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.

SENIOR MANAGER: AUDIT & RISK – (Patterson Grade – D5)

The purpose of the job is to ensure effective risk management, sound governance processes, and robust controls to safeguard CMS, its customers, reputation, assets, and stakeholders' interests; oversee the execution of internal and external audits to ensure compliance, enhance organisational performance, and support business continuity management services. The Senior Manager: Audit & Risk will be responsible for:

- **Providing strategic leadership, direction, and expert guidance for the internal and external audit functions.**
  - Coordinate the work of the internal and external audits and establish good working relations.
  - Lead the implementation of the Annual Internal Audit Plan and Combined Assurance Plan.
  - Provide quality assurance on the work done by internal auditors and ensure that they deliver according to the audit plan.
  - Ensure that internal audit reports are finalised with relevant programmes and submitted to all relevant structures for approval.
  - Ensure that findings from audit reports are followed up by the responsible programmes and raised in the risk register.
  - Provide expert guidance in the establishment and implementation of appropriate control measures to address matters raised by internal and external auditors.

- **Providing leadership and oversight to the CMS Governance, Risk and Compliance (GRC) framework.**
  - Proactively identifying risks and threats and establishing contingency plans to address them.
  - Develop and implement effective and efficient risk management services (comprehensive process for identifying, assessing, mitigating, monitoring, and reporting on risk utilising appropriate tools and techniques).
  - Assess significant activities in terms of the adequacy of internal controls relative to the risk profile to ensure that emerging risks and control deficiencies are identified and addressed effectively, efficiently, and promptly.
  - Conduct risk assessments and analyses and develop mitigation measures in conjunction with risk owners.
  - Manage the organisational risk maturity profile.
  - Align the ERM with the organisation's Strategic Plan and Annual Performance Plan.
  - Facilitate and encourage corporate compliance, governance, risk, policies & practices, and ethical standards to assure the integrity of the organisation's total operations.
  - Oversee the creation and maintenance of policies and procedures that promote effective governance within the GRC function.
  - Report risk intelligence information quarterly to the Audit and Risk Committee within the approved GRC model and framework.
  - Facilitate the combined assurance model in the organisation.

- **Promoting awareness of risk and risk management.**
  - Create a risk awareness culture through training & education programmes and communicate the CMS risk management framework to staff and key stakeholders in the CMS, and monitor its implementation.
  - Manage liaison with all stakeholders to ensure the identification of potential risk threats.

- **Developing, reviewing, and implementing audit and risk policies, frameworks, strategies, plans, and SOPs.**
  - Internal Audit Strategic Plan and the Annual Internal Audit Plan.
  - ERM Framework, policy, and strategy.
  - Internal Audit Charter, Audit Committee Charter, and Internal Audit Methodology.
  - Combined Assurance Framework.
  - Quality Assurance Improvement Program.

- **Managing and coordinating investigations into allegations of fraud, corruption, and maladministration, and reporting findings to the Audit & Risk Committee.**
  - Co-ordinate investigations through partnerships and relationships with stakeholders.
  - Manage the provision of investigations into allegations of fraud, corruption and maladministration.
  - Ensure an investigation case management database is developed and maintained.
  - Manage the compilation of evidence files for litigation purposes.
  - Perform data analysis activities on hotline reports.
  - Compile regular reports to the Audit & Risk Committee, EMC, and Council.

- **Coordinating and managing anti-corruption analysis initiatives and conducting awareness training.**
  - Manage the process of conducting trend assessments on fraud and corruption to develop appropriate mitigation interventions.
  - Manage the development and implementation of a fraud and anti-corruption plan.
  - Manage the implementation of a monitoring system for all corruption cases in the department.
  - Co-ordinate and conduct anti-corruption training and awareness.

- **Business Continuity Management.**
  - Conducting risk assessment, business impact analysis (BIA), crisis management, disaster recovery, emergency management, recovery procedures, communication plans, data backup, facilities management, supply chain management, and staff training.

- **Undertaking assignments and tasks delegated by management in line with CMS' operational requirements.**

SKILLS AND KNOWLEDGE BASE

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

- An Honours degree or Postgraduate diploma in Auditing or Finance or Accounting or relevant equivalent at NQF Level 8.
- Minimum of twelve (12) years' overall working experience, seven (7) years of which must be in managing the audit function, risk management, governance, dealing with fraud and handling tip-offs, and conducting investigations into allegations of fraud, corruption, & maladministration.
- Professional registration with IIA, CA(SA), ACCA, IRMSA or other relevant institutions will be an added advantage.
- Knowledge of internal and external audit principles.
- Knowledge of Corporate Governance (risk, policy, ethics, regulatory framework, etc.).
- Knowledge of the general tools and techniques of risk management.
- Knowledge and experience in coordinating and conducting investigations.
- Knowledge of the National Strategic Planning Frameworks.
- Knowledge of programme monitoring and evaluation.
- Knowledge of financial & risk management within the public sector, general tools, and techniques.
- Knowledge of the regulatory and statutory requirements (e.g., Finance, Corporate Governance, PFMA, National Treasury regulations, and other related regulatory, legislative, and/or statutory requirements).
- Experience in policy development, problem analysis, problem-solving and judgement.
- Strong Business Acumen (leadership skills, strategic management & stakeholder management, people management & leadership skills, accuracy & attention to detail, emotional intelligence, interpersonal skills, etc.).
- Excellent communication skills (verbal and written), presentation skills, 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, 4 SEPTEMBER 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.*