

18 May 2022

The Public Investment Corporation (PIC) invests funds on behalf of public sector entities. The organisation is one of the largest asset managers on the African continent. Applications are invited from dynamic individuals for the following position:

Position: Personal Assistant

Job Grade: *C3 – D1

(REF No: PALI180523)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

Minimum Qualifications:

- Degree or Secretarial Diploma or relevant qualifications
- 2-5 Years in a similar role
- Expert knowledge of Microsoft Word, Excel and PowerPoint

Preferred Qualifications:

- Degree or Diploma in the relevant field

Duties:

FINANCIAL:

- Process invoices within defined timelines
- Processing of invoices for payment

INTERNAL BUSINESS PROCESSES:

- Managing the Head: Listed Investment Department budget
- Assist with the coordination of reports and submission to Committees
- Arranging and coordinating travel arrangements
- Provide executive secretarial and administrative services to the Head: Listed Investments
- Plan, organise and schedule a complex Head: Listed Investments diary
- Arrange and coordinate logistics of complex domestic and international travel plans
- Prepare detailed itineraries to assure accuracy
- Implement and maintain an efficient record management system for all documents received
- Prepare meeting documents for the Head
- Submit monthly reports

- Assist with managing ad-hoc projects

CUSTOMERS

- Providing administrative support
- Direct queries from the business units
- Direct all telephone calls to the correct persons within the department
- Liaises with high-ranking officials

Key Competencies:

- Proficiency in MS Office, Word, Excel and Powerpoint
- Good writing skills
- Inter-personal relations
- Communication skills (oral and written)
- Planning and managing resources
- Ability to deal with stress/pressure
- Attention to detail

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: 25 May 2023

PIC is an equal opportunities employer and as such appointments will be done in line with PIC's Employment Equity Plan.

Please forward a copy of your comprehensive CV quoting "PALI180523" to Recruitment6@pic.gov.za

*** Grade range is from C3 - D1 commensurate with applicable minimum requirements**

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). You are free to withdraw your consent at any time, after which, PIC may no longer be able consider your job application.