

Advert
Coordinator: Scheme Secretariat

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Head Office | Operations | Fixed-term or Permanent

Are you passionate about corporate governance, ethics and regulatory compliance? POLMED is looking for an experienced Coordinator: Scheme Secretariat to support the Board of Trustees and its Committees by providing expert governance advice, ensuring statutory compliance and strengthening governance practices across the Scheme.

What you will be responsible for:

- Advise the Board, Board Committees and Executive Management on governance and statutory matters.
- Coordinate Board and Committee meetings, agendas, packs, minutes and resolutions.
- Develop and monitor governance frameworks, Board Charters and Committee Terms of Reference.
- Facilitate Board evaluations, Trustee induction programmes and governance training.
- Draft and review governance policies and related legal instruments.
- Monitor legislative developments and governance compliance.
- Coordinate governance reporting and support the Integrated Report.
- Promote an ethical culture and governance best practice.
- Foster effective communications and ensure appropriate relationships are maintained with the stakeholders of POLMED.
- Contribute to a high-performance corporate culture that promotes ethical practices and encourages individual integrity, accountability, and social responsibility.

What you will bring:

- LLB or equivalent NQF Level 7 qualification.
- A Postgraduate Diploma in Governance or Secretariat Practice will be advantageous.
- At least three (3) years' experience in a similar governance or company secretariat role.
- Sound knowledge of legislation applicable to medical schemes and corporate governance practices

You will thrive in this role if you:

- Strong corporate governance knowledge.
- Excellent minute-writing and report-writing skills.
- Advanced planning and organisational ability.
- Strong interpersonal and stakeholder management skills.
- High attention to detail and integrity.
- The ability to manage confidential information with discretion.
- A proactive, ethical and customer-focused approach Live POLMED's values of **Care, Respond, Collaborate, Respect, and Integrity**

How to apply:

If you are ready to take on this role, please send your CV to hr@polmed.co.za:

In the **body of your email**, please clearly state your **current notice period**.

The **subject line** must strictly read: **Application for Coordinator: Scheme Secretariat**.

Please note: **Applications that do not meet the above requirements will not be considered for shortlisting.**

If you do not hear from us within 21 days, please consider your application unsuccessful on this occasion.

Closing date: 6 August 2026