

15 March 2024

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: Divisional Administrator: Unlisted Investment

Job Grade: C1 – C5

Ref No:14/03/2024

Salary: All-inclusive remuneration packages are negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- A minimum National Diploma in Finance, Accounting or Administration
- A minimum of 2-3 years of experience in Financial Industry
- Intermediate to advanced knowledge of Microsoft Teams, Outlook, Word Excel and PowerPoint

Duties

- Arranging and coordinating management, team and deal screening meetings
- Attending and taking minutes of the above meetings and following up on resolutions and action points from such meetings
- Assist with formatting documents and PowerPoint presentations.
- Managing submissions for unlisted investments to all relevant committees
- Liaising with the company secretary on all PIC meetings with matters arising and action points relating to unlisted investments
- Managing the transactions pipeline for unlisted investments
- Processing of purchase orders relating to Corporate procurement for the Division and preparing submission of invoices to Finance for payment
- Scheduling and making travel bookings and arrangements for the team's local and international business travel requirements.

Competencies and skills:

- Communication, and interpersonal skills
- Planning and organising
- Good Interpersonal Skills
- Be able to work under pressure

With the PIC having topped the R2 trillion marks 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: 21 March 2024

PIC is an equal opportunities employer.

Please forward the copies of your comprehensive CV's to Recruitment1@pic.gov.za

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

Privacy Notice. 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 \(www.pic.gov.za\)](http://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.