



The Council for Medical Schemes is a statutory body established by the Medical Schemes Act (131 of 1998) to provide regulatory supervision of private health financing through medical schemes.

The following positions exist for the person driven by a desire to protect the public interest.

## EDUCATION & TRAINING MANAGER

You will work within the Stakeholder Relations unit of the Council and will report to Head: Stakeholder Relations. You will be responsible for the following:

### Training Administration

- Revise and update training and ensure training information from the business units is current in order to address the training objectives;
- Source and manage external service providers to present training in specific areas;
- Ensure that training records and information are up to date;
- Compile training report and training statistics;
- Participate in Inseta meetings for the development of qualifications in the healthcare industry;
- Liaise with external training providers for the development of accredited programmes.

### Training Workshops and Presentations (Consumer Education)

- Facilitate training sessions to identified target groups and deal with the requisite administrative;
- Co-ordinate trustee training workshops;
- Conduct monthly consumer education workshops/seminars namely Consumer Groups, Trade unions; NGO's, Employer Groups and EAP's.

### Stakeholder Management

- Participate in activities/meetings of the Consumer Protection Forum;
- Liaise and participate in activities/meetings of other Consumer Groups e.g. National Consumer Forum, SA Consumer Union;
- Liaise with stakeholders (consumer groups, trade unions, employer groups, health organisations, provincial consumer affair officers) to secure session for their members;
- Participate in activities organised by Provincial Consumer Affairs Officers and other consumer groups as per requests, including Outside Radio Broadcasts (ORBS);
- Liaise with internal stakeholders to update training and education material.

### General Management

- Compiling and overseeing the units budget;
- Developing of unit Business Plan, SOP's and other policies;
- Overseeing activities of E&T staff;
- Monitoring all HR related issues of the unit;
- Participate in other CMS unit meetings/activities per invitation.

**Skills and Competency Base:** The successful candidate will have the following key competencies and skills:

- B Admin or B Social Sciences or B Hons; or equivalent qualification;
- At least 5 years relevant experience in working with different target audiences across various levels;
- Working with senior and influential leaders and decision

## COMMUNICATION OFFICER

You will work in the Stakeholder Relations Unit of the CMS and report to the Communications Manager. You will be responsible for:

- Producing and publishing *Masihambisane*, the internal newsletter for CMS staff;
- Producing and publishing *CMS Script*, the external newsletter dedicated to members' rights to guaranteed medical scheme benefits;
- Contributing to the production of, writing for, and distributing *CMS News*, the official newsletter of the CMS;
- Organising the launch and road shows of the Annual Report, the flagship publication of the CMS;
- Distributing the Annual Report, ensuring that it reaches the relevant stakeholders on time;
- Assisting in the publishing process of the Annual Report, as may be required;
- Editing content to make it publishing-ready;
- Keeping the CMS website updated;
- Publishing documents to the CMS website;
- Monitoring the media for relevant news and articles, and making them available to the CMS regularly and upon request;
- Preparing regular reports on the media coverage of the CMS;
- Liaising and building relationships with a wide range of stakeholders, including clients and service providers;
- Assisting internal and external stakeholders with queries and ad hoc requests, primarily in the form of writing and reviewing articles, providing information, and organising meetings and events;
- Participating in media briefings, road shows, and other events (where required);
- Complying with applicable legislation (such as the Medical Schemes Act and the Public Finance Management Act) as well as internal financial controls, policies, and procedures;
- Managing individual budget items; and
- Providing assistance to the Communications Manager with aspects of the Communications Unit, as may be required.

**Skills and competency base:** The successful candidate will have the following skills and key competencies:

- Mature, responsible, self-motivated, and proactive communicator capable of managing multiple projects at a time;
- BA or BCom or BIS Degree in Publishing or Communications or Marketing or Languages or a similar qualification;
- Good knowledge of the publishing process, specifically as it relates to Annual Reports, newsletters, and newspapers (print and online);
- Good knowledge of design and layout principles, and experience in Adobe InDesign;
- Proven track record of producing and publishing quality publications in both soft and hard copy format;
- Excellent project management skills;
- Excellent time management skills;
- Deadline- and results-driven team-player;

<p>makers;</p> <ul style="list-style-type: none"> <li>• Knowledge of legislative requirements (Medical Schemes Act) will be an added advantage;</li> <li>• Managerial and Executive level interaction;</li> <li>• Ms Office (Word and PowerPoint); and</li> <li>• Excellent planning, communication and negotiation skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to prioritise tasks to ensure that objectives are met within specified timeframes;</li> <li>• Client service orientation, internal and external;</li> <li>• excellent interpersonal as well as verbal and written communication skills, including editing;</li> <li>• Ability to communicate and collaborate with a wide variety of stakeholders, internal and external, at different levels in the organisation and with expertise in different fields; and</li> <li>• Strong coordination and administrative skills.</li> </ul>
<p>If you are motivated, tenacious, thorough, accustomed to paying attention to detail and capable of working with a variety of projects simultaneously, forward your résumé to:</p> <p>Ms G. Ngutshana, Human Resources Officer, Council for Medical Schemes, Private Bag X34, Hatfield, 0028, Fax no. 012 431 0670, e-mail: <a href="mailto:g.ngutshana@medicalschemes.com">g.ngutshana@medicalschemes.com</a> Closing date: Monday, 14 June 2013</p> <p>We offer a competitive remuneration package based on qualification and experience.</p> <p>Note: Correspondence will be limited to short-listed candidates only. If you do not hear from us within two months of this advertisement, please accept that your application was unsuccessful</p> <p>Council for Medical Schemes is committed to the principles of employment equity</p>	