

29 June 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: Human Resources Administrator

Grade: C1 – C5

(Ref: ADMS002)

Salary: All-inclusive remuneration package negotiable

Division: Human Resources

Requirements:

- Diploma/Degree in HR, Training and Development or equivalent qualification
- 2 – 4 years in HR administration role within the Asset Management and Investment Industry
- Minimum 2 years' experience in working in Bursaries (employees and external youth), coordinating/administering FAIS CPD's and RE training workshops and exams for Key Individuals & working with the SDF on annual SETA reporting (Mandatory grants and Discretionary grants)

Duties:

Employee Training & Bursary administration

- Provide administration support to Learning and Development Function and HR
- Administration and monitoring of employee training and bursary applications in line with the organisation's policies and procedures.
- Ensure that employee training application is aligned to the employee PDP's
- Process all employee training and bursaries applications and related invoices to third parties
- Coordinate the scheduling of training to ensure optimal attendance
- Take responsibility for training registration for virtual and face to face training using the HR system
- Compile training evaluation forms and ensure completion by delegates
- Respond to employee queries as and when they arise
- Ensure that procurement process is followed (training and catering)
- Adhere to Standard Operating Procedure and maintain an audit free admin system

Compliance training

- Coordination of the Continuous Professional Development training in line with the FAIS Regulations
- Coordinate RE training workshops and exams for Key Individuals
- Provide monthly and quarterly Compliance reports to Compliance Department

Young Talent Programmes

- Support with the young talent programmes including bursaries, vacation work, workplace readiness and graduate programmes
- Process all external bursary applications and prepare documents for submission to the Bursary Committee
- Consolidate bursary applications and provide relevant feedback to applicants.
- Process all external bursary invoices timeously and in accordance with the standard operating procedure
- Establish and maintain good relationships with all relevant stakeholders (bursary holders, training providers, SETA and Institutions of Higher Learning).
- Produce accurate bursary information and documents for submission to the SETA

Statutory Reporting

- Manage BBBEE Audit submissions and ensure compliance.
- Complete data collation and submission of annual WSP/ATR
- Assist the SDF with compiling the annual FASSET SETA statutory reporting (Mandatory grants & Discretionary grants) annually in accordance with FASSET deadlines
- Track receipt of mandatory grants from SETA's

Competencies and skills:

- Knowledge and understanding of the BCEA, SDA, FAIS, EE, BBBEE, PFMA and Treasury Regulations
- Communication (Ability to articulate technical solutions for various audiences)
- Customer Service Orientation/Client Focus (Internal and External)
- Organisational Awareness
- Relationship Building, Listening, Interpersonal Sensitivity
- Cross functional and Inter-disciplinary awareness
- Teamwork

- Patience
- Integrity
- Ability to work under pressure
- Excellent report writing skills
- Ability to conduct Training needs analysis from all levels within the organisation
- Performance and Result oriented
- Problem-solving
- Strong analytical and numerical skills
- Knowledge of MS Office i.e. Word, PowerPoint, MS Projects, Excel

With the 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: 06 July 2021

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

Please forward copies of your comprehensive CV's to recruitment4@pic.gov.za

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