

VACANCY

CAREER
OPPORTUNITY

METHEALTH NAMIBIA
ADMINISTRATORS



CLOSING DATE
24 April 2026 (Close of business)

CASE MANAGER

Business Unit: Methealth Namibia Administrators | Department: Managed Health Care
Location: Windhoek, Namibia

JOB SUMMARY

The Case Manager will be responsible for leading hospital pre-authorisation, clinical risk assessment, claims auditing, and comprehensive case management functions. The role reports to the Manager: Managed Health Care and is accountable for ensuring clinical appropriateness, quality of care, and cost-effective utilisation in alignment with Fund Rules, Managed Health Care protocols, clinical guidelines, and regulatory requirements.

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.

KEY PERFORMANCE AREAS:

1. Lead and manage hospital case management and major disease programmes in line with fund rules, Managed Health Care protocols, clinical guidelines, and regulations.
2. Conduct and oversee clinical risk assessment, including identification and management of high-risk, high-cost, and complex cases.
3. Manage and process pre-authorisations in alignment with Fund Rules, Managed Health Care protocols, and clinical guidelines.
4. Manage and optimize the cost of care for members under case management and disease management programs, ensuring alignment with Fund Rules, Managed Health Care protocols, and cost-containment principles.
5. Ensure clinical appropriateness, quality of care, and cost-effective utilisation.
6. Monitor treatment plans, level of care, and length of stay to optimise outcomes.
7. Conduct claims auditing, treatment reviews, and clinical risk management.
8. Identify and mitigate fraud, waste, abuse, and potential non-disclosure risks.
9. Coordinate with healthcare providers and internal stakeholders for integrated care delivery.
10. Maintain accurate reporting, documentation, and programme oversight.
11. Contribute to strategic initiatives and continuous improvement within Managed Health Care.
12. Perform additional duties as required.

MINIMUM REQUIREMENTS:

1. Grade 12 with 25 IGCSE points.
2. 4-year Diploma or Bachelor's Degree in General Nursing and Midwifery Sciences
3. Registered with the Health Professions Council of Namibia (HPCNA)
4. 3 Years's Clinical working experience (private ward, casualty, ICU & theatre)
5. Valid driver's licence

ADDITIONAL REQUIREMENTS (ADVANTAGEOUS):

6. Case Management background and experience in the medical aid industry will be an added advantage
7. Knowledge of medical aid schemes, fund rules, and benefit management
8. Understanding of NAMAf billing rules & guidelines, ICD-10 coding, and clinical protocols
9. Experience with case management systems and programme reporting

TECHNICAL AND BEHAVIORAL COMPETENCIES

1. Strong clinical knowledge in disease management
2. Analytical thinking and sound clinical judgement
3. Excellent coordination and stakeholder engagement skills
4. Ability to manage complex and high-risk cases
5. Strong organisational and time management skills
6. High ethical standards and professionalism
7. Ability to work independently and within a multidisciplinary team
8. Patient-centered and outcome driven approach

Interested employees are encouraged to apply via online: <https://momentumgroup ltd-africa.erecruit.co/candidateapp/Jobs/View/MMH260413-9>

For queries kindly email: hr@methealth.com.na