

2 July 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 – Legal**
- ***Job Grade: C1 – C5**
- **Ref: DADML01**
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Corporate Legal

Purpose of the role:

To provide administrative support and services to the Legal Corporate in the execution of their duties.

Requirements:

- Grade 12 & Administration Diploma or equivalent
- Diploma in Administration and/or Paralegal qualification or any suitable qualification
- Minimum 2 - 5 years of Office Administration experience in a legal environment (corporate or law firm)
- Paralegal experience is advantageous
- Proficient in all MS Suite

Duties:

- Generally manage the administration of the corporate legal division.
- Contract management processes.

- Assist with digitisation processes (contract management, policy management)
- Provide administrative support to the team 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 requested.
- Manage local and international travel requests by the team and the expense budget, and ensure correctness in making travel arrangements.
- Prepare and facilitate monthly stationery orders;
- Attend to any ad hoc queries as directed by management.
- Sourcing of quotations and raising of purchase requisitions and orders on Great Plains for approval by the delegated persons for corporate costs.
- Processing and payment preparation for invoices relating to Corporate Costs for submission to Finance for payment.
- Conduct weekly review of business units budget utilisation for discussion with the Line Manager;
- Weekly review of outstanding requisitions and purchase orders to ensure that long-standing requisitions and purchase orders are attended to promptly

Competencies and skills:

- Excellent communication skills
- Time management
- Ability to deal with pressure/stress
- Problem solving
- Customer service orientated
- Target driven
- Attention to detail
- Performance driven

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: 9 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: Recruitment4@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.