

Applications are invited from suitably qualified and experienced applicants to fill the following vacant position in Pretoria:

Independent Member for The Audit and Risk Committee

The South African Police Service Medical Scheme ("POLMED") is a closed scheme regulated by the Medical Schemes Act No 131 of 1998 ("MSA") as amended. Membership to the scheme is restricted to South African Police Service employees appointed in terms of the South African Police Service Act, 1995 and their immediate families.

The POLMED'S Board of Trustees ("BOT") hereby invites applications from suitably qualified, experienced and interested individuals to serve as an independent member of the Audit and Risk Committee ("ARC"). The latter Committee is one of the BOT Committees established in accordance with the provisions of Section 36 of the MSA.

Reporting to the BOT, the successful candidate will be responsible for the following functions of the ARC:

- Discharging responsibilities in accordance with the MSA, POLMED Rules and the ARC Charter
- Ensuring the effective functionality of the Audit and Risk Committee
- Monitoring and reviewing the effectiveness of the internal audit function
- Providing oversight on the work of Internal Audit in line with its approved Audit Plans, Terms of Reference and related mandates
- Reviewing and monitoring the external auditor's independence, objectivity and the effectiveness of the annual audit process
- Monitoring integrity of the financial statements
- Reviewing the scheme's internal financial controls and systems
- Monitoring the effectiveness of the Scheme's information systems
- Making recommendations in relation to the appointment of the external auditor and their annual remuneration
- Reviewing arrangements for confidential reporting by employees and investigation of possible improprieties through the whistle blower hotline
- Assisting the BOT to fulfil its oversight responsibilities regarding financial internal controls, risk management and governance
- Ensure compliance with applicable legislations.

TERM OF OFFICE: The successful candidate will be appointed for an initial contract period of five (5) years, which may be renewable based on performance.

REMUNERATION: The remuneration of the successful candidate will be market related or determined by the BOT in accordance with the Scheme Rules and applicable policies.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE: The Applicant must:

- Be a Legal Professional (Attorney or Advocate), Medical Practitioner or an Auditor
- Have a minimum of five (5) years' executive management experience in Law, Auditing, or Medicine
- At least have served on the Risk and Audit Committees of other medical schemes or pension funds for a minimum period of five (5) years
- Demonstrate exposure in serving in other oversight committees
- Be knowledgeable, with a good understanding of corporate governance, compliance, risk management and medical scheme legislative environment
- Be a member in good standing with the relevant professional institute (e.g. SAICA, IIA SA, LPC)
- Membership with IODSA, IRMSA, ICITP, TEI and/or relevant institute will be an added advantage.

KEY COMPETENCIES AND SKILLS: The ARC Independent Member should meet the following competencies:

- Interpersonal skills to build, promote and maintain effective working relationships with relevant stakeholders, including the BOT, Principal Officer and ARC members
- Strategic and business acumen
- Excellent communication skills (verbal and written) and excellent listening skills
- Integrity, independence, transparency and balanced ethical approach to issues
- Intellectual curiosity and professional scepticism
- Professional values such as collaboration with relevant internal and external stakeholders
- Technical Knowledge in one's area of expertise
- Willingness to dedicate effort, time and energy to analyse and interpret reports for effective oversight.

INSTRUCTIONS TO APPLICANTS:

- All applications must be submitted with a covering letter outlining suitability for the appointment, accompanied by a comprehensive CV, names of three (3) contactable referees and recently certified copies of ID and qualification/s
- Applications without the above-mentioned information/documents will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA)
- Applications must be submitted by email to HR@polmed.co.za, including the required certified documentation as indicated
- No late applications will be accepted. CVs will not be returned. Applications, which are received after the closing date and time, will not be considered
- Further communication will be limited to shortlisted candidates. If you have not received a response from POLMED within a month of the closing date, please consider your application as unsuccessful
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by POLMED
- The short-listed candidates will be subjected to the Scheme's vetting process
- Applicants must note that further checks (qualification verification and previous experience) will be conducted once they are appointed.

POLMED is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated.

Enquiries: Email: HR@polmed.co.za Closing date: 20 November 2024.