

18 July 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: Executive Assistant (IT)

Job Grade: * C3 - D1

(Ref No: PAEH018)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

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

Duties:

- Managing and maintaining executives' schedules, including scheduling of meetings, conferences, making appointments and effective diary management
- Scheduling, compiling meeting documentation and circulating timeously prior to meetings and take minutes, and maintain accurate records and action items
- Liaises and maintains relationships with key business partners for various initiatives
- Managing travel plans for the department
- Book venues and manage team events
- Dealing with internal and external correspondence
- Producing documents and presentations
- Coordinate meeting submissions and follow up tasks from meetings
- Coordinate tasks between departments
- Compile memos, letters and review documents before submitting for approval
- Coordinate compliance to corporate deadlines
- Filter requests for appointments and arrange internal and external meetings
- Manage expense claims and requests to other departments
- Perform adhoc procurement and invoice processing that may be required by the department

- Ensure accurate record keeping for documents and correspondences

Competencies:

- Good communication skills
- Interpersonal skills
- Ability to deal with different stakeholders
- Proficiency with Microsoft Office Suite
- Proven Administrative Skills
- Attention to Detail
- 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 has entered 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: 25 July 2019

PIC is an equal opportunities employer.

Please email a copy of your comprehensive CV to Recruitment1@pic.gov.za

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