

05 February 2019

**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: Assistant Company Secretary (Ethics and Compliance)**

**Job Grade: \* E1-E3**

**(Ref: ACS001)**

**Salary:** All-inclusive remuneration package negotiable

**Centre:** Public Investment Corporation, Pretoria

**Requirements:**

- Degree in Law or Finance or Equivalent
- CIS Level 4
- 5 - 7 years relevant working experience gained within a Company Secretariat environment
- Extensive knowledge and understanding of legislative requirements applicable to the PIC, including Corporate Governance principles, King IV, Companies Act and Regulations, PFMA, PAIA and POPI
- Understanding of Ethics management and Regulatory environment

**Duties:**

**Ethics management:**

- Provide guidance to the PIC to ensure compliance with applicable laws, codes and regulations
- Development, review of Ethics policies and processes
- Ensure staff are familiar with ethics related policies, processes, declaration of private interest, gifts and whistle blowing processes
- Ensure assessment of the ethics risk profile of the PIC
- Provide quarterly reports on ethics management
- Provide Legal, regulatory and Secretariat Support to the Company Secretary by:

- Promoting knowledge and providing relevant information about corporate governance
- Drafting and review of Committees Charters on an annual basis
- Providing advice and report on compliance matters
- Monitor and provide guidance for compliance with DoA and the TORs within allocated Committees
- Maintain declaration of interest and manage conflict of interest

**Company Secretariat support:**

- Ensure that accurate minutes of meetings are taken, approved and maintained for PIC's corporate records
- Promoting knowledge and providing relevant information about corporate governance
- Providing advice and report on compliance matters
- Organises and administers meetings for a portfolio of clients, producing accurate minutes, resolutions and related documents
- Provides general support to subsidiary companies, signing powers, etc.
- Drafting and maintaining of Committee Resolutions
- Compiling summary of decisions taken at meetings for submission to the Board
- Ensure that Senior Management is made aware of decisions of Committees
- Assist with administrative responsibilities within group secretariat (SPVs and GEPF subsidiaries)
- Administering remuneration of non-executive directors
- Maintain declaration of interest and manage conflict of interest

**Skills and Competencies:**

- Understanding of corporate secretariat services management
- Business writing skills
- Computer Skills
- Communication Skills
- Minute taking experience
- Administration of investee companies and nominees

**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: 12 February 2019**

**PIC is an equal opportunity employer.**

Please forward the copies of your comprehensive CV's to: **[Recruitment5@pic.gov.za](mailto:Recruitment5@pic.gov.za)**

**\*Grade range is from E1-E3 commensurate with applicable minimum requirements.**