

Vacancy:

Sales Officer

Ref: 2026- 30



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. It's 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, customer-focused, and target-oriented Sales Officer** to drive sales of optical products and services, build strong customer relationships, and contribute to achieving the sales and revenue targets.*

The Role

As part of the CCBRT Optical Production & Sales Team, you are receiving customers, helping customer in selecting frames and dispensing right spectacles for the right person. You provide explanation on different types of frames and lenses available. You prepare sales orders, invoices and deliver to the production unit. You maintain a register for daily orders and special order (ERP software).

You collect cash and create receipts for sales invoices, prepare cash collection report at end of every day, tally cash and handover to finance personnel. You inform customers once their spectacles are ready or reason for not ready on time. You maintain the showroom inventory and tally stock according to sales. You prepare sales reports and claims forms for finance and communicate with insurance companies for pre-authorization.

You contribute to improvements in your daily work and effective work planning of the team in order to improve operational efficiencies and quality of work. You might be stationed either at CCBRT or at one of CCBRT shops in Tanzania.

The Candidate

- Diploma or Degree in Sales and Marketing
- Minimum 02 years of experience in Sales and Marketing
- Computer literate (Preferably ERP experience)
- Good communication skills in English and Swahili
- Flexibility
- Excellent interpersonal skills
- Team player

If you are interested, please submit your curriculum vitae with 02 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.ccbirt@ccbirt.org

Please indicate job reference number: 2026-30 | DEADLINE FOR APPLICATIONS: 20th September 2026

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

