

12 November 2019

**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: Temp Executive Assistant (IT)  
(6 months)**

**Job Grade: \* C3 - D1**

**(Ref No: PAEH018)**

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

**Centre:** Public Investment Corporation, Pretoria

**Requirements:**

- Minimum: Executive Secretarial Diploma
- 3-4 Years' Experience as Administrator and Personal Assistant
- Knowledge of procurement processes and Asset Management
- Experience in an IT Environment an advantage

**Duties:**

- Provide organizational, secretarial and administrative support to the IT Division
- Secretarial and administrative support to meetings for Executive Head,
- Dealing with internal and external correspondence
- Producing documents and presentations
- Coordinate tasks between departments
- Coordinate compliance to corporate deadlines
- Filter requests for appointments and arrange internal and external meetings
- Manage Expense claims and IM requests to other departments
- Diary Management

**Competencies:**

- Computer Literate
- Administrative Skills
- Attention to Detail

- Interpersonal Relations
- Ability to work under pressure and meet tight deadlines
- Time Management skills and the ability to prioritize tasks
- Planning and organizing skills

**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: 18 November 2019**

**PIC is an equal opportunities employer.**

Please email a copy of your comprehensive CV to [Recruitment1@pic.gov.za](mailto:Recruitment1@pic.gov.za)

**\* Grade range is from C3 – D1 commensurate with applicable minimum requirements**