

28 May 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:** IT Asset and Configuration Management Specialist
- ***Job Grade:** D1 – D3
- **Ref:** ITCMS002
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Pretoria

Purpose of the role:

- To manage all IT assets (hardware and software) through their lifecycle to ensure that assets are used effectively and according to organizational policies.
- Perform the asset lifecycle from cradle to grave that is to Plan, Request, Procure (initiate and evaluate request for quotations), Receive and register and barcode, Deploy/Allocate/Move, retire and dispose IT Assets, Control inventory, Keep the IT Asset Register up to date, perform periodic IT Asset verification/auditing and IT Asset Reporting including the reporting of stolen IT workstations and finances (invoices, orders and payments).

Requirements:

- National Diploma in Information Technology (at NQF 6 level)
- ITIL certified (V3-V4) Practitioner / Intermediate
- 3 - 5 years relevant IT experience

- Knowledge of Service Management Tools
- Knowledge of Microsoft System Center Configuration Manager (SCCM) / Microsoft Endpoint Configuration Manager or Microsoft Intune
- Knowledge of IT Service Management Tools
- Knowledge of Microsoft Software Asset Management and Licensing is an added advantage.
- Knowledge of ITIL-based processes or other frameworks and standards (e.g., Cobit, ISO 20 000, IT Asset Management).

Duties:

- Define, implement and maintain IT assets standards, technology specifications, policies and procedures.
- Liaise with PIC Assets Management and Supply Chain functions to ensure IT assets are managed according to organisational policies. Manage IT assets register and report on assets status to management.
- Manage IT storerooms and asset disposals.
- Coordinate IT assets verification processes.
- Monitor and record the movement of all IT assets.
- Keep records and track all software license keys.
- Manage loaner pools of computer assets and computer losses.
- Facilitate and manage the configuration identification process, maintain adequate control mechanism over configuration items.
- Facilitate the periodical CI data integrity review of the current and historical configuration data
- Produce management reports on IT assets and Provide support to the IT teams on asset queries.
- Engage with Vendors / Service Providers and or Original Equipment manufacturers (OEMs) of workstations and printers for hardware repairs and procurement of computer hardware and software.
- Implement continuous technical improvement initiatives including technology refresh of IT End User equipment.
- Facilitate and manage the configuration identification process, maintain adequate control mechanism over configuration items.
- Manage the Mobile Devices lifecycle.

Competencies and skills:

- Good collaboration and problem-solving skills
- Can handle pressure
- Can multi-task
- Able to work unsupervised
- Attention to detail
- Interpersonal relations

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: 04 June 2024

*** Grade Range:** The grade range for this position is from D1 – D3, 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.