

17 April 2024

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

**Position: Records Management Administrator (12 Months Fixed Term Contract)
(Ref: 04/17)
Job Grade: C1-C3**

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Minimum Requirements:

- Information Management Degree or Higher Certificate in Archives and Records Management / Diploma preferable
- Matric with over 2 years Records Management experience
- Practical knowledge of core records principles, systems, processes, and imaging solutions.
- Knowledge and understanding of legal and regulatory frameworks governing financial records.

Responsibilities:

- Provide support in the implementation of the electronic Document and Records Management System (eDRMS) to ensure optimal utilization of the system.
- Organize, package, and conceal paper files for proper storage.
- Sort, scan, and index paper records for integration into the records management systems.
- Secure and maintain the storage of critical vital records through imaging and vault solutions.
- Evaluate and dispose of records based on their administrative, fiscal, legal, historical, and research value in accordance with the Retention Schedule.
- Research, develop, and implement procedures and work instructions to ensure that all legal, regulatory, and business requirements are incorporated across the organization's business processes.
- Maintain a file plan to store records in a way that makes them easy to retrieve.
- Undertake audits of organisational records to ensure all records are properly accounted for.
- Sort and distribute incoming mail.
- Courier Services booking/tracking couriers.

- Collection and distribution of parcels
- Ad hoc administration support

Competencies:

- Attention to detail
- Customer focus
- Results Driven
- Communication skills
- Team Player
- Ability to deal with pressure/stress (stress management)
- Time management ability

The PIC assets under management are R2.6 trillion across listed and unlisted investments. The firm prides itself in its diversity, excellence, and a commitment to contribute positively to society in all its activities. The PIC offers unparalleled exposure to investment markets, industries, sectors and is globally recognised as a leading investment firm when it comes to Responsible Investing. If you are dynamic, resilient, agile, disciplined and are committed to making a difference - we look forward to your application.

Closing Date: 24 April 2024

PIC is an equal opportunities employer.

Please forward the copies of your comprehensive CV's to: recruitment5@pic.gov.za

*** Grade range is from C1-C3 commensurate with applicable minimum requirements.**

Privacy Notice. 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 \(www.pic.gov.za\)](http://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.