

09 January 2024

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: Research Coordinator/Assistant

Job Grade: C1 – C5

(Ref: RSA001)

Salary: All-inclusive remuneration package negotiable

Division: Research and Innovation Development, Pretoria

Requirements:

- Business Diploma/Degree or relevant qualification.
- At least 3 to 5 years relevant experience in a research assistance and team coordination role.
- Strong knowledge of Microsoft Word, Excel and PowerPoint with the ability to create professional outputs from each application.
- Effective communication skills including report writing and quality assurance of all documentation and reports.

Duties:

- Provide secretarial and administrative services to the Research & Innovation team.
- Assist with departmental budgets; including invoicing processing for procurement spend
- Assist the PA to the Head of Division with arranging and coordinating logistics of complex domestic and international travel plans. Prepare detailed itineraries to ensure accuracy.
- Implement and maintain an efficient record system of all documents received.
- Prepare meeting documents, including minutes for the team.
- Manage distribution of all research documents from the team, ensuring internal process is followed and quality checks are in place.
- Project manage deliverables across different internal and external teams –including documentation and diaries.
- Manage research and knowledge management activities/database.

Competencies and skills:

- Interpersonal skills
- Planning and organizing
- Communication skills (Oral and written)

- Presentation skills
- Time Management
- Ability to deal with stress/pressure
- Ability to consolidate and summarize documents
- Data Management skills
- Attention to detail and editing

With the PIC having topped the R2.6 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: 16 January 2024

PIC is an equal opportunities employer and as such appointments will be in line with the PIC Employment Equity plan.

Please forward copies of your comprehensive CV's to recruitment4@pic.gov.za

*** Grade range is from C1 – C5 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). You are free to withdraw your consent at any time, after which, PIC may no longer be able consider your job application.