



Job Opportunity



Where Technology Meets Compassion

EXTERNAL VACANCY ADVERT

Sidilega Private Hospital, an equal opportunity employer situated in Block 7 Gaborone has the following vacancies and invites suitably qualified personnel to submit their applications:

CREDIT CONTROLLER

MAIN PURPOSE OF THE JOB

To ensure timeous collection of debts from funders and patients for the hospital to remain financially viable. To ensure adherence to established controls and policies. Reconcile records and aid reporting for decision making.

CRITICAL OUTPUT/ KEY PERFORMANCE AREAS

- Collection of debt in accordance with Hospital targets using sound credit control principles and procedures.
- Maintain sound working relationships with patients and medical aids through continuous contact, visits and prompt response to queries.
- Contribute to the hospital debtors' days target by maintaining collection targets.
- Minimize bad debts through adherence to credit control protocol and handover procedures.
- Contribute to the hospital debtors' days target by maintaining collection targets.
- Tenaciously manage co-payment shortfalls to maximize cash flow and minimize funder rejections.

REQUIREMENTS

- AAT or Diploma in Accounting and Business Studies with a minimum of 3 years' experience in a credit control environment preferably in a Private healthcare industry.
- Must be computer literate in Microsoft excel specifically.
- Analytical and good communication skills are essential together with teamwork spirit and customer focus.
- Calm, firm, organized and confident to handle potentially uncomfortable conversations with clients.
- Attention to detail supported by strong analytical skills and good numeracy.

RADIOGRAPHER

MAIN PURPOSE OF THE JOB

To prepare and safely position patients in order to get the most Diagnostic Images for interpretation in conjunction with best practice. Assists the Radiologist with advanced preparation for procedures as well as administrative tasks, such as organizing work schedules and maintaining patient records and perform or specialize in most or all modalities.

REQUIREMENTS

- A Degree/ Diploma in Diagnostic Radiography with minimum 3 years of experience in a similar position/ industry.
- Valid registration with Botswana Health Professional Council.
- Experience with radiation protection policies and procedures.
- Detailed CV plus Certified copies of educational certificates.
- Certified copies of ID or Passport.
- Experience in Cardiograph will be an added advantage

REGISTERED NURSES

- ICU
- CARDIOTHORATIC
- CATH LAB

REQUIREMENTS

- A Degree/Diploma in Nursing
- Certificate in area of specialization will be an added advantage.
- Minimum Experience of 3-5 years in the area of specialization
- Current registration with Nursing & Midwifery Council of Botswana
- At least 3-5 years post qualification experience in a similar position/ industry.
- BLS & ACLS certification will be added advantage.

Interested candidates who meet the requirements are invited to apply by forwarding a comprehensive CV, application letter and certificates, addressed to The Human Resources Manager, Private Bag BR 183 Gaborone;

Email: recruitment@sidilegaprivatehospital.co.bw
For any enquiries please contact HR: +267 3709564/5
Closing date: 12/08/2022

NB: Only shortlisted candidates will be contacted