

## Premiums Manager: Reference No: PM0717

*A position has become available at our Head Office based in Athlone. We invite suitably skilled applicants with a passion for a challenging job to apply. The nature of our business is focused on client centricity which requires a high standard of staff conduct and punctuality.*

### **PURPOSE OF THE JOB**

Reporting to the Senior Manager: Corporate Services, you will be responsible to manage the full scope of the Premiums and Membership Departments. To support the organisation and the Department by setting and achieving departmental objectives in line with the organisational strategy; creating a values based culture and allocating capital through the effective management of departmental staff thereby contributing towards the overall business continuity and sustainability.

### **KEY PERFORMANCE AREAS WILL INCLUDE, but are not limited to:**

- Ensure that all Membership and Premiums reports are presented accurately and in compliance to statutory and non-statutory requirements.
- Manage departmental workflows, processes, policies and procedures
- Ensure that effective systems and work processes are in place through appropriate control systems and that the status of the work is monitored.
- Ensure the timeous and accurate submission of the monthly and quarterly reports.
- Monitoring of productivity and quality according to performance standards
- Ensure sound strategic and financial planning.
- Manage internal/external service level agreements
- Ensure that processes are implemented in order to ensure compliance in the department
- Ensure that financial risks have been identified and mitigating strategies are in place.
- Ensure effective management of staff.

### **QUALIFICATIONS, EXPERIENCE AND SKILLS**

- A B.Comm degree in Financial Accounting or equivalent
- Adherence to sound personal discipline, attendance/punctuality and appearance
- Medical Aid/ Premiums collections/ Reconciliations background
- Financial background in Debtors and Creditors management
- At least 2 years' experience in premiums and/or membership processes
- Good attention to detail
- 3-5 years' experience preferably in a similar position (advantageous)
- Good knowledge of all relevant legislation.
- Computer literacy, with advance EXCEL essential.
- Valid driver's license essential.

### **MANAGERIAL COMPETENCIES:**

- Strategic Thinking
- Financial and commercial Awareness
- Leadership
- Judgment and Decision-making
- Planning and Organising
- Adapting and Coping Cluster

- Diplomacy
- Interpersonal sensitivity
- Communication (verbal and written)

Please forward a detailed covering letter and CV accompanied by certified copies of qualifications, a copy of the latest pay-slip, copy of identity document and at least two contactable referees, to the Human Resources Department at [recruitment@samwumed.org](mailto:recruitment@samwumed.org) or fax 086 515 9667.

An application which does not contain **all** the requested information and/or does not meet the requirements will not be considered. Please quote our reference number on all applications.

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**Closing Date: 3<sup>rd</sup> August 2017**

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**For information about the scheme, visit [www.samwumed.org](http://www.samwumed.org)**

*The Scheme reserves the right not to make an appointment. Should you not hear from us within one month of the closing date, please regard your application as unsuccessful. Applicants whom are unable to function in a structured and disciplined environment are encouraged not to apply.*