

26 August 2021

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 Personal Assistant: Chief Technology Officer

Job Grade: * C3 - D1

(Ref No: PAEH018)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Matric Plus Relevant Diploma/Degree or related qualification
- 5+ years administrative support or executive assistance
- Advanced MS Office experience and MS technology including share point and MS workflow
- Excellent administrative and organizational skills

Duties:

- Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.
- Reading and analyzing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.
- Prepare reports, collect and analyze information; prepare presentations.
- Develop and utilize historical information; provide retrieval of information. Record meeting discussions and provide minutes.
- Maintain inventory and office supplies.
- Prepare executive responses to routine memos, letters, or correspondence and prepare documents for review and signatures
- Provide clerical and general office support.
- Prepare and develop a records management system; maintain and recommend changes to records system when appropriate.
- Interact with customers when appropriate and provide solutions.
- DRMS upkeep and monitoring (Electronic filing using DRMS)

Competencies and Skills:

- Good writing skills
- Inter-personal relations
- Communication skills (oral and written)
- Planning and managing resources
- Ability to deal with stress/pressure
- Attention to detail
- Problem Solving ability

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: 01 September 2021

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

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

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