing from 18th March 2026

6. Required Qualifications

- Medical Doctor with clinical experience in hospital settings
- Strong understanding of hospital operations, procedures, and billing systems
- Excellent analytical, documentation, and reporting skills
- Prior experience in costing, financial analysis, or health economics is an added advantage

7. Reporting and Supervision: The consultant will report directly to the Head of Finance Department.

8. Confidentiality

All data, documentation, and findings generated during the consultancy remain the property of the hospital and must be treated with strict confidentiality.

9. Further Requirements

The selected consultant must ensure that the following documents are submitted to the CCBRT HR. Department at the start of the assignment: Certified copies of academic and professional certificates, Certified copies of additional qualifications (if applicable) and any additional relevant information as requested by HR or the designated coordinator.

If you are interested, please submit your updated CV 3 references and a cover letter outlining relevant experience in hospital costing or similar assignments; Indicate proposed consultancy fee and availability.

CCBRT is an equal opportunities employer and encourages people with disabilities to apply. Please send your application via email to: recruitment@ccbrt.org. Written assessments are part of the selection process.

Please indicate respective job reference number: 2026 - 07 | **DEADLINE FOR APPLICATIONS:**

14th March 2026

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