



COUNCIL FOR MEDICAL SCHEMES

The Council for Medical Schemes was established in terms of the Medical Schemes Act 131 of 1998 to provide regulatory oversight to the medical scheme industry.

SENIOR FINANCIAL ANALYST
Three year contract period
Commencing – 1 November 2005

You will work within a team of CA's and other Financial Analysts and will be responsible for:

- Analyzing of Annual Financial Statements, financial returns, management accounts and business plans in order to assess the true financial position and performance of medical schemes;
- Building an understanding of the analysis findings in order to explain the meaning of the analysis effectively;
- Reporting on new findings and providing recommendations; and
- Monitoring adherence to the financial requirements of the Act.
- **Skills and Knowledge Base** - To this end, the following skills and ability are required:
 - Chartered Accountant;
 - Knowledge of and/or experience in the medical schemes industry would be an added advantage; An aptitude for analysis and report writing;
 - Advanced Excel experience;
 - To work well under pressure and to strict deadlines;
 - Management/Supervisory skills and development of people;
 - Previous auditing experience;
 - Mature self-starter with organizational skills and ability to communicate effectively; and
 - Statistical experience and strong GAAP knowledge will be an advantage.

COMPLIANCE OFFICER
Three year contract period
Commencing – 1 November 2005

You will work within the Compliance unit and will be responsible for:

- Assessing the provisions of governance in the rules of medical schemes;
- Investigate governance issues and make recommendations;
- Conduct fit and proper assessments of Trustees and Principal Officers as required by Law;
- Provide advice and assistance with regard to Annual General Meetings of schemes and elections of Trustees; and
- Initiate enforcement actions in cases of failure to governance.
- **Skills and Knowledge Base** - To this end, the following skills and ability are required:
 - B. Comm (LLB) or an equivalent qualification;
 - Knowledge of the legislative and regulatory frameworks pertaining to the medical schemes industry;
 - Excellent writing skills and verbal communication;
 - Good time management skills and be willing to expand skills base.

SENIOR RESEARCH ANALYST
Three year contract period
Commencing – 1 November 2005

You will work within the Research and Monitoring unit and report to the Head: Research & Monitoring. You will be responsible for:

- Conceptualising and conducting research in respect of operations of medical schemes;
- Publication of articles, drafting reports and policy proposals;
- Management of research commissioned to external entities;
- Consultation with external stakeholders; and
- Development of instruments for monitoring legislative impact and policy implementation.

Skills and Knowledge Base - To this end, the following skills and ability are required:

- Knowledge of research methodologies;
- Advanced Statistical analysis;
- Knowledge of health insurance;
- Highly computer literate; and
- Excellent writing and verbal communication skills.

LEGAL OFFICER
Three year contract period
Commencing – 1 November 2005

You will work within the Adjudication unit and will be responsible for:

- Resolve complaints raised by beneficiaries;
- Dispute resolution of complaints;
- Walk-in consultations;
- Project management;
- Appeals in terms of Section 48 or 49 of the Medical Schemes Act;
- Resolve complaints received from service providers; and
- Customer service delivery.

Skills and Knowledge Base - To this end, the following skills and abilities are required:

- Legal qualification or equivalent qualification;
- Knowledge of and/or experience in the private medical industry;
- Ability to interpret statutes and rules;
- Knowledge of the Medical Schemes Act;
- Experience in handling of consumer complaints;
- Customer responsiveness and analytical ability;
- Proven experience in dispute resolution; and
- Strong communication skills with a good command of English and Afrikaans (written and verbal).

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: The Human Resources Officer, Council for Medical Schemes, Private Bag X34, Hatfield, 0028, Fax no. 012 430 7644, e-mail: a.sethogo@medicalschemes.com
Closing date: Friday, 16 September 2005.

The Council for Medical Schemes is an employment equity employer giving preference to suitable candidates who contribute to the diversity of the organization.

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 had been unsuccessful



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**SENIOR NETWORK
ADMINISTRATOR**
Three year contract period
Commencing – 1 November 2005

You will work within the Information Systems and Knowledge Management unit. Supervising the IT Infrastructure and Support Sub-Unit, you will be responsible for:

- Administering Network and internet Services;
- Building and setting up of Domain Servers, creating user groups and giving these users specific rights according to company Group Policy;
- Ensure that all servers and workstations are regularly updated with required software and security patches and service packs through Software Update Services;
- Setting up of Exchange Mail Servers, creating user groups, setting size limits etc;
- Scheduling backups of Domain servers according to backup policies and procedures and Disaster recovery;
- Building and restoring servers from backups;
- Performing network fault-finding;
- Building, installing and configuring of Firewalls and testing and faultfinding and giving fault reports on Firewalls as well as PCs;
- Testing, setting up of as well as maintaining Corporate Anti-Virus deployments on servers, workstations and the mail gateway (spam and virus scanning);
- Finalizing and workability of networks, faultfinding and making sure that all dial-up RAS services, VPN and LAN services are working fine for optimal performance;
- Setting up and maintaining the LAN, WAN, RAS and VPN;
- Installation and configuration of servers, switches, routers and firewalls;
- DNS server, client, and zone file administration and troubleshooting;
- Overall domain administration; and
- Project Management.

Skills and Knowledge Base - To this end, the following skills and abilities are required:

- Microsoft Certified Systems Engineer in Windows 2000 as well as Windows Server 2003 Environment; and
- 5 years experience in a corporate LAN / WAN environment.

**SENIOR ACCREDITATION
ANALYST**
Five year contract period
Commencing – 1 November 2005

You will work within the Accreditation unit to take charge of the Accreditation of administrators and managed care organizations. You will be responsible for:

- The accreditation of managed care organisations and administrators;
- Managing and conducting inspections of applicant's facilities and infrastructure and preparing evaluation reports;
- Reporting on the financial soundness of accredited entities;
- Review contracts between medical schemes and accredited entities;
- Monitoring, compliance by accredited entities with legislation and applicable conditions; and
- Conducting ongoing review of accreditation standards.

Skills and Knowledge Base – To this end, the following skills and ability are required:

- 3 years accounting/auditing qualification and background;
- Project management experience/qualification;
- Strong organisational, leadership and interpersonal skills.
- Excellent writing and verbal communication skills.

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