

23 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 R3 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 – Investment Legal**
- ***Job Grade: C1 – C5**
- **Ref: DADML01**
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Pretoria

Purpose of the role:

To provide administrative support and services to the Investment Legal team in the execution of their duties

Requirements:

- Grade 12 & Administration Diploma or equivalent
- Diploma in Administration or Paralegal qualification
- Minimum 3 - 5 years of Office Administration experience in a legal/corporate/investment environment (corporate or law firm)
- Paralegal experience is advantageous
- Proficient in all MS Suite

Duties:

- Providing support to the colleague who has special needs
- Assist the Investment Legal team to ensure all deliverables are completed timeously through coordinating, compiling and performing quality control on all documents released from the department.
- Providing support to the colleague who has special needs
- Facilitate networking and relationship building internally and externally with all potential stakeholders
- Project manage deliverables across different internal and external teams –including documentation and diaries.
- Manage departmental databases and emails, ensuring efficient and well-organised systems. This includes the implementation and maintenance of an efficient record system of all documents received and distributed.
- Support administrative duties for the Senior Managers, ensuring the
- The departmental diary is well managed
- Assist with departmental budgets, including invoicing processing for
- procurement spend.
- Assist the Investment Legal team with administrative needs as and when required
- required.
- Processing and payment preparation for invoices relating to Costs for submission to Finance for payment;
- Conduct weekly review of business units budget utilisation for discussion with 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 realising these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and eager to be part of a team that is focused on creating meaningful change, you are encouraged to apply for this position.

Closing Date: 30 July 2025

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

The PIC is an equal opportunity employer and aligns appointments with its 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.*