

Vacancy:

Grants Management & Compliance Officer

Ref: 2026-32



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.

We are seeking a dynamic, experienced and detail-oriented Grants Management & Compliance Officer to provide effective oversight of CCBRT's active grant portfolio, ensuring donor-funded projects are implemented in compliance with approved agreements, workplans, budgets and reporting requirements.

The role

The Grants Management & Compliance Officer will oversee CCBRT's active grant portfolio, ensuring effective grant management, donor compliance, timely reporting and proper documentation.

The role will monitor grant budgets, workplans, deliverables and compliance requirements, identify risks, support audits and project close-out, and coordinate with Finance & Administration on grant financial management.

The post-holder will also support resource mobilisation and portfolio development, monitor donor funding opportunities, and coordinate Project Coordinators and the Community Development Coordinator to ensure quality community data supports evidence generation, research and resource mobilisation.

The candidate

- Bachelor's Degree in Development Studies, Project Management, Business Administration, Public Health, or a related field. Master's degree is an added advantage.
- Minimum 4–5 years' experience in grant management, donor compliance or programme coordination within an NGO/development organisation.
- Experience managing institutional donor relationships.
- Strong donor reporting, documentation and compliance skills.
- Knowledge of NGO regulatory requirements, including NGO Registrar obligations.
- Strong analytical, organisational and communication skills.
- Proficiency in MS Office and project management tools.
- Excellent written and spoken English and Kiswahili.
- Ability to work independently, meet deadlines and effectively manage multiple stakeholders.

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: 2026 -32 | DEADLINE FOR APPLICATIONS: 20th September, 2026
(selection process might commence upon receipt of suitable applications)

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