

15 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

Grade: C1 – C5

(Ref: DAMMPR01)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Multi-Manager: Private Markets

Purpose: To provide administrative support and services to the Multi-Manager: Private Markets in the execution of their duties.

Requirements:

- Grade 12 and Administration Diploma or equivalent
- Minimum of 2 years experience in Office Administration, preferably in the Investment industry
- Proficient in all MS Suites.

Duties:

- Provide administrative support to the teams by devising and maintaining office systems including but not limited to document preparations for meetings, diary management, coordination of meetings, accurate minute taking, formatting documents, preparation of decline letters, etc.
- Coordinate and facilitate timeous submissions to specified Committees.
- Arrange, coordinate, and facilitate meetings as instructed.
- Action local and international travel requests by the team, manage expense budget, and ensure travel arrangements are accurate and complete.
- Assist in following up to ensure that payments to service providers are made within agreed timelines.
- Prepare and facilitate monthly orders such as stationery.
- 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.

- Payment preparation and processing of invoices relating to Corporate Costs for submission to Finance for payment.
- Assist with all AuM procurement activities as directed by management.
- 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
- Excellent time management
- Ability to work under pressure
- Problem-solving
- Customer service orientated
- Multitasking
- 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: 23 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

*** 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). You are free to withdraw your consent at any time, after which, PIC may no longer be able consider your job application