

VACANCY

Radiation Therapy Administrator

NOC Eros

Apply Before Wednesday, 17 June 2026 to hr@namoncology.com



www.namoncology.com

The Namibian Oncology Centre (NOC) is a state-of-the-art cancer treatment facility offering progressive, comprehensive cancer care through some of the most advanced treatment modalities available today. We are **seeking a Radiation Therapy Administrator to join our Radiation Therapy Department in Windhoek.**

In this role, you will ensure that patients move through their care journey with minimal friction, and that the department runs with the precision the work demands. You will work with fellow team members to maintain our CARE values of *Compassion, Accountability, Reliability, and Excellence*.

WHAT YOU WILL BE DOING

- Preparing and maintaining new and existing patient files, ensuring all documentation is accurate, complete, and correctly filed.
- Accurately maintaining electronic records using our clinical systems.
- Preparing treatment summaries, correspondence, and reports as requested by the clinical team.
- Managing telephonic and electronic communications for the department.
- Handling patient enquiries and ensuring timely, professional feedback.
- Coordinating patient schedules for CT simulations, radiotherapy treatments, chemotherapy appointments, and treatment check sessions.
- Capturing, creating, and submitting Radiation Therapy authorisation requests accurately and on time.
- Following up on authorisation requests to ensure all due dates are met.
- Ensuring billing codes are captured accurately in accordance with clinical requests.
- Managing Medical Aid and State authorisations for Radiation Therapy treatment.
- Maintaining strict confidentiality of patient and financial information at all times.
- Conducting monthly stock counts and assisting with maintaining the departmental inventory list.

WHAT WE NEED FROM YOU

- A Diploma in Business Administration or a related field.
- A minimum of three (3) years' experience in a medical administration or healthcare reception environment.
- Proficiency in Microsoft Office applications.
- Excellent verbal and written communication skills in English.
- Strong organisational skills and high attention to detail.
- The ability to manage competing priorities and work independently.
- Experience with medical aid authorisations and healthcare billing processes will be advantageous.
- Familiarity with Mosaiq and Elixir systems will be a **distinct advantage**.

Only emailed applications will be accepted. Applicants are requested to clearly indicate the position applied for in the subject line of their email.

Applications received after the closing date will not be considered. Only shortlisted candidates will be contacted.

Should you not receive any communication from us within 2-3 weeks after the closing date, please consider your application unsuccessful.

NOC is committed to employment equity, and applications from previously disadvantaged groups are strongly encouraged.