

VACANCY

CAREER
OPPORTUNITY

METHEALTH NAMIBIA
ADMINISTRATORS



CLOSING DATE
08 September 2026 (Close of business)

BATCHING CLERK:

Business Unit: Methealth Namibia Administrators

Contract Period: Fixed term contract | Department: PSEMAS Claims

Location: Windhoek, Namibia

JOB SUMMARY

The Batching clerk is responsible for batching claims to facilitate pre-assessing, and to ensure accurate and efficient batching in line with standard operating procedures and fund rules. The role reports to the Team leader: Psemas Claims.

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:

- Verify completeness of claims, ensuring all required documentation is attached in accordance with fund rules and procedures.
- Sorts out batches of claims according to different disciplines and receive dates
- Allocates a Batch number to every batch of claims and a claim number to every claim according to applicable sequence to ensure unique identification of claims
- Prioritises pay to member claims
- Maintain accuracy and adherence to turnaround times as per standard operating procedures.
- Facilitate printing of claims sent to dedicated email at claims department for batching
- Comply with all internal controls, policies, procedures, and confidentiality requirements.

THE IDEAL CANDIDATE SHOULD MEET THE FOLLOWING REQUIREMENTS:

- Grade 12 with 25 IGCSE points
- Minimum of 1 year's clerical or administrative experience, preferably within a healthcare or medical aid environment.

TECHNICAL AND BEHAVIORAL COMPETENCIES

- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Strong attention to detail and high level of accuracy.
- Good organisational and time management skills.
- Ability to work under pressure and meet tight deadlines.
- Strong interpersonal and communication skills.
- High level of integrity and professionalism.

Interested employees are encouraged to apply via online:
[For queries kindly email: hr@methealth.com.na](mailto:hr@methealth.com.na)

