

11 November 2018

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: Fund Administrator
Job Grade: C1 – C5
Division: Investment Management
(Ref: T318)**

Salary: All-inclusive remuneration package negotiable

Centre: Public Investment Corporation, Pretoria

Requirements:

- Bachelor's Degree or equivalent;
- 1-2 investment administration experience;
- Expert knowledge of Microsoft Word, Excel and PowerPoint, Hiport System
- 1 – 2 years' experience in finance or asset management industry

Duties:

- Assist with compiling of transaction disbursements file and initial and subsequent disbursement requests – Developmental Investments portfolios;
- Preparing of client invoices for transaction participation, commitment fees etc. as and when required for Developmental Investments portfolios;
- Pre monthly and/or quarterly managements fees calculations for PIC client portfolios for submission to Finance and Investment Admin;
- Compiling of reports for review and approval by delegated persons before submission various internal stakeholders, which include but are not limited to:

- ✓ Transactions Costs Reports for Private Equity and SIPS portfolios;
- ✓ Isibaya Exposure Report for Private Equity and;
- ✓ Promoter Exposure Report;
- Assist and attend to queries, as and when directed, by Senior Manager: Investment Operations Support and GM: Investment Management;
- Assist as directed during internal, external and compliance audit on Isibaya Fund;
- Prepare disbursements memorandums for Developmental Investments portfolios and ensure that disbursements are made on time;
- Facilitate and coordinate procurement process on behalf of PIC Clients and ensure appointment of successful services providers;
- Assist with the implementation IT Projects within Isibaya Fund;
- Assist with development and maintenance of investment policies, process and procedures;
- Implement and maintain PIC filing policies, process and systems within Isibaya Fund;
- Co-ordinate and facilitated client audit confirmations;

Competencies and skills:

- Be able to work across multiple projects
- Be deadline driven
- Be an excellent communicator, verbal and written
- Be self-driven and ambitious
- Have good interpersonal skills – able to extract business information and needs from individuals at varying levels of the organisation
- Have an assertive nature
- Be customer service orientated
- Be able to operate with little supervision
- Be able to handle excessive pressure, in a fast paced environment, and work overtime when required
- Be willing to adapt to change when required

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: 16 November 2018

PIC is an equal opportunity employer.

Please email a copy of your comprehensive CV to Recruitment6@pic.gov.za

*** Grade range is from C1 – C5 commensurate with applicable minimum requirements**