

16 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 Shared Services Manager
- ***Job Grade:** E1 – E3
- **Ref:** ADMS004
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Pretoria

Purpose of the role:

The purpose of the role is to manage Human Capital Administration and facilitate governance processes to ensure compliance to legislation.

Requirements:

- Bachelor's degree in human resources, or related.
- 5 to 8 years relevant experience in managing Human Capital operations, and systems administration.
- Advanced knowledge of employment related legislations.
- Understanding of impact and management of compliance, audit and risk and assurance on Human Capital.
- Project Management Experience.

Duties:

- Ensure that transactional employee services are managed efficiently.
- Collaborate with the HCBP's, Organisational Effectiveness, ER, Remuneration & Benefits, Learning and Development and other services to improve customer services and satisfaction.
- Oversee leave administration and employee records.
- Manage relevant projects that support the continuous development and improvement of the Human Capital administration and related services.
- Manage Human Capital Information System to ensure accurate database and compliance to relevant legislation.
- Provide reports, statistical analysis, and information for senior management.
- Attending to HC issues in relation to Compliance, Risk and Audit.
- Update and monitor the implementation of HC policies and Standard Operating Procedures (SOP's).
- Manage employee onboarding process.

Competencies and skills:

- Advanced Administration Skills
- Strong organizational skills
- Work as an individual and a team player.
- Highly developed sense of proactivity
- Project Management & Agile methodologies
- Ability to prioritise and multitask.
- Strong Communication and interpersonal skills
- Attention to details.
- Ethical approach with integrity
- Problem-solving and decision-making skills
- Time management skills

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: 23 August 2024

*** Grade Range:** The grade range for this position is from E1 – E3, 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.*