

VACANCY

CAREER
OPPORTUNITY

CLOSING DATE
07 March 2024 (Close of business)

FWA ADMINISTRATION OFFICER

Business Unit: Methealth Namibia Administrators | Department: Claims Compliance Department
Location: Windhoek, Namibia

JOB SUMMARY

The main purpose of this position is to ensure that the company complies with NAMAf billing rules guidelines, relevant laws, regulations and internal policies and processes through internal audit of claims and analyzing service provider / member claim profiles as per standard operating procedures. Reports to Manager: Claims & FWA.

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:

- Run weekly & monthly standard reports and data using Methealth's various reporting platform.
- Analyze data, identify possible FWA and provide to Manager: Claims Compliance & FWA for further analysis and investigation.
- Perform claims audit as per SOP and report findings.
- Identify systems shortcomings and liaise with manager on any program changes and enhancements.
- Perform ad hoc requests from Manager: Claims Compliance & FWA and give timeous feedback.
- Ensure continuous effort in achieving departmental objectives.
- Perform other job-related functions at the discretion of the manager as and when required.
- Identify systems shortcomings, provide input on technical enhancement of FWA Management Programme and liaise with the Programmers/IT/IS.
- Compile report on FWA identified to relevant stakeholders & engage with stakeholders when required.

THE IDEAL CANDIDATE SHOULD MEET THE FOLLOWING REQUIREMENTS:

ACADEMIC EXPERIENCE:

- Grade 12 with 25 IGCSE points
- Office Administration certificate preferably certificate in Fraud or Risk Management or similar qualification
- 3 years' experience in a Medical Aid Fund Environment and 3 years' experience in Risk Management Environment.

TECHNICAL AND BEHAVIORAL COMPETENCIES

- Proficient with Microsoft products (Word, Excel, Outlook, PowerPoint)
- High levels of personal ethics, integrity, and emotional maturity.
- Strong verbal, written, and interpersonal communication skills.
- Ability to work well under pressure and independently.
- Strong analytical and problem-solving skills.
- Rule Orientation and attention to detail.

Apply online: <https://momentummetropolitan-africa.erecruit.co/candidateapp/Jobs/View/MMH240228-2>

For queries please call: 061 287 6051