

PROJECT COORDINATOR (1 position)

Ref: 2026- 09



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialized 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 **PROJECT COORDINATOR***

Your role

The Project Coordinator will support the planning, coordination, and implementation of projects to ensure timely and effective delivery of activities and outcomes. The role involves working closely with internal teams, partners, donors, and community stakeholders to strengthen programme visibility, ensure compliance with reporting requirements, and drive measurable social impact. The Project Coordinator will also contribute to stakeholder engagement, outreach, and resource mobilization efforts to enhance programme sustainability and innovation.

Key Responsibilities:

- Coordinate the planning, implementation, and monitoring of project activities in line with approved workplans and objectives.
- Support project visibility and communication efforts, including outreach campaigns, stakeholder engagement, and awareness initiatives.
- Contribute towards fundraising and financial sustainability initiatives, including identifying funding opportunities and supporting proposal development.
- Oversight on monitoring and evaluation of all project related impact-driven data for research, tracking project progress against targets as well as impact reporting.
- Assist in organizing trainings, workshops, and capacity-building programmes for project beneficiaries and partners.
- Support the preparation of technical reports, donor updates, and programme documentation.
- Maintain project records, documentation, and knowledge management systems.
- Contribute to the concept development, design of innovative and creative programme approaches that enhance community engagement and impact.

Your Qualifications and Competencies

- Bachelor's degree in Business Administration, Project Management, Development Studies, Social Sciences, Public Health, or a related field (Master's degree is an added advantage).
- Minimum 3–5 years of experience in project coordination or programme implementation, with proven skills in stakeholder engagement, community outreach, and partnership management.
- Experience in grant management, donor reporting, monitoring and evaluation, and programme reporting is essential.
- Strong organizational and multitasking abilities, along with proficiency in MS Office and project management tools, are required.
- Experience in development organizations, NGOs, or health-related programmes 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. (selection process is ongoing so assessment might commence upon receipt of suitable applications)

Please indicate job reference number: 2026-09 | DEADLINE FOR APPLICATIONS: 03rd April 2026

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