

**15 October 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: HR Bursary Administrator (X2) (4 months fixed term contract)**

**Job Grade: B4 – C1**

**(Ref: BUAD001 & BUAD002)**

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

**Centre:** Public Investment Corporation, Pretoria

**Requirements:**

- Grade 12 & relevant Diploma or relevant qualification
- 2 – 4 years relevant work experience as an Administrator in Human Resource
- Knowledge of bursary administration management

**Duties:**

- Handle the advertised PIC bursaries (via various media streams) and management/administration of responses received in terms thereof
- Review all incoming bursary applications and ensure that they meet the minimum requirements
- Liaise with students regarding their applications and whether same was successful or not
- Preparing bursary contracts for students to sign and maintain individual files for bursary holders
- Ensure that all student files contain updated and latest results, ID copies, personal details, contracts and next of kin details
- Follow up on any outstanding documents from students files and serve as a point of contact for students' general queries
- Monitor students' progress by analysing academic results and follow up on any outstanding documents
- Collating student information and monitor students' progress
- Contact students to submit exam results

- Ensure the compilation and maintenance of bursary holder's records and files, as well as financial records
- Deal with telephonic and email enquiries with all involved parties, including students, parents, etc
- Update the students database regularly
- Submit a weekly report to the Learning and Development Manager regarding the progress of all students
- Requesting students accounts from institutions
- Preparing requisition forms for payments
- Maintaining a database and record of payments
- Providing proof of payments when required
- Assist with audit and compliance procedure

**Competencies and skills:**

- Computer literate
- Administrative skills
- Attention to detail
- Interpersonal Relations
- Ability to work under pressure and meet tight deadlines
- Time Management skills and ability to prioritize
- Planning and Organising

**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: 21 October 2019**

**PIC is an equal opportunities employer.**

Please forward copies of your comprehensive CV's to [recruitment4@pic.gov.za](mailto:recruitment4@pic.gov.za)

**\* Grade range is from B4 – C1 commensurate with applicable minimum requirements.**