

20 June 2025

The Public Investment Corporation SOC Limited (PIC) is an asset management firm, whose mandate is to make investments in various sectors of the economy on behalf of public sector entities. Amongst our clients are the Government Employees Pension Fund, the Unemployment Insurance Fund and the Compensation Fund. Over the years, we have grown to be amongst the top, large investment managers in South Africa and the rest of the African continent, with current assets under management at just over R2.6 trillion. At the centre of our growth is a team of self-driven professionals who are results-focused.

We are currently seeking applications from dynamic individuals for the following position:

- **Position: Divisional Administrator**
- ***Job Grade: C1-C5**
- **Ref: DALE200625**
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Pretoria

Purpose of the role:

To provide administrative services to the Listed Equities team in the execution of their duties.

Requirements:

Minimum Qualifications :

- Grade 12
- 2-3 years relevant experience

Preferred Qualifications :

- Diploma
- Professional Body/Association

Minimum Technical/Core Skill Requirement

- Computer Literacy (MS Word, Excel and PowerPoint, internal company systems)
- Understanding of governance requirements of PIC

Duties:

- Provide administrative support to the teams by devising and maintaining office systems and but not limited to: document preparations for meetings, diary management, coordination of meetings, accurate minute taking, etc.
- Coordinate and facilitate timeous submissions to specified Committees.
- Arrange, coordinate and facilitate meetings as instructed.
- Follow up on transaction disbursements and service provider's payments to ensure payment is made within agreed timelines.
- Manage local and international travel requests by the team and expense budget and ensure correctness in making travel arrangements.

Competencies and skills:

- Good Interpersonal skills
- Excellent verbal and written communication
- Ability to work systematically
- Ability to deal with stress/pressure
- Detail oriented

Our firm values diversity, and excellence and is committed to the realisation of these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and willing to be part of a team that is focused on creating meaningful change, you are welcome to submit your application for this position.

Closing Date: 04 July 2025

*** Grade Range: The grade range for this position is from C1-C5, commensurate with applicable minimum requirements.**

The PIC is an equal opportunities employer, aligning appointments with the PIC Employment Equity plan.

Please forward a copy of your comprehensive curriculum vitae to: Recruitment6@pic.gov.za

Privacy Notice: By submitting your application, you consent to the PIC processing your personal information as per applicable laws and the PIC Privacy Policy available on the PIC website

(www.pic.gov.za). You are free to withdraw your consent at any time, after which, the PIC may cease processing your application.