

29 August 2024

The Public Investment Corporation SOC Limited (PIC) is an asset management firm, whose mandate is to make investments in various sectors of the economy on behalf of public sector entities. Amongst our clients are the Government Employees Pension Fund, the Unemployment Insurance Fund and the Compensation Fund. Over the years, we have grown to be amongst the top, large investment managers in South Africa and the rest of the African continent, with current assets under management at just over R2.6 trillion. At the centre of our growth is a team of self-driven professionals who are results-focused.

We are currently seeking applications from dynamic individuals for the following position:

- **Position:** Human Capital Administrator
- ***Job Grade:** C1 – C5
- **Ref:** ADMS001
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Pretoria

Purpose of the role:

- To provide Human Capital Administrative support to the PIC Staff and Human Capital Team on all the Human Capital Value Chain components (on-boarding to termination).

Requirements:

- Degree or National Diploma in HR 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 records 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)
- Organisational Awareness
- Teamwork
- Ability to work 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

Our firm values diversity, and excellence and is committed to the realisation of these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and willing to be part of a team that is focused on creating meaningful change, you are welcome to submit your application for this position.

Closing Date: 05 September 2024

*** Grade Range: The grade range for this position is from C1 – C5, commensurate with applicable minimum requirements.**

The PIC is an equal opportunities employer, aligning appointments with the PIC Employment Equity plan.

Please forward a copy of your comprehensive curriculum vitae to: Recruitment1@pic.gov.za

Privacy Notice: *By submitting your application, you consent to the PIC processing your personal information as per 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, the PIC may cease processing your application.*