

**23 June 2023**

**The Public Investment Corporation (PIC) invests funds on behalf of public sector entities including the Government Employees Pension Fund. The organization is the largest investment manager in the country and the continent. Applications are invited from dynamic individuals for the following challenging position:**

**Position: Assistant Product Manager  
Job Grade: \* C3 – C5  
(Ref: APM03)**

**Salary:** All-inclusive remuneration package negotiable

**Centre:** Public Investment Corporation, Pretoria

**Requirements:**

- Degree in Business Management or Project Management OR
- Diploma in Project Management with 3 years experience
- Agile Scrum Certification
- PMP Admin or Prince2 Foundation is an added advantage.

**Duties:**

- Provide administrative support to Scrum teams and the Product Manager.
- Create and maintain Project documentation and project boards.
- Work with Scrum Master/Product Manager and Scrum Teams to establish Sprints and deliver value-adding products.
- Organise, attend and participate in Product Delivery meetings.
- Identify and maintain Risk, Issues and Actions logs.
- Assist with budget tracking and maintaining accurate payments register for assigned projects.
- Perform administrative activities (e.g., preparing minutes, presentation preparation, training, workshops, teambuilding, meetings, conference calls, travel and other product delivery-related activities)
- Document and follow up actions and decisions from meetings.
- Provide input to standards, tools, and procedures for use in product delivery.
- Maintain up-to-date and accurate records for product delivery in line with File Plan and regulatory requirements.

**Key Competencies:**

- Ability to collaborate with stakeholders for successful execution.
- Knowledge of invoice processing systems, preferably Greenfields
- Proficiency with MS Office, Teams and MS Project
- Proven understanding of project management principles.
- Excellent organizational and multitasking skills.
- Exceptional communication (written and verbal) and interpersonal skills.
- Proficiency in project management software tools, MS Office and Azure Boards.
- Ability to work well under pressure, often to tight deadlines.
- Detail-oriented with a demonstrated ability to perform with a high level of accuracy.
- Ability to work well within a team environment and build strong relationships with all levels of staff.

**With the PIC having topped the R2 trillion mark in assets under management and in the process of entering the global investment market, it is the best asset manager any serious professional would want to be associated with. It is also one of the better places from which one can serve South Africa.**

**Closing Date: 29 June 2023**

**PIC is an equal-opportunity employer.**

Please forward the copies of your comprehensive CV's to Recruitment1@pic.gov.za

**\* Grade range is from C3-C5 commensurate with applicable minimum requirements.**

***Privacy Notice.*** By submitting your job application, you consent to PIC's processing of your personal information for the purposes of assessing your job application. PIC will process your Personal Information in accordance with applicable laws and the PIC Privacy Policy available here ([www.pic.gov.za](http://www.pic.gov.za)). You are free to withdraw your consent at any time, after which, PIC may no longer be able consider your job application.