



VACANCY

Rosh Pinah Health Care owns **Sidadi Clinic**, a state-of-the-art private facility in Rosh Pinah. Our services include a fully equipped day ward and surgical theatre, Primary Healthcare, Occupational Health, and 24-hour emergency care.

We are seeking to appoint an energetic, ethical, and professional Clinical Administrative Assistant to join our team.

Position Details

- **Position:** Admin/Reception Assistant
- **Department:** Administration
- **Reports to:** Administrator (functional) and Nursing Unit Manager (operational)

Key Responsibilities

The successful candidate will be responsible for:

- Processing medical billing across multiple disciplines.
- Managing authorizations with medical aids and other funders.
- Daily diary management and coordinating patient (Occupational and Primary Health).
- Liaising with medical aids, funders, and patients regarding benefits, admissions, and authorizations.
- Managing medical bookings for Occupational and Primary Healthcare services as required.



- Scheduling and following up on referral appointments, including obtaining specialist reports.
- Maintaining and safeguarding confidential medical records.
- Providing administrative and computer-based support to the clinical team.

Qualifications & Experience

- Qualification in Clinical Administration (advantageous).
- Previous experience in clinical administrative roles (strong advantage).
- Ability to work shifts according to the facility's operational needs.
- Understanding of the private healthcare industry and its stakeholders (advantage).
- Computer literacy with proficiency in Microsoft Excel, Word, Outlook, and PowerPoint.
- Knowledge of medical billing systems (e.g., Good-X) will be a strong advantage.

Personal Attributes

- Strong organizational and communication skills.
- Ability to work independently and within a multidisciplinary team.
- High standards of confidentiality, ethics, and professionalism

All CVs should include certified copies of your statutory Namibian registrations and qualifications, with contactable references, showing full address, e-mail, and contact number. To apply, please visit the recruitment portal at www.jobopportunities.net no later than 10 October 2025.