

27 November 2019

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

**Position: Assistant Company Secretary**

**Job Grade: \* E1-E3  
(Ref: ACS002)**

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

**Centre:** Public Investment Corporation, Pretoria

**Requirements:**

- Degree in Law or Equivalent
- CIS Level 4
- 5 - 7 years relevant working experience gained within a Company Secretariat environment
- Extensive knowledge and understanding of legislative requirements applicable to the PIC, including Corporate Governance principles, King IV, Companies Act and Regulations, PFMA and National Treasury processes, PAIA and POPI
- Understanding of Company Secretariat operations, corporate governance and Regulatory environment

**Duties:**

- Supports Company Secretariat with the development and implementation of the department's strategy and plan.
- Provide, maintain and submit updated monthly, quarterly and annual departmental reports to various stakeholders.
- Provide guidance to the department to ensure adherence to applicable legislation, regulations, codes and regulatory governance requirements.
- Contribute to improving and streamlining corporate governance within Secretariat by facilitating the review of departmental policies and standard operating procedures, terms of references for various committees and the Corporate Delegation of Authority.
- Provide an effective and efficient administrative support by reviewing and monitoring the review of all documents including quality checks of minutes of various Committees.
- Assist with the monitoring of compliance with governance processes.

- Ensure that all departmental audit queries and requests are adequately addressed and the implementation of remedial actions within stipulated time frames.
- Assist in promoting knowledge and providing relevant information about corporate governance, including the development, budgeting, and implementation of a training plan for the Secretariat department, Board and Board Committees.
- Manage the administration of Non-Executive Director's remuneration.
- Assist with end to end Board and Board Committees Assessment process.
- Provide relevant and specialised technical support as required to the Secretariat Team to ensure the achievement of departmental objectives.

### **Skills and Competencies:**

- Planning & Organizing
- Delivering & Meeting Expectations
- Writing & Reporting
- Relating & Networking
- Communication Skills
- Coping with pressure
- Learning & Researching

**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 places from which one can serve South Africa.**

**Closing Date: 04 December 2019**

**PIC is an equal opportunity employer.**

Please forward the copies of your comprehensive CV's to **[Recruitment5@pic.gov.za](mailto:Recruitment5@pic.gov.za)**

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