

Vacancy:

IT & Data Support Officer



Ref: 2026 - 15

Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialized health services in Africa and serves - as healthcare social enterprise and through development programmes - the community and the most vulnerable. CCBRT is Tanzania's largest local provider of disability and rehabilitation services in the country. We're committed to empower people with disabilities and their families, improving their quality of life, and ensuring access to medical and rehabilitative treatment. We prevent lifelong disabilities wherever possible, and are therefore also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Our 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.

*In order to strengthen our CCBRT – Moshi Team, we are looking for a dynamic **IT & Data Support Officer** interested working Moshi to support the Main CCBRT IT Team.*

The role

The IT Systems and Data Management Officer will be responsible for delivering reliable technical support for all Information Technology services at CCBRT Moshi, ensuring optimal performance of ICT systems and infrastructure. The role provides first-line support for hardware, software, and network-related issues, performs basic system administration, and ensures timely troubleshooting to minimize downtime and maintain continuity of clinical and operational services.

The position also plays a key role in supporting organizational data management by maintaining structured databases, conducting routine data quality checks, and ensuring accuracy, integrity, and confidentiality of data. The officer will generate timely reports for management and donors, and support monitoring and evaluation processes in line with organizational and regulatory standards.

Additionally, the role oversees ICT and facility asset inventory, ensures preventive maintenance of systems and equipment, and contributes to risk mitigation and continuous service improvement. The officer will collaborate closely with the HQ ICT team for escalation of complex issues and support digitalization initiatives to enhance efficiency, accountability, and service quality across the facility.

The candidate

- Bachelor's Degree in Information Technology, Computer Science, Information Systems, Data Management, or related field.
- Professional ICT certifications (e.g., CompTIA, Microsoft, Network+, or equivalent) are an added advantage.
- Minimum of 2–3 years' experience in IT support and data management.
- Experience in healthcare, NGO, or development sector.
- Experience in ICT asset or inventory management is an added advantage.
- Strong problem-solving, analytical skills, Attention to details, Results-focused and proactive

If you are interested, please submit your curriculum vitae with 3 references and a cover letter telling us why you believe you are the right person for the role.

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 - 15 | DEADLINE FOR APPLICATIONS:

20th May 2026

(selection process is ongoing so assessment might commence upon receipt of suitable applications)

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