

**12 March 2024**

**The Public Investment Corporation (PIC) manages investments on behalf of the Government Employees Pension Fund, Unemployment Insurance Fund, Compensation Fund and other public sector entities. The organisation is one of the largest investment managers in the country and on the African continent. Applications are invited from dynamic individuals for the following challenging position:**

**Position: Executive Assistant: Office of the CIO**

**Job Grade: \* E1-E3**

**(REF No: EXA001)**

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

**Centre:** Public Investment Corporation, Pretoria

**Requirements:**

- An honours degree in Engineering, Commerce or Science
- A professional body qualification such as CA(SA), Chartered Financial Analyst (CFA), FRM, PRM, CAIA or a postgraduate degree (Master's degree) in commerce, science, or engineering.
- At least 10 years of relevant work experience in a private equity firm, investment bank, asset manager or investment holding company.
- Proven experience in engaging with executive management/Board.

**Duties:**

- Assist in the performance of the Investment division by monitoring the implementation of the Investment Strategy.
- Manage and assist the CIO in ensuring that reports, proposals, research required by the Investment Committee, EXCO, Board and Clients are delivered timeously and with the requisite quality.
- Provide strategic and tactical support to the CIO.
- Collaborate with the heads of business units to determine and prioritise strategies and output.
- Assist the CIO in tracking goals and objectives.
- Monitoring that proper policies, processes and procedure manuals are implemented and maintained periodically.
- Assist with monitoring PIC's strategic Investment framework for risk management by updating the business unit on the management of risk.

- Assist the CIO in managing the internal and external audit process and coordinating the requisite information to be submitted.
- Ensure that the deal screening and pipeline are monitored and reported to the CIO monthly.
- Coordinating and monitoring that client portfolios are managed against risk impairments by ensuring that service levels are met and monthly reporting on portfolios takes place.
- Assist the CIO with assessing the performance of our client portfolios and ensure that remedial action is taken where needed.
- Assist the CIO with stakeholder engagement management and Liaise with other departments and heads of divisions in managing the agenda for committees.
- Prepare or coordinate the preparation of reports to be presented by the CIO to relevant stakeholders.
- Assist the CIO in the daily management operations of the investment division.
- Work very closely with the CIO and the personal assistant in managing the CIO's schedule and diary.
- Assist with improving efficiency, effectiveness, and quality of the CIO output to committees and stakeholders.

#### **Competencies and skills:**

- Investments knowledge and experience
- Business acumen and entrepreneurship
- Leadership
- Time management
- Problem-solving
- Methodical and organised.
- Advanced Strategic skills
- Risk and Compliance skills
- Inter-personal relations
- Creativity/innovation
- Analytical
- Planning and managing resources
- Excellent communication skills (oral and written)
- Ability to work systematically and deal with pressure.

**The PIC assets under management are R2.6 trillion across listed and unlisted investments. The firm prides itself in its diversity, excellence, and a commitment to contribute positively to society in all its activities. The PIC offers unparalleled exposure to investment markets, industries, sectors and is globally recognised as a leading investment firm when it comes to Responsible Investing. If you are dynamic,**

**resilient, agile, disciplined and are committed to making a difference - we look forward to your application.**

**Closing Date: 26 March 2024**

**PIC is an equal opportunities employer and as such appointments will be done in line with PIC's Employment Equity Plan.**

Please forward a copy of your comprehensive CV to [Recruitment5@pic.gov.za](mailto:Recruitment5@pic.gov.za)

**\* Grade range is from E1-E3 commensurate with applicable minimum requirements**

***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 ([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.***