



Lady Pohamba Private Hospital is a 298-bed, state-of-the-art private hospital in Windhoek, Namibia



LADY POHAMBA have the following **VACANCIES:**
private hospital

BIO-MEDICAL TECHNICIAN

We are seeking a skilled and service-driven **Bio-medical Technician** to join our team. This role is essential to ensuring that all medical equipment is safe, reliable, compliant and available to support high-quality patient care. The ideal candidate will have strong technical knowledge, excellent problem-solving ability, attention to detail and the professionalism required to work in a fast-paced acute care environment.

KEY PERFORMANCE INDICATORS:

The incumbent will be responsible and accountable for:

- Ensure all critical medical equipment is maintained, calibrated and serviced according to manufacturer specifications, hospital policy and applicable safety standards.
- Complete planned preventive maintenance schedules within agreed timelines to minimise equipment downtime and support uninterrupted clinical services.
- Respond promptly to equipment breakdowns, faults and urgent clinical requests, especially in high-risk areas such as ICU, theatre, emergency and neonatal care.
- Perform safety testing, performance verification and acceptance testing on new, repaired or relocated medical equipment before return to service.
- Maintain accurate and up-to-date records of inspections, repairs, servicing, calibration, spare parts usage and equipment history.
- Support effective asset management by keeping an accurate inventory of medical equipment, accessories, spare parts and service tools.
- Provide technical support and basic user guidance to nurses, doctors and other healthcare professionals on the safe and correct use of medical equipment.
- Liaise with suppliers, service providers and manufacturers regarding technical support, warranties, repairs, parts availability and equipment upgrades.
- Identify recurring equipment faults, user-related issues and safety risks, and recommend corrective actions or process improvements.
- Comply with hospital health and safety procedures, infection prevention requirements, confidentiality standards and all relevant regulatory obligations.

QUALIFICATIONS AND EXPERIENCE:

- Diploma or Degree in Biomedical Engineering or a related technical field.
- Registration with the Health Professions Councils of Namibia, where applicable, will be an advantage.
- Additional manufacturer or supplier training on medical equipment such as patient monitors, ventilators, infusion pumps, defibrillators, anaesthetic machines, imaging equipment or sterilisation equipment will be an advantage.

INTERNAL AUDITOR

We are seeking a detail-oriented, ethical and analytical **Internal Auditor** to join our team. This role is critical in supporting safe, compliant and efficient hospital operations by identifying risks, evaluating controls, recommending practical improvements and assisting management in strengthening accountability across clinical, financial, administrative and support service areas.

KEY PERFORMANCE INDICATORS:

The incumbent will be responsible and accountable for:

- Execute approved risk-based internal audit plans in line with recognised internal audit standards and hospital policies.
- Conduct financial, operational, compliance and process audits across hospital departments, including finance, procurement, billing, stock control, pharmacy, HR, patient administration and support services.
- Identify key risks, assess internal controls and evaluate the adequacy and effectiveness of risk management and governance processes.
- Prepare audit planning documents, working papers, audit programmes, evidence files and clear reports that support audit findings and recommendations.
- Issue accurate, practical and timely audit reports to management, highlighting control weaknesses, compliance gaps, root causes and corrective actions.
- Monitor implementation of agreed audit recommendations and follow up on outstanding management action plans.
- Support investigations into suspected fraud, irregularities, waste, losses or non-compliance, while maintaining confidentiality and professional objectivity.
- Promote compliance with hospital policies, Namibian legal and regulatory requirements, ethical standards, internal controls and applicable healthcare governance expectations.
- Provide independent advisory support to management on improving efficiency, accountability, internal controls and value for money.
- Maintain professional working relationships with management, staff, external auditors, regulators and other relevant stakeholders.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree or Honours Degree in Accounting, Auditing, Finance, Business Administration, Risk Management or a related field.
- Professional certification or progress towards certification such as Certified Internal Auditor, Chartered Accountant, Certified Information Systems Auditor, ACCA or another recognised audit/accounting designation will be an advantage.
- Minimum of 5 years' experience in internal auditing, external auditing, risk management, compliance, finance or a related assurance role.
- Knowledge of recognised internal audit standards, risk-based audit methodology, internal controls, governance principles and audit reporting practices.

The closing date: 31 July 2026

Resumes may be submitted to: cv@lpqh.com.na