

04 February 2022

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 Secretary

Job Grade: * C3 – D2

(Ref: 02/22)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Grade 12 with a Chartered Governance Institute of Southern Africa (CGISA) Certification, Paralegal Diploma or Bachelor of Law degree or equivalent
- 3-5 years relevant experience in Company Secretariat 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
- 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 of meeting material in line with Standard Operating Procedures
- Draft, review and maintain allocated Committees Charters on an annual basis
- Keep, update, and maintain the database of information on Directorship Pool and PIC Nominee Directorships on Boards of Investee Companies
- Administer the nomination process for PIC Nominee Directors onto Boards of Investee Companies
- Lodge and update Directorship information of Investee Companies managed by the PIC on the CIPC, including appointments and resignation of Nominee Directors
- Undertake any *ad hoc* duties as required by the Secretariat Department

Key Competencies:

- Business writing skills
- Computer Skills
- Communication Skills
- Minute taking experience
- Administration Skills

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: 10 February 2022

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.**