



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2025-2029).

CORPORATE SCHEMES OFFICER

REF: TNH/HRD/COSO/05/2025

The overall purpose of this job is to ensure that corporate databases are updated in the system and communicated to all user points and clinics and update benefit entitlements for different schemes including communication to the corporates regarding scheme memberships and entitlements.

KEY DUTIES AND RESPONSIBILITIES

- a) Ensuring efficient and timely delivery of service to insurances and corporates.
- b) Ensuring daily that Insurance and Corporate requirements are communicated to all stakeholders through updating the corporate folder.
- c) Create new schemes in the system capturing all the schemes policies including expiry date.
- d) Ensuring proper record keeping and maintaining an effective document handling system for the schemes
- e) Identify the cause rejected claims and implement changes to avoid recurrence.
- f) Train all relevant users on the insurance/ corporate requirements
- g) Ensure timely renewal of credit contracts and bank guarantees
- h) Maintain up to date corporate database
- i) Entering new client information into a database.
- j) Updating financial records related to corporate schemes.
- k) Scanning and organizing documents for efficient retrieval.
- l) Preparing reports on the performance of specific corporate schemes.
- m) Verifying the accuracy of data entered by others.
- n) Assisting with the development and implementation of document management policies.
- o) Train users on compliance with scheme rules
- p) Efficient resolution and resubmission of rejected claims
- q) Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS REQUIRED

- Bachelor's degree or Advanced diploma in Information Technology or business studies
- At least eight (8) years practical working experience with patients' data in a healthcare environment
- Additional relevant qualification, preferably healthcare related will be added advantage
- A good working knowledge of MS Excel, word and other hospital database systems.
- Excellent customer service skills.
- Self-motivated and ability to work under pressure.
- Team-player with good inter-personal skills.
- Basic Understanding of Databases: Ability to navigate and work with databases.
- Time Management Skills: To handle multiple tasks and meet deadlines.
- Communication Skills: To interact with colleagues and stakeholders.
- Ability to Follow Procedures: Adhering to data entry guidelines and policies.
- Confidentiality: Handling sensitive information with discretion.
- Clerical Skills: General office duties like scanning, filing, and document management.

COMPETENCIES

Technical & Behavioural competencies

- Ability to handle confidential corporate information
- Planning and organizing skills
- Analytical skills
- Judgement skills
- Relationship management skills
- Problem solving skills
- Ability to think on one's feet – Agility
- Customer service skills
- Communication skills including presentation and facilitation skills

If your background, experience and competence match the above specifications, please send your application (cover letter & CV/Resume) quoting the job reference number, testimonials, and full contact details of 3 referees, to reach the undersigned not later than **16th May 2025**. **Only shortlisted candidates** will be contacted. If you do not hear from us within two weeks post-application, please consider your application unsuccessful. Please note that **The Nairobi Hospital does not charge any fees** from applicants at any stage, nor has it engaged a third party to facilitate this hire.

Only online applications will be accepted.

Ag. Head of Human Resources

The Nairobi Hospital

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NAIROBI

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