

12 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: Committee Secretary

Job Grade: * C3 – D2

(Ref: CSEC006)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Grade 12 with Paralegal Diploma or Bachelor of Law degree with 3-5 years relevant experience in Company Secretary 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 Portfolio Management, Listed Investments amongst others.
- Drafting agenda and minutes for the above Committee meetings
- Compiling summary of decisions taken at meetings for submission to the Board of Directors
- Maintaining and distribution of meeting material
- Draft, review and maintain allocated Committees Charters on an annual basis

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: 18 November 2019

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.**