

VACANCY

CAREER
OPPORTUNITY

METHEALTH NAMIBIA
ADMINISTRATORS



CLOSING DATE
30 July 2026 (Close of business)

HIV CASE MANAGER

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

JOB SUMMARY

The primary purpose of this position is to coordinate and deliver comprehensive HIV case management services, ensuring that members living with HIV receive timely, person-centred, and evidence-based care. The HIV Case Manager supports treatment adherence, facilitates access to appropriate healthcare services, monitors clinical and program outcomes, and collaborates with healthcare providers and other stakeholders to optimize members' health outcomes and quality of life. The position reports directly to the Supervisor: MyHealth Department.

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. Registration and management of members on the HIV disease management programme.
2. Proactive identification and management of members with poor adherence or treatment interruption.
3. Ensure cost-effective and clinically appropriate HIV care in line with National ART Guidelines and fund rules.
4. Coordinate HIV case management interventions and follow-up activities.
5. Provide clinical support to healthcare providers and stakeholders.
6. Conduct treatment literacy and supportive counselling for members.
7. Manage medicine authorization processes and programme administration.
8. Maintain accurate and up-to-date electronic clinical records.
9. Coordinate HIV outreach and provider engagement activities.
10. Ensure high levels of confidentiality and professional ethics.
11. Perform additional administrative and operational duties as required.

TECHNICAL AND BEHAVIORAL COMPETENCIES

1. Strong knowledge of HIV/AIDS management and National ART Treatment Guidelines.
2. Experience in HIV adherence management and counselling.
3. Good understanding of disease management and managed healthcare principles.
4. Strong analytical and clinical decision-making skills.
5. Excellent interpersonal and communication skills.
6. High levels of integrity, professionalism, and emotional maturity.
7. Ability to work independently and under pressure.
8. Proficient in Microsoft Office applications (Word, Excel, Outlook, PowerPoint).

THE IDEAL CANDIDATE SHOULD MEET THE FOLLOWING REQUIREMENTS:

1. Qualified Registered Nurse.
2. Valid registration with the Health Professions Council of Namibia (HPCNA).
3. Minimum of 3 years' experience in HIV/AIDS case management or HIV clinical management.
4. Exposure to National ART Treatment Guidelines and HIV programme management.
5. Experience in adherence counselling and treatment support.
6. Minimum of 3 years' experience in medical aid administration, claims processing, or health insurance environment
7. A basic understanding of medical aid processes, fund rules, and the healthcare environment will be advantageous
8. Valid driver's license.

Interested employees are encouraged to apply via the following email address:

hr@methealth.com.na

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