

04 September 2024

The Public Investment Corporation SOC Limited (PIC) is an asset management firm, whose mandate is to make investments in various sectors of the economy on behalf of public sector entities. Amongst our clients are the Government Employees Pension Fund, the Unemployment Insurance Fund and the Compensation Fund. Over the years, we have grown to be amongst the top, large investment managers in South Africa and the rest of the African continent, with current assets under management at just over R2.6 trillion. At the centre of our growth is a team of self-driven professionals who are results-focused.

We are currently seeking applications from dynamic individuals for the following position:

- **Position: Refreshment Coordinator (Cleaner)**
- ***Job Grade: B1 – B3**
- **Ref: RFR/C014**
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Pretoria

Purpose of the role:

To provide cleaning, refreshments and administrative services to the PIC and its visitors to facilitate the professional image of the organization

Requirements:

- Matric;
- 3 years' experience in service environment.

Duties:

- Provide refreshments for meetings and stakeholders.
- Cleaning of open areas, meeting rooms and offices.
- Cleaning and maintenance of bathrooms and kitchens.
- Remove waste from bins and offices.
- Collect all paper to be recycled.
- Inventory control of consumables.

- Ensure adequate stock of refreshments.
- Ensure adequate stock of cleaning materials.
- Setup, arrange and prepare for events, meetings or functions.
- Ad hoc administrative support.

Competencies and skills:

- Communication skills;
- Friendly and Professional;
- Delivering Results and Customer Expectations;
- Organisational Skills;
- Team Player;
- Desire to learn.

Our firm values diversity, and excellence and is committed to the realisation of these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and willing to be part of a team that is focused on creating meaningful change, you are welcome to submit your application for this position.

Closing Date: 11 September 2024

*** Grade Range: The grade range for this position is from B1 – B3, commensurate with applicable minimum requirements.**

The PIC is an equal opportunities employer, aligning appointments with the PIC Employment Equity plan.

Please forward a copy of your comprehensive curriculum vitae to: Recruitment1@pic.gov.za

Privacy Notice: *By submitting your application, you consent to the PIC processing your personal information as per applicable laws and the PIC Privacy Policy available on the PIC website (www.pic.gov.za). You are free to withdraw your consent at any time, after which, the PIC may cease processing your application.*