

06 November 2023

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: Committee Officer

Job Grade: * C3 – D2

(Ref: 11/23)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Grade 12 with a Chartered Governance Institute of Southern Africa (CGISA) certification, BCom or Project Management related qualification with 3-5 years relevant experience in Company Secretary and/or asset management environment
- Knowledge and understanding of legislative requirements relevant and applicable to the PIC, including Companies Act
- Computer Literacy and Minute taking experience

Duties:

- Administer, coordinate, and attend to the activities related to various committees, including but not limited to Risk, Portfolio (Investment) Management, Human Resources (Employment Equity, Bursaries)
- Drafting of agendas and minutes for the above Committee meetings
- Compiling a summary of decisions taken at meetings and Reports for the Chairpersons of the Committees for submission to the Board of Directors and/or Executive Committee and staff
- Maintaining and distribution meeting material
- Draft, review and maintain allocated committee charters on an annual basis
- Undertake any *ad hoc* duties as required by the Secretariat Department

Key Competencies:

- Business writing skills
- Computer skills
- Communication skills
- Minute taking experience
- Project management capabilities
- Administration skills

With the PIC having topped the R2.5 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: 13 November 2023

PIC is an equal opportunity employer.

Please forward the copies of your comprehensive CV's to Recruitment5@pic.gov.za

***Grade range is from C3 – D2 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). You are free to withdraw your consent at any time, after which, PIC may no longer be able consider your job application.