

**09 January 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 - Legal**

**Grade: C1 – C5**

**(Ref: DADML01)**

**Salary:** All-inclusive remuneration package negotiable

**Centre:** Public Investment Corporation, Corporate Legal

**Purpose:** 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
- 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:**

- Contract management processes
- Assistance with digitization processes (contract management, policies 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 instructed.
- Manage local and international travel requests by the team and expense budget and ensure correctness in making travel arrangements
- Prepare and facilitate monthly stationery /PPE 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 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

### **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

**With the PIC having topped the R2,6 trillion mark 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: 16 January 2024**

**PIC is an equal opportunities employer and as such appointments will be in line with the PIC Employment Equity plan.**

Please forward copies of your comprehensive CV's to [Recruitment4@pic.gov.za](mailto:Recruitment4@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](http://www.pic.gov.za) ([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