

**3 October 2019**

**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: HR Administrator (6 months fixed term contract)**

**Job Grade: C1 – C5**

**(Ref: ADMS002)**

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

**Centre:** Public Investment Corporation, Pretoria

**Requirements:**

- B Degree or Diploma in Human Resources Management
- 2 – 3 years relevant work experience in human resource administration
- Must have knowledge of relevant legislation

**Duties:**

- Provide administrative support for All HR Business Partners in support of all the HR Value Chain (Recruitment, Learning and Development, Employee Relations, Payroll Submissions)
- Organize, compile, update employee personnel files
- Manage and update HR databases with different information such as new hires, terminations and movements
- Actively assist with recruitment from advertising the position, shortlisting, preparing interview packs and finalise the appointment's
- Prepare the On boarding documents for new employees
- Deal with admin queries and provide instant solutions
- Ensure that accurate information is captured on the HR system

**Competencies and skills:**

- Attention to detail
- Planning and organizing
- Communication skills
- Interpersonal skills
- Administrative writing skills
- Teamwork
- Professionalism

**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: 9 October 2019**

**PIC is an equal opportunities employer.**

Please forward copies of your comprehensive CV's to [recruitment4@pic.gov.za](mailto:recruitment4@pic.gov.za)

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