



# VACANCY

The MVA Fund is a statutory body established to design, develop, promote, and implement motor vehicle accident and injury prevention measures. The Fund provides assistance and benefits to all people injured and dependants of those killed in motor vehicle accidents in accordance with MVA Fund Act, Act 10 of 2007. The MVA Fund invites applications from suitably qualified, experienced, and competent persons to join its workforce in the following position:

**Position:** Hospital Case Manager (Patterson C4)  
**Duration:** Permanent  
**Duty Station:** Windhoek Service Centre

Purpose of this position: To coordinate and facilitate the provision of quality treatment and care to injured persons to assist them with effective rehabilitation, from the onset of the accident, to achieve the desired outcome and durable independence for the injured persons, as well as ensuring comprehensive customer service provision.

## KEY PERFORMANCE AREAS

- Assist in coordinating the treatment and care of injured persons between hospitals and treating doctors.
- Conduct hospital visits with medical personnel to discuss the status and progress of the injured persons.
- Attend meetings regarding injured persons, interpret claimant medical reports, and advise on treatment plans accordingly.
- Monitor the patient's length of stay in the medical facility and manage costs effectively.
- Facilitate the transfer of patients who require medical services or patients who require medical services outside the borders.
- Liaise with service providers daily to ensure quality care for patients.
- Plan for hospital discharges to the community and ensure that caretakers are identified and trained.
- Engage with families and provide feedback on the status of injured people.
- Facilitate appropriate and cost-effective treatment and referrals for injured persons in collaboration with the Hospital Case Managers and treating Doctors.
- Initiate meetings between the claimant and MVA Fund or service providers where appropriate.
- Provide support, information, and advice to claimants.
- Ensure claim forms are duly completed with all relevant information.
- Maintain database and compile monthly reports on management of all hospital cases.
- Available for Stand-by/On-Call duty after hours as planned.

## COMPETENCIES AND SKILLS REQUIREMENTS

- Bachelor's Degree in Nursing, Occupational Therapy, Physiotherapy or equivalent.
- Minimum three years working experience in nursing, case management or medical aid environment.
- Registered with the Health Professions Council of Namibia
- Valid Code B driver's license
- Good understanding of medical terminology
- High degree of integrity and the ability to work efficiently in a high-demand and fast-paced environment.
- Good decision-making and problem-solving skills
- Good communication and interpersonal skills

The MVA Fund is an equal opportunity employer. Only shortlisted candidates will be notified. No documents will be returned. Application letter accompanied by a detailed CV, application letter and certified supporting documents can be sent or hand-delivered to:

**MVA Fund**  
**Human Capital & Strategy Unit**  
**Church Street, Erf.8596**  
**PO Box 25158**  
**WINDHOEK**

Alternatively email to: [recruitment@mva fund.com.na](mailto:recruitment@mva fund.com.na)

**Enquiries:** Ms. Marlyn De Kock  
Human Capital Generalist  
Tel: +264 61 289 7037

**Deadline: Thursday, 31 July 2025 at 12H00**

