

JOB ADVERT – PRINCIPAL OFFICER (MEDIPOS MEDICAL SCHEME) PERMANENT ROLE

Position	Permanent
Start date	1 October 2024 ideally or 1 November 2024 if a person need to work a 30 day notice period
Salary	Market related and negotiable
Location	Pretoria central business district
Closing date	10 September 2024

ABOUT THE POSITION

The Principal Officer of the Medipos Medical Scheme is the Executive Officer of Medipos with the following roles and responsibilities:

- Act in the best interests of the organisation and serve member interest of the Scheme at all times.
- Execute the decisions and instructions of the Board with due care and efficiency.
- Ensure proper and appropriate communication between the Scheme and those parties affected by the decisions and instructions of the Board.
- Ensure that the Board is sufficiently and timeously informed of the affairs of the scheme concerning any matter relating to the duties of the Board as stated in Section 57(4) of the Medical Schemes Act.
- Ensure that decisions concerning the affairs of the Scheme get prior authorisation by the Board and at all times the authority of the Board is considered.
- Take all reasonable steps for the collection of and accounting for all moneys received and payments authorised by and made on behalf of the scheme.

- Ensure that full and proper records of all moneys received, and expenses incurred by, and of all assets, liabilities and financial transactions of the scheme is kept by /or on behalf of the scheme.
- Ensure compliance with all statutory requirements pertaining to the preparation of annual financial statements and all statutory requirements pertaining thereto.
- Ensure the carrying out of all duties as necessary for the proper execution of the business of the scheme including, but not limited to, participation in all meetings of the Board, and any other duly appointed committee where attendance is required, and ensure proper recording of the proceedings of all meetings.
- Ensure management of all third-party contracts on behalf of the scheme, inter alia, with the appointed administrator, all managed health care companies, and any appointed consultants or service providers.

Minimum Requirements

- A post-graduate qualification, preferably in accounting, business management, law or health sciences (NQF Level: 8 or equivalent).
- At least five (5) years Senior Management or consulting experience in the medical scheme industry or health.
- Previous experience as a Principal Officer would be an advantage.
- In depth Knowledge of South African health systems.
- Sound business acumen and proven track record of leadership experience.
- Good knowledge and understanding of legislation applicable to medical aid industry.
- Ability to apply technical and professional leadership.
- Decisive and achievement orientated.
- Able to work remotely and to travel as required.
- Excellent written and verbal communication.

Contact information

All CV's must be forwarded to sidwabafamily@yahoo.com . Please use Principal Officer Medipos in your e-mail heading.

For further information please contact Mrs Nodumo Sidwaba on the above email address.

Closing Date: 10th September 2024