

**06 July 2023**

**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 Capital Administrator (6 months fixed term contract)**

**Grade: C1 – C5**

**(Ref: HCAT)**

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

**Division:** Human Capital

**Requirements:**

- Diploma in Human Resources or equivalent relevant qualification
- 2 – 4 years in HR administration role within the Asset Management and Investment Industry
- Data/Information management experience
- Basic knowledge of BCEA, OHSA, Skills Development Act, Labour Relations Act and Employment Equity Act required)

**Duties:**

- Verify the data to ensure that the information is accurate and consistent
- Responsible for correcting or removing incorrect, incomplete, or duplicate data
- Maintain records and upload the information on the HR system
- Maintain audit trail and records of all the information updated on the HR system
- Review duplicate records and merge records
- Proactively contact employees to ensure their contact details are up to date
- Support ad-hoc administrative tasks to the Human Capital team
- Interrogate data and amend as required
- Liaise with other internal stakeholders to verify data

**Competencies and skills:**

- Communication skills both verbal and written
- Customer Service Orientation/Client Focus (Internal and External)
- Ability to work on confidential information
- Ability to work under pressure
- Excellent report-writing skills
- Performance and Result oriented
- Problem-solving
- Analytical skills
- Knowledge of MS Office i.e. Word, PowerPoint, MS Projects, Excel

**With the PIC having topped the R2,5 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: 13 July 2023**

**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](mailto:recruitment4@pic.gov.za)

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

Privacy Notice: 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 here ([www.pic.gov.za](http://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.