

Vacancy:

Deputy Principal - planning, finance and administration

Ref: 2026-34



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 programme - 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 Medical Training College and strengthening our existing team, we are looking for the Deputy Principal - planning, finance and administration.

The Role

To provide strategic leadership and operational oversight of the College's planning, finance, human resources, procurement, ICT, facilities, security, governance, and administrative services, ensuring efficiency, regulatory compliance, financial sustainability, and an enabling environment for excellence in teaching, learning, and research.

Administrative & Strategic Leadership

To oversee daily administrative operations, institutional planning, policy development, and performance monitoring. Provide strategic advice and operational reports to the principal, support the Governing Board and committees, and ensure implementation of institutional decisions and continuous quality improvement.

Resource & Financial Management

To coordinate budgeting, expenditure monitoring, financial controls, and resource mobilization. Oversee human resource management, staff welfare, student welfare, procurement, inventory, asset management, and transport services, ensuring accountability and compliance with institutional policies and applicable laws.

Campus Infrastructure, Safety & Technology

To oversee campus facilities, infrastructure development, maintenance, security, occupational health, risk management, and emergency preparedness. Ensure effective ICT services, data security, records management, and adoption of digital systems to enhance institutional efficiency.

Stakeholder & External Relations

To maintain effective relationships with government authorities, regulators, industry partners, and alumni; coordinate administrative communications and resource mobilization; and oversee student support services, orientation, student leadership, complaints, and disciplinary records in compliance with NACTVET requirements.

Educational qualification

- MBA or Master's degree in Finance.
- Professional certification in HR, Finance, Procurement, Admin, or Project Management is an added advantage

Experience

- At least 5 years managing institutional budgets, financial planning, and administration.
- Minimum of 2 years in senior management at a higher education institution or health training institution, healthcare setting, government agency, or similar organization.

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- Proven track record: Strategic planning, HR, finance, procurement, facilities management, governance, and regulatory compliance.
- Experience in higher education, TVET, or health training institutions, with knowledge of NACTVET requirements, institutional governance, risk management, and regulatory compliance, is highly desirable
- Experience in institutional change management and digital transformation.

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.ccbirt@ccbrt.org. Written assessments are part of the selection process.

**Please indicate respective job reference number: 2026-34 | DEADLINE FOR APPLICATIONS:
10th November 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 it's recruitment process