



The Council for Medical Schemes was established in terms of the Medical Schemes Act 131 of 1998 to regulate medical schemes. We have the following 3 years contract positions for persons driven by protecting the public interest.

SENIOR FINANCIAL ANALYST	SENIOR ACCREDITATION ANALYST
<p>You will work within a team of CAs and other Financial Analysts and will be responsible for:</p> <ul style="list-style-type: none"> 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. <p>Skills and Knowledge Base - We require the following skills and abilities:</p> <ul style="list-style-type: none"> Chartered Accountant; Knowledge of and/or experience in the medical schemes industry and an aptitude for analysis and report writing would be added advantages; 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 knowledge of GAAP. 	<p>You will work within the Accreditation unit to take charge of the accreditation of administrators and managed care organizations. You will be responsible for:</p> <ul style="list-style-type: none"> 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; Reviewing and reporting on contracts between medical schemes and accredited entities; Conducting ongoing review of accreditation standards; and Monitoring, compliance by accredited entities with legislation and applicable conditions. <p>Skills and Knowledge Base – We require the following skills and abilities:</p> <ul style="list-style-type: none"> 3 years accounting/auditing qualification and background; Project management experience/qualification; Strong organisational, leadership and interpersonal skills; Excellent writing and verbal communication skills; and Prior experience of medical schemes will be an added advantage.
SENIOR ANALYST: BENEFITS MANAGEMENT	LEGAL OFFICER: ADJUDICATION
<p>You will work within the Benefits Management Unit of Council, reporting to Head: Benefits Management. As the Senior Analyst, you will be responsible for:</p> <ul style="list-style-type: none"> Ensuring compliance by all schemes in their rules with the Act, regulations and model rules; Strategic engagement with processes of designing benefits; Managing the registration of new schemes, rules and amendments; Monitoring and managing the performance of staff within the unit to ensure appropriate leadership; Ensuring fair treatment of beneficiaries; and Implementation of Risk Based Operating Framework and regulation of schemes in line with the risks they pose. <p>Skills and Knowledge Base - We require the following skills and abilities:</p> <ul style="list-style-type: none"> B Degree and/or relevant industry experience; Working knowledge of MS Word and Excel; Strong organisational, leadership and interpersonal skills; Conflict management skills; Assertiveness and ability to handle pressure; Ability to influence and work with people at different levels; Self-motivating and engaging personality; Good judgement and time management; Sense of urgency and commitment to getting jobs done. 	<p>You will work within the Adjudication unit and will be responsible for:</p> <ul style="list-style-type: none"> Resolving complaints raised by beneficiaries; Dispute resolution of complaints; Walk-in consultations with complainants; Project management; Handling appeals in terms of Section 48 or 49 of the Medical Schemes Act; and Improving standards of customer care. <p>Skills and Knowledge Base - We require the following skills and abilities:</p> <ul style="list-style-type: none"> Legal qualification or equivalent qualification; Knowledge of and/or experience of medical schemes; 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.sethogoa@medicalschemes.com

Closing date: Friday, 10 March 2006.

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