

VACANCY

CAREER OPPORTUNITY

METHEALTH NAMIBIA
ADMINISTRATORS



CLOSING DATE

30 May 2025 (Close of business)

JUNIOR PREMIUM ADVISOR

Business Unit: Methealth Namibia Administrators | Department: Premiums

Location: Windhoek, Namibia

JOB SUMMARY

The purpose of this position is to administrate premiums (debtor's) of groups and members, including the timeous collection and reconciliation of premium payments. This position will report directly to the Team Leader: Premiums and Membership.

As per Affirmative Action Act, 1998, persons from the designated groups are encouraged to apply. Only shortlisted candidates with the relevant supporting documentation attached to their CV's will be contacted, and no documents will be returned.

KEY PERFORMANCE AREAS

- Reconcile payments and remittances of companies with information on system.
- Attend to premium related enquiries from companies or individual members.
- Prepare monthly invoices for company groups and do follow up on all outstanding debtors accounts.
- Collect and report on payments on a weekly basis.
- Compile weekly collection and handover reports.
- Maintain membership data by updating information on a continuous basis according to scheme rules.
- Adhering to all fund rules and policies and procedures relating to the job description.
- Attend to other related ad-hoc tasks that may arise.

The Ideal candidate should meet the following requirements:

ACADEMIC EXPERIENCE:

- Grade 12 with 25 IGCSE points with accounting as a subject
- 2-3 working experience in debt collecting will be an advantage.
- Basic knowledge of the NAMAf rules, FIA act, TAX regulations
- Diploma in Accounting and Finance or any Business-related qualification

TECHNICAL AND BEHAVIORAL COMPETENCIES

- Proficient with Microsoft products (Word, Excel, Outlook)
- Excellent interpersonal skills
- High levels of personal ethics, integrity and emotional maturity
- Good oral and written communication skills
- Able to work independently and under pressure
- Strong analytical and problem-solving skills

Apply online: <https://momentumgroupLtd-africa.erecruit.co/candidateapp/Jobs/View/MMH250523-4>

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