

01 March 2024

The Public Investment Corporation (PIC) manages investments on behalf of the Government Employees Pension Fund, Unemployment Insurance Fund, Compensation Fund and other public sector entities. The organisation is one of the largest investment managers in the country and on the African continent. Applications are invited from dynamic individuals for the following challenging position:

Position: Divisional Administrator (Ethics Office)

Job Grade: * C1-C5

(REF No: DAE010324)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Related Diploma in Administration
- 1 – 2 years relevant experience
- Computer Literacy (Ms Word, Excel and Powerpoint)
- Experience in investment administration systems
- Understanding of PIC's governance requirements

Duties:

- Follow up and coordinate monthly reporting for the Ethics Office;
- Coordinate and facilitate timeous Ethics Office submissions to specified Committees;
- Preparing correspondence, presentations, reports and memorandums;
- Monitoring the operations of the Ethics office;
- Maintain registers for Ethics Training, Declarations of Interest, Gifts declarations and Investment Referrals.
- Scheduling meetings and appointments for the Head of Ethics Office;
- Assist in following up on transaction disbursements and service providers' payments to ensure payment and disbursements are made within agreed timelines;
- Execute local and international travel requests by the team and ensure that travel bookings are made on time and within budget;

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- Assist in developing and implementing approved document management processes and systems including physical and electronic filing systems;
- Tracking the inventory of office supplies;
- Preparation of the department expenses and budgets
- Attend to any Ad hoc queries as directed by the Head of Ethics;
- Provide administrative support to the Ethics Office (e.g. preparation of files for meetings, coordination of meetings, taking minutes of team meetings; formatting of documents, preparing of decline letters etc.);
- Sourcing of quotations and raising of purchase requisitions and orders 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;
- Assist with all Ethics Office procurement activities as directed;
- Conduct weekly review of business unit budget utilization for discussion with the Line Manager;
- Weekly review of outstanding requisitions and purchase orders to ensure that long outstanding requisitions and purchase orders are attended to promptly;
- Process the service provider's applications for listing on the database for approval by the delegated PIC officials;
- Provide administrative support and assist with the implementation of any IT system Operations the Ethics Office is involved in.

Competencies and skills:

- Interpersonal relations
- Excellent communication skills (oral and written)
- Ability to work systematically
- Ability to deal with pressure
- Detailed oriented

The PIC assets under management are nearly R2.6 trillion across listed and unlisted investments. The firm prides itself in its diversity, excellence, and a commitment to contribute positively to society in all its activities. The PIC offers unparalleled exposure to investment markets, industries, sectors and is

globally recognised as a leading investment firm when it comes to Responsible Investing. If you are dynamic, resilient, agile, disciplined and are committed to making a difference - we look forward to your application.

Closing Date: 08 March 2024

PIC is an equal opportunities employer and as such appointments will be done in line with PIC's Employment Equity Plan.

Please forward a copy of your comprehensive CV quoting "DAE010324" to Recruitment5@pic.gov.za

*** Grade range is from C1-C5 commensurate with applicable minimum requirements**

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.