Public Investment Corporation SOC Ltd
Private Bag X187
Pretoria 0001
Republic of South Africa

27 November 2023

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

Job Grade: * C1-C5

(REF No: DA271123)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Minimum Qualifications :

- Related Diploma / Degree in Business Administration or any other applicable field
- 3 years relevant experience

Minimum Technical Skill Requirement

- Excellent Computer Literacy (MS Word, Excel and PowerPoint, internal company systems)

Core Skill Requirement

- Good Interpersonal skills
- Excellent Communication skills (Verbal and Written)
- Ability to work systematically
- Ability to deal with stress/pressure
- Strongly detail oriented

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.
- Manage local and international travel requests by the team and expense budget and ensure correctness in making travel arrangements

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- Assist in following up on service providers' payments to ensure payments are made within agreed timelines;
- Prepare and facilitate monthly stationery /PPE orders;
- Attend to any Ad hoc queries as directed by management;
- Provide administrative support to ESG Teams (e.g. preparation of files for meetings, co-ordination 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 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;
- Assist with all AUM procurement activities as directed;
- Conduct weekly review of business units budget utilization for discussion with Line Manager;
- Weekly review of outstanding requisitions and purchase orders to ensure that long outstanding requisitions and purchase orders are attended to promptly;

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 unparallel 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: 01 December 2023

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 **"DA271123**" to Recruitment6@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.