



## **VACANCY BULLETIN**

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

The following position exists for a person driven by the desire to protect the public interest.

### **EXECUTIVE MANAGER: OFFICE OF THE CHIEF EXECUTIVE & REGISTRAR (5 years contract position)**

The purpose of the job is to execute and coordinate special projects and strategic programs in the Office of the Chief Executive (CE) & Registrar to ensure successful implementation, monitoring, and evaluation. As Executive Manager in the Office of the CE & Registrar, you will be responsible for:

- **Co-ordination of key Strategic & Operational outcomes and Special projects as directed by the CE & Registrar.**
  - Coordinate the development of Strategic and Annual Performance Information Plans in compliance with national regulations and CMS policies.
  - Manage the strategic planning and performance information to ensure that all statutory reports are ready for presentation to Parliament, NDoH, National Treasury and other relevant stakeholders.
  - Consolidate and oversee quarterly and annual institutional performance reports and submission to the relevant statutory authorities.
  - Ensure that operational plans are in line with the strategic plan and budget and comply with the regulatory requirements set by the National Treasury (e.g., SMART criteria).
  - Review quarterly performance information reports to verify that actual performance reported is in line with set targets
  - Assess the success of the organisation by preparing an organisation-based milestone report on a quarterly basis.
  - Provide executive support services to the Registrar and CE by overseeing the planning, execution, monitoring, and evaluation of projects, programs, and services.
- **Provide stakeholder management and communication support to the Office of the Registrar & CE.**
  - Support the Office of the Chief Executive & Registrar and the CMS Programmes to ensure compliance and effective communication on relevant matters and legislation requirements.
  - Coordinate the management of bilateral relationships and key stakeholder management services, e.g. parliamentary questions, stakeholder engagement, etc.
  - Ensure that there is active involvement and alignment of different relevant stakeholders in projects where such alignment is absent on existing projects, advise the Registrar & CE and recommend mitigating approaches.
- **Monitor the planning, implementation, and evaluation of the organisation's programs**
  - Provide support to the Registrar to oversee, monitor, and evaluate the planning, implementation, and evaluation of the organisation's programs, services, and performance against plans to ensure stakeholders' expectations are met.
- **Development of policies, implementation and monitoring**
  - Draft policies for the approval of Council and monitor the implementation of organisational policies within this role's purview.
  - Review existing policies on an annual basis and recommend changes where appropriate.
- **Ethics & awareness.**
  - Drive and facilitate the ethics programme by drafting and updating ethics policies, conduct awareness sessions and ensure compliance thereof.
- **Undertaking assignments/tasks in line with the CMS operational requirements.**

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### **SKILLS AND KNOWLEDGE BASE**

The successful candidate will have the following essential qualifications, competencies, and skills:

- Master's degree in Business Management, Public Administration, or Commerce or a relevant equivalent qualification at NQF level 9.
- A minimum of 15 years' cumulative overall experience in the Healthcare/ Medical Schemes/ Insurance industry/ Business and/or Operational Management, five (5) years of which must be at Senior Management level.
- Knowledge of the Medical Schemes Act, the Public Finance Management Act (PFMA) & National Treasury regulations, Corporate Governance, the South African Health Care Financing & Delivery systems and any other related regulatory, legislative/statutory requirements.

- Knowledge and experience in policy development, analysis, and implementation.
  - Knowledge and experience in compliance, and ethics.
  - Strong business acumen in leadership, stakeholder management, problem definition, analysis, and problem-solving skills.
  - Strong analytical thinking, sound judgment, attention to detail, and decision-making skills.
  - Knowledge and experience in project and programme management.
  - Excellent communication (verbal and written) presentation skills, emotional intelligence, interpersonal and people management skills.
  - Ability to influence and work with people at different levels, diplomacy, persistence, and working under pressure.
  - Computer Literacy.
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If you are motivated, tenacious, thorough, accustomed to paying attention to detail, and capable of working on various projects simultaneously, you are invited to send your application to [recruitment@medicalschemes.co.za](mailto:recruitment@medicalschemes.co.za). Please indicate the position you are applying for in the subject line.

**Note:** Correspondence will be limited to shortlisted candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application was unsuccessful. CMS reserves the right to appoint or not to appoint for the above position.

**Council for Medical Schemes is committed to the principles of employment equity.**

**CLOSING DATE: FRIDAY, 11 APRIL 2025**

**POPIA Disclaimer:** Please take note that by responding to this advertisement and providing your personal information in application thereof, you confirm your expression and inform consent for CMS and all its subsidiaries and all affiliated entities to process your personal information; to retain your personal information on our database for future matching; to contact you when suitable opportunities arise; and that the information you have provided to us is accurate, correct and up to date.

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