

3 February 2022

The Public Investment Corporation (PIC) invests funds on behalf of public sector entities including the Government Employees Pension Fund. The organization is the largest investment manager in the country and the continent. Applications are invited from dynamic individuals for the following challenging position:

**Position: Fund Administrator
Job Grade: C1 – C5
Division: Investment Management
(Ref: FNDAD:004)**

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Bachelor's Degree or equivalent;
- 2-3 investment administration experience;
- Expert knowledge of Microsoft Word, Excel and PowerPoint, Hiport System;
- 5 years' experience in finance or asset management industry;

Duties:

- Compile the disbursement files for investee companies/funds for review and sign-off across allocated portfolios;
- Prepare client invoices emanating from transactions—participation, commitment fees etc. in line with the transaction legal agreements;
- Prepare monthly and/or quarterly management fees calculations and invoices;
- Compile various reports for review and approval before submission to various internal stakeholders;
- Assist in attending to the requests and queries during internal, external audits;
- Coordinate on-going post investment FICA compliance monitoring by investee companies;
- Assist with the implementation of IT projects within the Unlisted investments;
- Assist with development and maintenance of investment policies, process and procedures;

- Implement and maintain PIC filing policies, processes and systems within Investment Management Operations unit;
- Attend to PIC client's queries related to investments and facilitate and coordinate resolution of PIC Client queries by the transaction team;
- Administer Special Purpose Vehicles;
- Co-ordinate the contracting process in respect of service provider approved for appointment in respect of Assets under Management;
- Attend to queries, as and when directed, by line management; and
- Provide administrative support and attend to requests and queries from unlisted investment divisions and support units;

Competencies and skills:

- Be able to work across multiple projects;
- Be deadline driven;
- Be an excellent communicator, verbal and written
- Be self-driven and ambitious;
- Have good interpersonal skills – able to extract business information and needs from individuals at varying levels of the organisation.
- Have an assertive nature;
- Be customer service orientated;
- Be able to operate with limited supervision;
- Be able to handle excessive pressure, in a fast-paced environment, and work overtime when required;
- Be willing to adapt to change when required.

PIC having topped the R2 trillion mark 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: 9 February 2022

PIC is an equal opportunity employer.

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



*** Grade range is from C1 – C5 commensurate with applicable minimum requirements**