

**10 January 2025**

**Call for appointment of a Technical Support Consultant to the Board Chairperson and the Board for a 24-month fixed-term contract.**

The Public Investment Corporation SOC Limited (PIC) was established in terms of the Public Investment Corporation Act, 2004 (Act No 23 of 2004) (the PIC Act), as amended, as a wholly State-Owned Company. The Minister of Finance is the sole shareholder representative on behalf of the South African Government.

The PIC is a registered Financial Service Provider (FSP), licenced Category II FSP, in terms of the Financial Advisory and Intermediary Services Act, 2002 (Act No 37 of 2002) as amended. The primary purpose of the PIC is to invest certain monies received or held by, for or on behalf of the Government of the Republic of South Africa and certain bodies, councils, funds and accounts. As custodian of substantial assets generated by the labour of generations of South Africa's public sector employees, the PIC has a responsibility to conduct its affairs with integrity, transparency and in an exemplary manner. The PIC work contributes to the well-being of present and future generations of pensioners, member beneficiaries and South Africans at large.

The PIC manages a diversified portfolio to generate good financial returns for clients over a long period while supporting positive, long-term socio-economic development.

The clients of the PIC are mainly pension, provident, social security and guardian funds. PIC's mandate is to invest funds on behalf of these clients, based on investment mandates agreed with each client and approved and regulated by the Financial Sector Conduct Authority (FSCA). Among the PIC's primary clients are the Government Employees Pension Fund (GEPF), the Unemployment Insurance Fund (UIF) and the Compensation Fund (CF).

The PIC has a Board of Directors that governs and has overall accountability for the well-functioning of the company led by the Chairperson.

Reg. No. 2005/009094/30 | FSP No. 19777 | Address: Menlyn Maine Central Square, Corner Aramist Avenue & Corobay Avenue, Waterkloof Glen Extension 2, Pretoria, South Africa | **Telephone** +27 12 742 3400

**Directors:** Dr David Masondo (Chairperson), Ms Futhi Mtoba (Deputy Chairperson) | Ms Beverley Bouwer, Prof Bonke Dumisa, Mr Walter Hlaise, Dr Mugwena Maluleke, Dr Lufuno Mulaudzi, Ms Tryphosa Ramano, Ms Barbara Watson | Mr Abel Sithole (Chief Executive Officer), Mr Kabelo Rikhotso (Chief Investment Officer), Ms Batandwa Damoyi (Chief Financial Officer) | **Company Secretary:** Ms Bongani Maserumule

*("an FSCA approved Financial Services Provider")*

The PIC seeks to appoint a Technical Support Consultant for a period of 24 months, and, therefore, invites qualified, experienced, competent, and interested individuals to submit a comprehensive profile (CV) with a cover letter for consideration to be appointed as a Technical Support Consultant to the Board Chairperson and entire Board.

**The key responsibilities of the successful individuals will include, but are not limited to:**

- Attend meetings, relevant PIC governance structures, joint PIC/Client structures and client meetings at the request of the Board Chairperson;
- Review relevant governance structure agendas, Board and Committee packs for the Board Chairperson;
- Assist the Board Chairperson with contracting and reviewing the CEO and Company Secretary's performance scorecard;
- Compile the Board Chairperson's Report for the Integrated Annual Report;
- Assist the Chairperson on the following in his role as the Directors' Affairs Committee ("DAC") Chairperson:
  - Evaluation of potential candidates for nomination, appointment, and election of directors on the boards of investee companies and removal thereof;
  - Review of documentation prepared by management to the DAC as it relates to the nomination, appointment, or election of directors to investee companies;
- Manages the Chairperson's PIC activities and prioritises their time and schedule, working closely with PIC Management, his Personal Assistant and Chief of Staff.
- Drafts letters, emails, reports, and other correspondence on behalf of the Chairperson.
- Supports Chairperson in meetings by taking notes and assuming responsibility for follow-ups to ensure completion of action items.
- A behind-the-scenes leader creates a day-to-day rhythm for the Chairperson which influences his performance and ability to stay on top of activities that require his/her attention, having an impact on the Chairperson's time and productivity.
- Teams up with the Chairperson and his ministerial support staff and the PIC to chalk out and prioritize his strategic projects and activities.
- Serve as liaison with PIC regarding Board action items to deliver to timelines.
- Respond to inquiries on behalf of the Chairperson or direct to relevant people with judgment to discern red flags.
- Draft talking points for the Chairperson's stakeholder engagements.
- Collate, integrate information, summarise and prepare reports for the Chairperson for Board, Committees and management meetings, and other relevant meetings.

- Planning and coordinating strategic and update meetings with the support of the Chairperson's personal assistant.
- Alert the Chairperson on initiatives, media scanning, research etc.
- Support in managing crises effectively and efficiently.
- Take on duties, manage other daily tasks and attend meetings on behalf of the Chairperson as and when required.
- Proactively escalate and resolve potential issues by calling them to the attention of Management and identifying potential solutions.
- Work with the Chairperson to deliver, monitor, and communicate progress on key organizational metrics of the PIC, and other relevant institutions.
- Facilitate the Chairperson's decision-making processes by coordinating meetings, setting agendas, and ensuring follow-up on key action items.

#### **Required skills**

- Planning and leading strategic projects
- Crisis management support
- Ability to differentiate their job from that of a PA and Chief of staff of the Chairperson
- Discreetness,
- Business planning, operations management, project management,
- Excellent written and verbal communication skills
- Strong project management skills with a track record of successful project delivery.
- Prepare and review executive communications, reports, and presentations
- Ability to work independently and make informed decisions under pressure.
- Experience in data analysis and budget management

Individuals interested in being appointed as a Technical Support Consultant must have integrity, demonstrate ethical behaviour and meet a combination of the following criteria:

Key Competencies	Minimum Qualifications
<ul style="list-style-type: none"> <li>• Maturity and high EQ</li> <li>• Tenacity</li> <li>• Communication skills and good interpersonal skills</li> <li>• Problem-solving,</li> <li>• Anticipation,</li> </ul>	<ul style="list-style-type: none"> <li>• CA, CFA, MBA or a Commercial degree with post-degree qualifications</li> <li>• At least 10-15 years of Asset management experience is recommended.</li> </ul>

<ul style="list-style-type: none"> <li>• Analytical and attention to detail</li> <li>• Stakeholder management and executive presence and ability to lead strong personalities</li> <li>• Managing through ambiguity and independently running projects with minimal direction.</li> <li>• A completer – ability to drive open items to effective resolution</li> <li>• Humility yet courageous</li> <li>• Ability to lead through influence.</li> </ul>	
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The submissions must be emailed to the following email address: [technicalsupportconsultant@pic.gov.za](mailto:technicalsupportconsultant@pic.gov.za) or posted to the PIC offices and marked for the attention of:

**Human Capital**

**Public Investment Corporation**

**Private Bag X187**

**Pretoria, 0001**

**The closing date for submission of CVs is the 20<sup>th</sup> of January 2025, and no late submissions will be accepted.**

Written enquiries can be sent via email to [technicalsupportconsultant@pic.gov.za](mailto:technicalsupportconsultant@pic.gov.za)

By submitting your application for consideration as a Technical Support Consultant, you are granting the PIC consent to process your personal information in accordance with the Protection of Personal Information Act, 4 of 2013 as amended. Applicants will be subjected to a vetting process to ensure that candidates shortlisted for consideration have integrity, are honest, ethical, appropriately qualified, skilled, and experienced.

Correspondence on the outcome of the appointment process shall be limited to the successful candidates.