

31 January 2022

The Public Investment Corporation (PIC) invests funds on behalf of public sector entities including the Government Employees Pension Fund. The organisation is the largest investment manager in the country and the continent. Applications are invited from dynamic individuals for the following challenging position:

Position: Procurement Officer

(Ref: PROC14/2021)

Job Grade: * C2 – C5

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Tertiary Qualification in Purchasing Management, Supply Chain Management or equivalent
- 2-3 years Procurement/Supply Chain Management experience
- Experience in practicing Procurement Regulations as prescribed by the National Treasury e.g. PFMA/PPPFA and BBBEE
- Experience in Asset Management will be an added advantage
- Computer Literacy (Microsoft Office suite: Word/Excel/Power Point)

Duties:

- Execute RFI, RFP and RFQ processes
- Prepare all required administration documents for tender evaluations and tender meetings.
- Administration of tender issuing and receipts.
- Filing and archiving of all procurement documents.
- Loading and maintain the supplier database/documents
- Maintain a contract register by updating it for new contracts, amendments and expired contracts.
- Provide the administration support to the Procurement team as and when required.

Competencies:

- Good business communication skills (oral and written)
- Ability to deal with pressure/stress
- Business analyses skills
- Customer service orientation
- Results/performance orientated
- Accuracy and logical thinking
- High degree of Integrity
- Negotiation skills

With the PIC having topped the R2 trillion marks 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: 4 February 2022

PIC is an equal opportunities employer.

Please forward copies of your comprehensive CV's to: Recruitment2@pic.gov.za

***Grade range is from C2 – C5 commensurate with applicable minimum requirements.**