

09 December 2025

**The Public Investment Corporation SOC Limited (PIC) is an asset management firm, whose mandate is to make investments in various sectors of the economy on behalf of public sector entities. Amongst our clients are the Government Employees Pension Fund, the Unemployment Insurance Fund and the Compensation Fund. Over the years, we have grown to be amongst the top, large investment managers in South Africa and the rest of the African continent, with current assets under management at just over R3 trillion. At the centre of our growth is a team of self-driven professionals who are results-focused.**

**We are currently seeking applications from dynamic individuals for the following position:**

- **Position: Administrator: Records and Information Management**
- **Job Grade: C1 – C3**
- **Ref: RMA01**
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Pretoria

**Purpose of the role:**

- Is to ensure that the organisation's record both physical and digital and Information assets are properly managed throughout their lifecycle. This supports operational efficiency, legal compliance, and information security.

**Requirements:**

- Information Management Degree or Higher Certificate in Archives and Records Management / Diploma or related
- 2 years Records Management experience
- Practical knowledge of core records principles, systems, processes, and imaging solutions.
- Knowledge and understanding of legal and regulatory frameworks governing financial records.

**Duties:**

- Provide support in the implementation of the electronic Document and Records Management System (eDRMS) to ensure optimal utilisation of the system.
- Organise, package, and conceal paper files for proper storage.
- Sort, scan, and index paper records for integration into the records management systems.
- Secure and maintain the storage of critical vital records through imaging and vault solutions.
- Evaluate and dispose of records based on their administrative, fiscal, legal, historical, and research value in accordance with the Retention Schedule.
- Research, develop, and implement procedures and work instructions to ensure that all legal, regulatory, and business requirements are incorporated across the organisation's business processes.
- Maintain a file plan to store records in a way that makes them easy to retrieve.
- Undertake audits of organisational records to ensure all records are properly accounted for.
- Sort and distribute incoming mail.
- Courier Services booking/tracking couriers.
- Collection and distribution of parcels.
- Ad hoc administration support.

**Competencies and skills:**

- Attention to detail
- Customer focus
- Results Driven
- Communication skills
- Team Player
- Ability to deal with pressure/stress (stress management)
- Time management ability

**Our firm values diversity, and excellence and is committed to the realisation of these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and willing to be part of a team that is focused on creating meaningful change, you are welcome to submit your application for this position.**

**Closing Date: 19 December 2025**

**\* Grade Range:** The grade range for this position is from C1 – C3, commensurate with applicable minimum requirements.

**The PIC is an equal opportunities employer, aligning appointments with the PIC Employment Equity plan.**

Please forward a copy of your comprehensive curriculum vitae to: [Recruitment1@pic.gov.za](mailto:Recruitment1@pic.gov.za)

**Privacy Notice:** *By submitting your application, you consent to the PIC processing your personal information as per applicable laws and the PIC Privacy Policy available on the PIC website ([www.pic.gov.za](http://www.pic.gov.za)). You are free to withdraw your consent at any time, after which, the PIC may cease processing your application.*