

# Vacancy:

## External Affairs Expert

Ref: 2018-06



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) is a locally registered organisation first established in 1994. It is the largest indigenous provider of ophthalmic and rehabilitation services in the country. 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. Committed to preventing lifelong disabilities wherever possible, CCBRT is also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs and is currently constructing a Maternity and Newborn Hospital.

*In order to strengthen our External Alliances Team,  
we are looking for **an External Affairs Expert** who independently can manage donor relationships.*

### The role

The External Affairs expert is a senior member of CCBRT's External Alliances Team, that works towards a vision of a sustainable CCBRT that ensures accessible services and partners strategically for amplified impact by leading resource mobilisation, partnership building and programme development.

The External Affairs Expert identifies and builds relationships with relevant partners for financial and technical support. Establishes and maintains relationships with key contacts in strategic partner organisations and develops ideas and programmes for formal collaboration in line with CCBRT's overall vision and mission.

The expert also manages contracts as key contact person and monitors the implementation of grant awards and works with relevant internal/external stakeholders to ensure compliance, programmatic and financial information is up-to-date, variances are identified and recommendations for action made. In addition the expert contributes to process improvements and effective work planning of the team in order to improve operational efficiencies and quality of work.

### The candidate

- Degree in international relations, development, business administration or in a field related to CCBRT's core service areas with at least 7 years relevant experience (incl. 3 years in resource mobilisation & grant management)
- Demonstrable understanding of issues related to development, preferably specific to Tanzania and CCBRT's core service areas
- Prior experience and familiarity with major donor agencies' regulations, procedures and requirements
- Proven ability to analyse and systematically compile/review technical, financial and statistical information and to prepare reports and correspondence
- Capacity to conceptualise programme interventions and develop new initiatives
- Talent to work with multiple stakeholders (internal/external)
- Able to communicate complex issues in a concise, accessible and engaging way (English)
- Highly proficient in Word, Excel and PowerPoint
- Strong organisation and time management skills
- Excellent interpersonal skills

If you are interested, please submit your curriculum vitae with 2 references, an overview of grants management/funds raised and a cover 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 are an equal opportunities employer and encourage people with disabilities to apply. Please send your application via email to: [recruitment.ccbirt@ccbrt.org](mailto:recruitment.ccbirt@ccbrt.org)

**Please indicate job reference number: 2018-06 | DEADLINE FOR APPLICATIONS: 7<sup>th</sup> April 2018**  
**Interviews will take place in the week 9-13<sup>th</sup> April 2018**