

24 February 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 R2.6 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: Assistant Company Secretary**
- **\*Job Grade: E1 – E3**
- **Ref: ACS/1203**
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Pretoria

**Purpose of the role:**

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

**Requirements:**

- 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 GEPP subsidiaries)
- Maintain declarations of interest and manage conflicts of interest.
- Contributing to governance processes within the 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.

**Competencies and skills:**

- 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.

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: 10 March 2025**

**\* Grade Range:** The grade range for this position is from E1 – E3, 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: [Recruitment5@pic.gov.za](mailto:Recruitment5@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.