

22 June 2023

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 position:

Position: Refreshment Coordinator/Cleaner X2

(Permanent)

Job Grade: * B1

(Ref: RFR/C002 and RFR/007)

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Grade 12 or Grade 10
- 3 years relevant experience in a similar role

Duties:

- Dust furniture, equipment, machines, partitions, walls and other related areas.
- Clean and disinfect sinks, countertops, floors, tables, chairs, refrigerators, microwaves, in restrooms, break rooms and/or kitchenettes
- Replenish supplies in restrooms, break rooms and kitchen
- Clean building floors by sweeping, vacuuming, and mopping floors
- Empty trash cans and recyclables into disposal areas
- Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Clean and polish furniture and fixtures.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Collect all paper for recycling
- Inventory control of consumables
- Ensure adequate stock of refreshments and cleaning materials
- Setup, arrange and prepare for events, meetings or functions

- Provide refreshments for meetings
- Ad hoc administrative support and assistance with the distribution of mail

Competencies and skills:

- Communication skills
- Friendly and Professional
- Delivering Results and Customer Expectations
- Organisational Skills
- Team Player
- Desire to learn and take on additional responsibilities

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: 29 June 2023

PIC is an equal opportunities employer.

Please forward the copies of your comprehensive CV's to: **Recruitment5@pic.gov.za**

***Grade range is B1-B3 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](http://www.pic.gov.za) (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.