

<b>Post:</b>	Deputy Director: Medical Payments (This is a re-advertisement candidates who previously applied are encouraged to re-apply)
<b>Centre:</b>	Compensation Fund, Pretoria
<b>Reference No:</b>	HR 5/1/2/3/130
<b>Salary:</b>	Commencing: R 697 011 per annum (All Inclusive)
<b>Enquiries:</b>	Ms D Nkabinde: (012) 319 9378
<b>Requirements:</b>	<p>A Three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management.</p> <ul style="list-style-type: none"> <li>• 3 years functional experience in medical aid/ claims processing environment</li> <li>• 2 years supervisory experience in medical payments.</li> </ul> <p><b>Knowledge:</b> Compensation Fund business strategies and goals. • Public Service Regulations, policies and procedures. • Compensation Fund value chain and business processes. • COIDA, procedures and processes. • Biology and medical anatomy. • Customer Service (Batho Pele Principles). • Operations systems. • Risk awareness. • Technical knowledge. • General knowledge of the Public Service Regulation</p> <p><b>Legislative requirements:</b> PFMA and National Treasury Regulations</p> <p><b>Skills:</b> Business Writing. • Project Management. • Financial Management. • Knowledge Management. • Service Delivery Innovation. • Problem Solving and Customer Focus. • Accountability. • People Management and Empowerment (including developing others). • Client Orientation. • Communication. • Risk Management and Corporate Governance</p>
<b>Duties:</b>	<p>Manage the processing of litigation medical invoices to avoid lawsuits. • Manage the coordination of allocation of batches to the provinces. • Monitor and provide technical support to provincial processors and medical service providers. • Develop guidelines for medical payment and provide advice to the negotiating team. • Manage all the resources in the sub-directorate.</p>

**CLOSING DATE FOR APPLICATIONS: 07 September 2018 at 16:00**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

**Applications:**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**For Attention:**

Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund