

Executive: Administration and Transaction Management

Ref: GEMS0132



The position of **Executive: Administration and Transaction Management** is vacant. The **Executive: Administration and Transaction Management** will report directly to the **Chief Operating Officer** and forms part of the Administration and Transaction Management Division. The position is based in Pretoria and is a fixed term contract of employment for a period of five (5) years.

The total remuneration package will be market-related and is negotiable, based on qualifications and experience.

This function is responsible for the overall Administration and Management of Provider Networks and Transaction Management Services.

The **Executive: Administration and Transaction Management** will be required to provide support to the **Chief Operating Officer** through the implementation of the following **Key Performance Areas (KPAs)**:

- Develop and integrate an overall Administration & Transaction Management strategy and Operational plan in line with the Scheme's strategic plan, rules and legislation.
- Support growth strategies and provide a comprehensive service offering to members.
- Manage the Division's projects and their performance delivery thereof.
- Identify key drivers of revenue and growth, value opportunities and mitigate risks.
- Develop business requirements and translate these into standards required for delivery of services.
- Manage and monitor the Division's performance in line with the Scheme strategy.
- Maintain a sound Service Level Agreement environment.
- Manage and oversee the budget for the Division.
- Monitor the procurement for the Division, ensuring alignment with policies and standards.
- Review service provider operational reports.
- Oversee the Project Management team via the Senior Manager: Project Management.
- Identify and manage strategic projects related to the Division.
- Manage and monitor the execution of the Division's operational plan.
- Manage all member touch points via the Division to ensure that claims management, member billing, contribution management, adjudication and debt management as per Service Level Agreement.
- Identify risk within the division; develop and implement the mitigating strategies.
- Ensure the effective execution of dental, optical and emergency services.

Qualification requirements are:

- Master's degree in Business Management or equivalent in a related field.
- Twelve (12) years' of functional experience with at least five (5) years in a highly strategic Operations Senior Management role, including staff supervisory, budgetary and management responsibility.
- Successful track record of managing operations, financial and management transactions.
- Previous experience in the financial and administrative operations of a complex healthcare business.
- Experience within the Healthcare industry.
- At least five years of financial/project management/accounting experience.

Behavioural competencies

- Negotiation and influencing skills.
- Excellent verbal and written communication skills.
- Good analytical problem-solving skills.
- Good leadership skills, fostering excellence.
- Ability to think strategically and formulate operational plans.
- Leverage working relationships with stakeholders and colleagues to build collaboration.
- Ability to think conceptually and deal with complex problems.
- Ability to integrate and manage large projects.
- Maintain awareness of new trends and developments in the field.
- Stakeholder relationship management.
- Ability to demonstrate ethical behaviour at all times.
- Must adhere to all internal compliance policies and procedures.
- Responsible, reliable and results-driven.
- Action-orientated.

Should you be interested, please apply by emailing your Word format CV to khudu@leboconsulting.co.za.

The closing date for applications is 18 November 2017. Should you not hear from us by 31 December 2017, please consider your application unsuccessful.

GEMS employs people with the highest level of integrity – submission to the appropriate pre-employment assessment is obligatory to be considered for the position.