



UNITYHEALTH

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Unity Health is a well-established primary healthcare provider in the South African market. Our mission is to offer primary healthcare insurance solutions to the vast majority of South Africans unable to afford medical scheme coverage.

1. **Job Title: -** **Systems Administrator**

2. **Qualifications: -**
 - Matric
 - FAIS Compliant

3. **Skills and Experience:**
 - MIP System experience
 - A thorough understanding of the MIP Operational Administration system
 - A minimum of 3 years' experience in the medical insurance or medical aid industry
 - Ability to manage multiple tasks simultaneously
 - Ability to work within a team and independently
 - Initiative-taking and able to work under pressure to deliver high-quality solutions
 - Excellent written and verbal communication skills
 - Must be result orientated with an elevated level of integrity
 - Ability to make sound decisions based on customer needs and technical expertise
 - Customer-Centric attitude
 - Be accustomed to change management processes and procedures
 - Detail oriented with excellent analytical skills
 - Proficiency in Microsoft Office suite, i.e., Word, PowerPoint, Projects, and Excel



4. **Reporting to:** **Systems Supervisor**
5. **Scope of Responsibility: -**
- Implementation and maintenance of the MIP System
 - Establish MIP system specifications by consulting with the software provider and all users within the business
 - Technical and operational assistance, and liaison with internal and external customers
 - Load scheme rules and benefits as per contractual agreements
 - Improve operational processes by analysing results, monitoring implementation, and maintenance of the MIP System
 - Any other duties as assigned by the manager/supervisor from time to time.
6. **Changes: -** The company reserves the right to change this job description at its sole discretion from time to time.
7. **Application:-** hr@ambledown.co.za
8. **Closing date:-** 23rd January 2024