

MEDSHIELD MEDICAL SCHEME INVITATION TO SERVE AS CO-OPTED TRUSTEE

INTRODUCTION

Medshield Medical Scheme (**Medshield**) invites applications from interested and qualifying candidates who are members of Medshield to be appointed as a co-opted Trustee in accordance with the provisions of Scheme Rule 18.3. The appointment will, by means of this process, fill the vacancy that will result from the three-year term of the co-opted Trustee currently serving in this position ending on 11 February 2024.

BACKGROUND ABOUT MEDSHIELD MEDICAL SCHEME

Medshield has been in operation since 1968, making it one of the most experienced, knowledgeable and reliable medical schemes in South Africa. Medshield's extensive experience in the healthcare sector guides its understanding of members' needs. Today, Medshield is one of the top ten open schemes in the country by membership. Medshield's rich benefit cover combined with the best quality systems and services have resulted in it maintaining exceptional size and financial strength.

RESPONSIBILITIES

- The responsibilities and duties of the successful candidate as a Board of Trustees member shall be in accordance with Section 57 of the Medical Schemes Act 131 of 1998 as amended (**MSA**) and its attendant Regulations; and
- In accordance with but not limited to Medshield Scheme Rule 19.

QUALIFYING REQUIREMENTS

- The individuals that will be considered for appointment shall possess, in accordance with Scheme Rule 18.3, legal, medical, financial or actuarial skills, or such skills and expertise which may have the potential to grow and maintain membership or which will enhance relationships with employer groups and other stakeholders and enhance the skills and expertise of the Board as a whole.

The individuals that will be considered for appointment shall possess:

- **Minimum Qualification:** CA(SA); or LLB; or Actuary; or Marketing; or Medical Doctor/Postgraduate qualification (Healthcare Professional)/ A post Graduate qualification in Clinical Health Sciences; or such skills and expertise which may have the potential to grow and maintain membership of the Scheme, or which will enhance relationships with employer groups and other stakeholders and enhance the skills and expertise of the Board as a whole.
- Expertise in Finance; or Law; or Medicine; or Actuary; or Marketing; or such expertise which may have the potential to grow and maintain membership of the Scheme or which will enhance relationships with employer groups and other stakeholders and enhance the skills and expertise of the Board as a whole.
- Knowledgeable person who keeps up to date with the developments of the medical schemes industry
- Exposure to serving on the oversight committee in the health or, finance or, actuarial or marketing sector will be an added advantage.
- In-depth knowledge of King IV; Medical Schemes Act, 131 of 1998 (**'MSA'**); MSA Regulations; Council for Medical Schemes Levies Act 58 of 2000; applicable relevant industry standards and other legislation applicable in the medical schemes industry.



Candidates should possess the following qualities:

- Independence
- Integrity
- Willingness to dedicate time and energy
- Good communication skills
- Sound analytical skills
- Decision-making
- Strong leadership skills with the ability to interact and influence at all levels
- Commercially astute and good business acumen
- Ability to think strategically
- Excellent networking and negotiation skills
- Excellent communication skills (verbal and written)
- Good interpersonal and presentation skills

Candidate must have the following in addition to the above:

- A good understanding of the medical scheme industry
- Specific skills, knowledge or experience to help the Board of Trustees reach sound decisions
- Scrutinising board and related documents

Relevant experience:

- At least 10 years' experience in Finance; or Law; or Medical; or Actuary; or Marketing; or such expertise which may have the potential to grow and maintain membership of the Scheme, or which will enhance relationships with employer groups and other stakeholders and enhance the skills and expertise of the Board as a whole.
- 5 years' experience in serving on relevant committees (Finance; or Legal; or Medical; or Actuary; or Marketing; or such other committees) will be an added advantage.

CURRICULUM VITAE AND COVER LETTER REQUIREMENTS

- Please submit a comprehensive Curriculum Vitae (**CV**) and a cover letter, which must clearly outline why you qualify to be a candidate in terms of the stated qualifying requirements. Both the CV and the cover letter are compulsory in order to be considered for the position.
- The cover letter should clearly state the Reference of the vacancy as stated in this advert, thus indicating which vacancy you are applying for.
- Experience in the areas stipulated above will count in the candidate's favour.

VETTING BEFORE APPOINTMENT AND EFFECT OF BEING APPOINTED AS A SUCCESSFUL CANDIDATE

The vetting of candidates shall be based on but not limited to the provisions of the Scheme Rules, which states in part:

- Rule 18.1: The affairs of the Scheme shall be managed according to these Rules by a Board of Trustees consisting of up to 7 (seven) persons who are fit and proper to be Trustees. This relates to the person's honesty, integrity, competence and good standing to perform the duties of a Trustee in terms of Rule 19. '
- Rule 18.6: The following persons are not eligible/qualified to serve as member of the Board:
 - a person under the age of twenty-one (21) years;
 - an employee, director, officer, consultant, or contractor of the administrator of the Scheme or the holding company, subsidiary, joint venture or associates of the administrator;
 - a broker;
 - the Principal Officer of the Scheme;
 - the authorised auditor of the Scheme;



- any person who has been divested, either in the past or current, of his/her powers as a Trustee or equivalent position and/or removed from office of trust by Court, or removed from a professional body for unprofessional or unethical conduct;
- any person who has a material relationship with any person contracted by the Scheme or in the process of tendering to the Scheme to provide any administrative, broker, managed health care or other services, whether alone or with or through a holding company, subsidiary, joint venture or associate; and
- any person who is already serving as a Trustee of any other registered medical scheme.
- Any previous material court of law and/or labour court findings against candidates invited for interviews must be declared during the vetting process. Non-disclosure shall result in disqualification.
- That there are no transgressions which relate to their background checks.
- Upon receipt of all CVs and covering letters, all CVs and covering letters will be evaluated in terms of the current Board approved process. The Board's decision on who the successful candidate is, is final as provided for by the Scheme Rules.
- No correspondence will be entered into with candidates who are not short-listed.

RESPONSES

- Please submit your CV and Cover letter to: recruitment@medshield.co.za
- Reference number: **CO-OPT 2024**
- Submission deadline: **11 DECEMBER 2023 at 11H00**
- Applications submitted after the deadline will not be considered.
- Remuneration: Remuneration of the Board of Trustees is strictly according to the approved Trustee Remuneration Policy.
- Only short-listed candidates will be contacted for an interview.
- Should you not hear from Medshield by **31 JANUARY 2024**, please consider your application unsuccessful.