

# Vacancy – 6 months Skills Training

## Skills trainee in Training Coordination



Ref: 2021-T001

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 - 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. Committed to preventing lifelong disabilities wherever possible, CCBRT is also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. The CCBRT Academy provides training to health care professionals.

CCBRT runs a **Skills Training Programme** allowing people who completed their professional education to be exposed and gain skills and work experience for a fixed period of 6 months as a *skills trainee*.



*Within the **CCBRT Academy**, we have a trainee position free fro 15<sup>th</sup> November 2021* for an enthusiastic and qualified graduate interested to enhance his/her skills in practical **coordination activities** for training and events.

### Exposure

During the placement period, the trainee will:

- Assist line managers, heads of department and subject matter experts in the selecting and/or developing of training material according to CCBRT Academy standards.
- Reviewing and updating training materials
- Conduct research for materials,
- Collating training material and developing online training modules for all the CCBRT academy training solutions.
- Creating and managing Clinical Education training calendars and schedules
- Capturing training data into the Training Management System
- Assuming reasonable responsibility for security, maintenance, and inventory of training material and equipment.
- Supporting the reinforcement of clinical education standards and procedures at CCBRT Academy

The trainee will be supervised and coached by the CCBRT Academy Manager.

### The Trainee

- has a Degree in health administration or clinical project administration or any related field
- Is proficient with Google and Office suite applications
- Has the ability to multitask, knows how to prioritise and has a hands-on mentality
- Has good communication and human relations skills to provide program information to clients

Work placement trainees are not paid. A small monthly stipend is provided to contribute to transport costs.

If you are interested, please submit your curriculum vitae with 2 references and a maximum 1-page covering letter telling us why you believe you are the right person for the role, and why you want to work for CCBRT in particular. We encourage qualified Tanzanians as well as people with disabilities to apply. Please send your application via email to: [traineeprogramme@ccbrt.org](mailto:traineeprogramme@ccbrt.org)

**Please indicate reference number: 2021-T001 | Deadline for applications: 10<sup>th</sup> November 2021**  
(selection process is ongoing so assessment might commence upon receipt of suitable applications)