

## JOB VACANCY

Job Title: **Claims Assistant Officer**  
Country Program: South Sudan.  
Location of Position: **Juba Office**  
Position Reports to: Admin & Finance Manager  
Desired Start Date: ASAP  
Advertised Date: **6<sup>th</sup>/Dec/2023**



### Our Background

Coniah Medical Complex is a Private Medical facility fully Registered and License by the Republic of South Sudan. We are operational in Yei River County at Jamia Street, Opposite the Market, Next to the Mosque, KajoKeji County at Leikor Center, Moyo Road, Central Equatoria State and Awerial County at thou achak, Minkaman, Lakes State; we are dedicated to providing quality patient care with unrelenting attention to clinical excellence, patient's safety and an unparalleled passion and commitment to assure the very best healthcare for those we serve. Saving lives and relieving suffering through health care, relief and development programs and further information about us can be obtained via. [www.coniahmedicalcomplex.com](http://www.coniahmedicalcomplex.com)

Established in 2018 by Professional Health Personals, Coniah Medical Complex is a Private, voluntary, nonsectarian, nonpolitical institution. Its mission is to improve the quality of life through health interventions and to provide comprehensive and compassionate health care for individuals and families in cooperation with the area medical community.

### Essential Job duties / Scope of Work:

- Answer clients' billing or claims questions
- Communicating and follow-up with respective insurance and partners regarding claim status updates, payment schedules and other relevant information
- Preparing detailed reports summarizing claims activity for internal and external use.
- Coordinating with at claims payments with insurance.
- Reviewing medical bills and submitting them to respective insurance companies and entities.
- Maintain claim databases including information about claim status, payouts and related details.

### Personnel Qualifications (Training/experience required)

- A high school Diploma or equivalent
- At least 2 – 5 Years of experience in customer service or administrative role
- Excellent written and verbal communication skills.
- Previous experience working in similar work.
- High level of integrity and proven track record of outstanding performance.



#### YEI BRANCH

Jamia Street, Opp the Mkt, Next to the Mosque  
+211 (0)928 006 337 | 922 224 354  
[coniahmedicalcomplex@gmail.com](mailto:coniahmedicalcomplex@gmail.com)  
[www.coniahmedicalcomplex.com](http://www.coniahmedicalcomplex.com)

#### KAJOKEJI BRANCH

Leikor Centre, Moyo Rd  
+211(0) 924 077 736 | 922 224 354  
[coniahmedicalcomplex@gmail.com](mailto:coniahmedicalcomplex@gmail.com)  
[www.coniahmedicalcomplex.com](http://www.coniahmedicalcomplex.com)

**Remuneration:** An attractive package.

**Submission of Applications:**

Applications from qualified personnel's accompanied with an updated CV in English should be sent to the below address by the close of business 6<sup>th</sup>/Jan/2024, send application to: **HR Manager, Juba Head Office on email ONLY: [info@coniahmedicalcomplex.com](mailto:info@coniahmedicalcomplex.com)** please Note that:

- ✦ This position is open to **Nationals Only**.
- ✦ Due to the urgency of this vacancy announcement, **CONIAH MEDICAL COMPLEX** reserves the rights to fill this position prior to the closing date.

**CONIAH MEDICAL COMPLEX** is committed to gender equality in its mandate and its staff. Female candidates are strongly encouraged to apply. Acknowledgement will be send to short-listed candidates only.



#### YEI BRANCH

Jamia Street, Opp the Mkt, Next to the Mosque  
+211 (0)928 006 337 | 922 224 354  
[coniahmedicalcomplex@gmail.com](mailto:coniahmedicalcomplex@gmail.com)  
[www.coniahmedicalcomplex.com](http://www.coniahmedicalcomplex.com)

#### KAJOKEJI BRANCH

Leikor Centre, Moyo Rd  
+211(0) 924 077 736 | 922 224 354  
[coniahmedicalcomplex@gmail.com](mailto:coniahmedicalcomplex@gmail.com)  
[www.coniahmedicalcomplex.com](http://www.coniahmedicalcomplex.com)