

29 September 2023

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:

Executive Personal Assistant x3

Job Grade: D1

(REF No: EPA290923)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

Minimum Qualifications :

- Degree or Secretarial Diploma or relevant qualifications
- 3+ years administrative support or executive assistance
- Advanced MS Office experience

Preferred Qualifications :

- Relevant Degree with 2 – 3 years' experience as Executive PA

Minimum Technical/Core Skill Requirement

- Knowledge and understanding of legislative requirements for PIC
- Understanding how data is classified and an understanding of POPIA requirements will be an added advantage.
- Exceptional attention to detail
- Excellent written and verbal communication skills
- Interpersonal skills- tact, diplomacy
- Ability to conduct research and create reports or presentations.
- Time management

- Ability to handle sensitive information with discretion.
- Ability to work in a fast-paced environment.
- Time-management skills
- Ability to multitask
- Strong computer skills including word processing, spreadsheets, graphical presentation and Internet research skills
- Decision-making
- Problem-solving
- Customer service orientation
- Initiative
- Flexibility
- Accountability
- Strong organisational skills
- Proficiency in filing and maintaining filing systems
- Poise

Duties:

Administration

- Overseeing all incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence
- Create, transcribe, and distribute meeting agendas and minutes for the Chief or as requested.
- Draft, review and send communications on behalf of the Executive
- Organize and prepare for meetings, including gathering documents and attending to logistics of meetings
- Setup and coordinate training and conferences for the Executive
- Keeping the executive's calendar up-to-date, including adding events, rescheduling appointments and providing daily briefings
- Acting as the gatekeeper for internal and external contacts, including vendors, colleagues, clients, and customers
- Conducting research and creating reports on various topics based on the needs of the executive. Creativity and innovation in making the chief's office responsive, efficient and effective by deploying and being competent with the numerous digital productivity tools in the PIC.
- Planning and organizing events that take place externally, such as fundraisers, sporting tournaments, and appreciation events

- Preparing for Exco, Board and Committee meetings, which includes drafting agendas, gathering all necessary documents, and organizing refreshments
- Maintain various records, information and documents organized physically, and electronically.
- Maintaining a high degree of discretion and confidentiality
- Coordinate travel arrangements
- Assist with the management of workflow and systems in the Executive's office.
- Organising and maintaining the office of the Chief
- Undertake reception duties for the Chief including dealing with or referring client queries.
- Prepare correspondence, reports, and materials for publications
- Meet and greet directorate clients and visitors and ensure refreshments are served.
- Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up, i.e. document management
- Quality assure all letters, reports, memoranda, agendas, minutes and other documents submitted for spelling mistakes and layout as per the agreed format
- Ensure that no confidential material is left lying around – material to be safely stored at all times
- Replenish stationery before any shortages occur

PROCUREMENT PROCESSING

- Handle procurement processes for the directorate including sourcing required resources and obtaining approvals from designated signatories in accordance with procurement policies.
- Prepare all relevant documentation for procurement recording.
- Obtain relevant quotes for procurement of all goods and services in conjunction with the Supply Chain Management unit.
- Ensure all motivations received have the appropriate approvals and support documents attached.

The PIC assets under management are nearly R2.6 trillion across a spectrum of listed and unlisted investments. Our organisation takes pride in its commitment to diversity, excellence, and a positive societal impact across all endeavours. Offering unparalleled exposure to investment markets, industries, and sectors, the PIC is globally recognised as a leader in responsible investing. If you embody dynamism, resilience, agility, discipline and a strong commitment to making a difference, we look forward to your application.

Closing Date: 06 October 2023.

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 quoting “EPA290923” to Recruitment6@pic.gov.za

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 on the PIC website (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.