

# Vacancy:

## Optical Production unit In Charge

Ref: 2021-10



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. 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 opening a Maternity and Newborn Wing in 2021.

*In order to further strengthen our Optical Team, we are looking for  
**a dynamic and experienced Production Unit In charge**  
who oversees the optical technicians in the production unit.*

### The role

- The Optical production unit in-charge is coordinating production orders in the unit and ensures the highest operational standards as possible. (S)he is planning the work for the unit, distribute daily jobs to the optical technicians and oversees the output and quality of the work of the technicians. (S)he ensures adherence to the protocols and guidelines linked to the Optical business process.
- The unit-in charge prepares daily, weekly and montly production reports, conducts data analysis and enters the relevant data in the production module in the HMS.
- (S)he requests raw material for spectacle production and liaises with the procurement and warehouse departments on regular basis.
- (S)he assisting other optical colleagues (sales and workshop) in their daily routine work and in that capacity prepares sales orders, production orders and deliver them to production unit and maintains a register for daily orders and special order (ERP software).
- Communicates with the sales team and/or customers on production orders.

### The candidate

- Degree in Business Administration, Commerce, Information Technology or related field
- Minimum of 2 years' work experience.
- Highly proficient in Microsoft Word and Microsoft Excel (ERP is advantage)
- Excellent interpersonal skills
- Proficient in English and Swahili

If you are interested, please submit your curriculum vitae with 2 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@ccbirt.org](mailto:recruitment.ccbirt@ccbirt.org). Shortlisted candidates will undergo an interview as well as an additional assessment.

**Please indicate job reference number: 2021-10 | DEADLINE FOR APPLICATIONS: 31<sup>th</sup> March 2021**  
(selection process is ongoing so assessment might commence upon receipt of suitable applications)