

25 June 2019

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

**Position: Records/Registry Clerk – X2
(Ref: RGC002, RGC003)
Job Grade: C1-C3**

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Minimum Requirements:

- Grade 12 with 2 years Office Admin experience
- Information management or Public administration degree/Diploma preferable
- Records management certificate
- Records Management experience
- Enterprise content management knowledge
- Computer Literacy: MS Office Packages

Duties:

- Ensure documents are properly filed in accordance with the approved guidelines of the National Archives Act
- Devise and maintain classification systems to store records so that they can be easily retrieved
- Undertake audits of organisational records to ensure all records are properly accounted for
- Locate and provide files upon request
- Keep track of materials removed from files and ensure these are returned to the correct files
- Liaise with units to prepare archiving of records and assist with office inspections for proper records management
- Maintain archival registers and give necessary administrative support
- Control access to the internal archive storages and assist in the indexing of documents
- 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

With the PIC having topped the R2 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: 2 July 2019

PIC is an equal opportunities employer.

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