



VACANCY BULLETIN

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 position is available for someone who is driven to protect the public interest.

ANALYST ADMINISTRATOR: ACCREDITATION – (Patterson Grade – C4)

The purpose of the job is to ensure that all third-party medical scheme administrators and self-administered schemes are accurately accredited, monitored, and compliant with administration requirements. As an Analyst Administrator: Accreditation, you will be responsible for:

- Administering and managing the full accreditation process for administrators and self-administered schemes in compliance with the Medical Schemes Act, related regulations, and accreditation standards, including the evaluation and analysis of new and renewal applications.
- Conducting on-site evaluations of administrators and self-administered schemes' resources, skills, infrastructure, capacity, and compliance with accreditation standards.
- Preparing comprehensive reports for consideration by the relevant Committees and Council.
- Evaluating responses to imposed accreditation conditions and ensure that administrators and self-administered schemes maintain compliance with accreditation requirements and related compliance initiatives.
- Monitoring the financial soundness of accredited administrators by ensuring the submission of annual financial statements after the financial year-end and analysing the submissions.
- Investigating complaints and assisting the Complaints Adjudication Unit with investigating and resolving complaints against accredited third-party administrators.
- Carrying out assignments and tasks delegated by line and senior management in line with CMS' operational requirements.

SKILLS AND KNOWLEDGE BASE

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

- Minimum qualification: Degree, BTech or a relevant equivalent qualification in Accounting or Auditing at NQF level 7.
- A Postgraduate qualification at NQF level 8 in Accounting or Auditing will be an added advantage.
- Minimum of three (3) year's experience in Auditing or Accounting, and completed SAICA auditing articles.
- Knowledge of auditing, accounting standards, and financial management.
- Understanding of the Medical Schemes Act, the medical schemes industry or health care environment, and legislation impacting and influencing the functioning of the CMS (e.g., Financial Services Regulatory Authority, POPIA, PFMA, PAIA, etc.)
- Understanding of complaint resolution, critical thinking, problem-solving, and analytical skills.
- Working under pressure, attention to detail, and emotional intelligence.
- Good interpersonal and communication (verbal and written) skills.
- Presentation and report-writing skills.
- Computer literacy.

If you are motivated, tenacious, thorough, detail-oriented, and able to manage multiple projects simultaneously, we invite you to submit your application to 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.

The Council for Medical Schemes is a designated employer and is committed to implementing its Employment Equity Plan and Affirmative Action measures. Preference may therefore be given to candidates from designated groups in line with the plan.

CLOSING DATE: FRIDAY, 7 AUGUST 2026

POPIA Disclaimer: By responding to this advertisement and providing your personal information as part of your application, you confirm your expression and informed consent for the CMS, its subsidiaries, and affiliated entities to process your personal information; retain your personal information on our database for future matching; contact you when suitable opportunities arise; and rely on your confirmation that the information provided is accurate, correct, and up to date.
