

12 February 2024

The Public Investment Corporation (PIC) manages investments on behalf of the Government Employees Pension Fund, Unemployment Insurance Fund, Compensation Fund and other public sector entities. The organization is one of the largest investment managers in the country and on the African continent. Applications are invited from dynamic individuals for the following challenging position:

Position: Assistant Company Secretary

Job Grade: * E1-E3 *

(REF No: ACS/1202)

Purpose of the role:

To actively assist the Company Secretary in delivering the Company's Secretariat function with emphasis on ensuring compliance in relation to issues of corporate governance, including responding to changes in the regulatory environment

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Minimum Qualifications:

- Bachelor of Law Degree or Equivalent/ CIS Level 4
- Chartered or Company Secretarial or equivalent certification will be an advantage.
- 5 - 7 years of relevant working experience gained within a Company Secretariat environment
- Proven accurate minute-taking skills ESSENTIAL!
- Understanding of Corporate Governance principles

Duties:

- Ensure compliance with all applicable requirements of the PFMA, Company's Act, PIC Act, King IV and other applicable legislation and regulations.
- Promoting knowledge and providing relevant information relating to corporate governance
- Providing advice and reports on compliance matters
- Drafting and reviewing of Committee Terms of Reference and Board Charter on an annual basis
- Monitor and provide guidance for compliance with DoA and the TORs within allocated Committees.
- Provides general support and maintenance of databases of information on Directors, subsidiary companies, signing powers, etc.

- Assist with administrative responsibilities within the group secretariat (SPVs and GEPF subsidiaries)
- Maintain declarations of interest and manage conflicts of interest.
- Contributing to governance processes within Company Secretariat
- Assist in liaising with the Committee Chairperson(s) and other Executive and Non-Executive Directors on a regular basis to ensure appropriate governance of Board Committees
- Organizes and administers the smooth running of meetings for a portfolio of clients, producing accurate minutes, resolutions, and related documents.
- Management of Annual Work Plans for allocated Committees
- Maintaining statutory records etc.
- Drafting and maintaining Committee Resolutions including the compilation of decisions for submission to the Board of Directors.

Key Competencies:

- Knowledge and understanding of legislative requirements for PIC.
- Knowledge of corporate secretariat services management
- Business writing skills
- Thorough understanding of and ability to maintain high standards of ethics.
- Professional communication skills
- Writing skills and high attention to detail
- Analytical and research skills coupled with business acumen.
- Be able to manage yourself in circumstances and periods associated with demanding levels of pressure.
- Commercial/Corporate experience will be an advantage.
- Proactive risk management

The PIC assets under management are nearly R2.6 trillion across listed and unlisted investments. The firm prides itself in its diversity, excellence, and a commitment to contribute positively to society in all its activities. The PIC offers unparalleled exposure to investment markets, industries, sectors and is globally recognised as a leading investment firm when it comes to Responsible Investing. If you are dynamic, resilient, agile, disciplined and are committed to making a difference - we look forward to your application.

Closing Date: 20 February 2024

PIC is an equal opportunities employer and as such appointments will be done in line with PIC's Employment Equity Plan.

Please forward a copy of your comprehensive CV quoting “**(ACS/1202)**” to Recruitment5@pic.gov.za

*** Grade range is from E1-E3 commensurate with applicable minimum requirements**

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). You are free to withdraw your consent at any time, after which, PIC may no longer be able consider your job application.