



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Division: Protection and Security Services**. The internship programme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

**Generic requirements:**

- \*Must be between ages 18 – 35
- \*Be a South African citizen
- \*Must be in possession of Senior Certificate (Grade 12) or equivalent qualification
- \*Must have no criminal record(s)
- \*Applicants must be unemployed and never participated in any internship programme previously
- \*Applicants must be residents of the province where the post is advertised (proof of residential address to be attached)
- \*Applicants are restricted to apply for 3 positions only (to complete an application for each ref number)
- \*All application should be addressed to the correct province or head office

**Intern categories:**

**Graduate Intern:** Tertiary Qualification is required

**Student Intern:** Need practical experience in order to finalise qualification

**Matric Intern:** Senior Certificate (Grade 12) no tertiary qualification is required.

**NB: Stipend for each category will be as determined by the National Commissioner: South African Police Service**

**NATIONAL AND PROVINCIAL LEVEL**

<b>Post</b>	<b>PERSONNEL INTERN (9 POSTS)</b>	
<b>Section</b>	Human Resource Management	
<b>Location</b>	Pretoria Head Office	<b>(2 posts): Ref Number HRM1/PSS/HQ</b>
	Eastern Cape	<b>(1 post): Ref Number HRM2/PSS/EC</b>
	Free State	<b>(1 post): Ref Number HRM3/PSS/FS</b>
	Gauteng	<b>(1 post): Ref Number HRM4/PSS/GP</b>
	Kwazulu Natal	<b>(1 post): Ref Number HRM5/PSS/KZN</b>
	Limpopo	<b>(1 post): Ref Number HRM6/PSS/LP</b>
	Northern Cape	<b>(1 post): Ref Number HRM7/PSS/NC</b>
	Western Cape	<b>(1 post): Ref Number HRM8/PSS/WC</b>

**Additional Requirements:**

\*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification. Diploma/Degree in either Personnel Management or Human Resource Management or Public Management/Administration will be an added advantage

**Core Functions:**

\*Handle administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations\*Update leave files and SAPS 26 \*Register and monitor planned leave \*Prepare and assist with Z8 register \*File all documents on the relevant files \*Type letters \*Assist with messenger duties

\*Monitor receipt of project documents and peruse them for correctness \*Assist with coordination and consolidation of the section's Annual Operational Plan \*Monitor and coordinate the expiration of drivers licences \*Update electronic training database \*Assist with secretarial duties



**Post** ADMINISTRATIVE INTERN (1 POST)  
**Section** Static  
**Location** Mpumalanga  
**Ref Number** PSS9/STA/MP

**Additional Requirements:**

- \* Be in possession of a Senior Certificate (Grade 12) or equivalent qualification.
- \* Diploma/Degree in either Public Administration/ Management, Office Administration/Management will be an added advantage

**Core Functions:**

\*Assist with needs assessment and filing thereof \*Assist with documentation, record keeping and retrieving of data as per request \*Assist with preparation and finalization of specification documents for a meeting to be held \*File all signed copies of relevant documentation \* Assist with rendering administrative duties for the office



**Post** ADMINISTRATIVE INTERN (5 POSTS)  
**Section** Parliamentary and Ministerial Precincts  
**Location** Pretoria HQ, Bryntirion and PAP  
**Ref Number** PSS10/PMP/HQ

**Additional Requirements:**

- \*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification.
- \*Diploma/Degree in either Public Administration/ Management, Office Administration/Management will be an added advantage

**Core Functions:**

\*Assist with needs assessment and filing thereof \*Assist with documentation, record keeping and retrieving of data as per request \*Assist with preparation and finalization of specification documents for a meeting to be held \*File all signed copies of relevant documentation \* Assist with rendering administrative duties for the office Parliamentary and Ministerial Precincts



**Post** SUPPLY CHAIN MANAGEMENT INTERN (7 POSTS)  
**Section** Supply Chain Management  
**Location** Pretoria Head Office (1 post): Ref Number SCM11/PSS/HQ  
Eastern Cape (2 posts): Ref Number SCM12/PSS/EC  
Gauteng (1 post): Ref Number SCM13/PSS/GP  
Free State (1 post): Ref Number SCM14/PSS/FS  
Kwazulu Natal (2 posts): Ref Number SCM15/PSS/KZN

**Additional Requirements:**

- \*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification.

\*Diploma/Degree in either Supply Chain Management, Logistics, Procurement or Purchasing Management will be an added advantage

**Core Functions:**

\*Perform loss management, procurement and demand functions \*Handle office inventory tasks \*Conduct inspections on Government Property Account \*Perform filing within the section \*Handle telephone enquiries



<b>Post</b>	<b>FINANCE MANAGEMENT INTERN (11 POSTS)</b>
<b>Section</b>	Finance and Administration
<b>Location</b>	Pretoria Head Office VIP (2 posts): Ref Number FIN16/PSS/HQ/VIP
	Eastern Cape (2 posts): Ref Number FIN17/PSS/HQ/EC
	Gauteng (1 post): Ref Number FIN18/PSS/HQ/GP
	Kwazulu Natal (2 posts): Ref Number FIN19/PSS/HQ/KZN
	Limpopo (1 post): Ref Number FIN20/PSS/HQ/LP
	Mpumalanga (1 post): Ref Number FIN21/PSS/HQ/MP
	Northern Cape (1 post): Ref Number FIN22/PSS/HQ/NC
	North West (1 post): Ref Number FIN23/PSS/HQ/NW

**Additional Requirements:**

\*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification.

\*Diploma/Degree in either Accounting, Financial Management, Public Finance and Public Management will be an added advantage

**Core Functions:**

\*Processing of claims \*Perusal of overtime registers \*Handle office inventory tasks \* Handle administrative tasks regarding Finance Management \*Handle telephone enquiries



<b>Post</b>	<b>ADMINISTRATIVE INTERN (1 POST)</b>
<b>Section</b>	Security Advisory Services
<b>Location</b>	PSS Head Office
<b>Ref Number</b>	<b>PSS24/SAS/HQ</b>

**Additional Requirements:**

\* Be in possession of a Senior Certificate (Grade 12) or equivalent qualification.

\* Diploma/Degree in either Public Administration/ Management, Office Administration/Management will be an added advantage

**Core Functions:**

\*Assist with needs assessment and filing thereof \*Assist with documentation, record keeping and retrieving of data as per request \*Assist with preparation and finalization of specification documents for a meeting to be held \*File all signed copies of relevant documentation \* Assist with rendering administrative duties for the office SAS



<b>Post</b>	<b>FITNESS INSTRUCTOR INTERN (2 POSTS)</b>
<b>Section</b>	Human Resource Development
<b>Location</b>	Pretoria Head Office
<b>Ref Number</b>	<b>HRD25/PSS/HQ</b>

**Additional Requirements:**

\*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification. Group/ Fitness instructor course will be an added advantage

**Core Functions:**

\*Present Group fitness classes \*Drafting of gym programs to the members  
\*Assistance of members at the gym with using gym equipment \*Gym inspections and taking care of gym equipment \*Assist with maintenance fitness programs including fitness assessments \*General administration in fitness office.



<b>Post</b>	<b>INFORMATION TECHNOLOGY INTERN (1 POST)</b>
<b>Section</b>	Specialized and Technical Services
<b>Location</b>	Pretoria Head Office
<b>Ref Number</b>	IT26/PSS/HQ

**Additional Requirements:**

\*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification.

\*Diploma/Degree in either Information Technology

**Core Functions:**

\* Attend to assigned first line user support faults within the division \*Register assigned faults in the case register and ensure that the case register is submitted for inspection \*Process ITC application requests for equipment and network points from users \*Render in-service training and advisory services to users \*Distribution of new and replacement IT equipment received compile a distribution list \*Report faults on new or replaced IT infrastructure \*Co-ordinate the process of aligning the ARS inventory and PAS with regard to expansion, replaced, lost and boarded IT equipment \*Conduct inspection in the server and patch room within Maupa-Naga building \*Conduct ICT infrastructure audits and update the division's ICT database \*Process applications for additional software in conjunction with the provincial heads, component heads and section heads of PSS \*Manage logistical and financial resources allocated to the unit, assist personnel in personal or work related problems

**GENERAL:**

- Only the official application form for the internship programme (available on DPSA website and at all Provincial PSS building) will be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- The reference number of the post must be correctly specified on the application form.
- A Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant's ID document, Senior Certificate and all post school educational qualifications obtained must also be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or e-mailed applications will be considered.
- Applicants will be subjected to fingerprint screening and reference checking.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **22 September 2017 at 16:00**.
- If an applicant is short-listed, it can be expected of him/her to undergo a personal interview. Short-listed applicants may be subjected to security clearance.

- Correspondence will be conducted with successful interns only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
- A stipend will be paid according to proof of relevant qualification.
- Internship program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 month internship contract.

#### **ENQUIRIES:**

Lt Colonel TJ Madubanya, Tel no (012) 400 5686

Captain TI Selwane, Tel no (012) 400 5675

PAC N Mphaphuli, Tel no (012) 400 6457

#### **APPLICATIONS POSTED:**

The Divisional Commissioner: PSS, Human Resource Development, Private Bag X784, Pretoria, 0001  
(For the attention of Lt Col Madubanya)

#### **APPLICATIONS HAND DELIVERED:**

**Applications for the various posts in the respective provinces must be submitted to the following addresses:-**

#### **PSS HEAD OFFICE**

The Divisional Commissioner  
Protection and Security Services  
Private Bag X784  
Pretoria  
0001

Hand delivery:-  
Maupa Naga Building  
c/o Park and Troye Street  
Sunnyside  
Pretoria

Lieutenant Colonel Madubanya  
Capt Selwane  
PAC Mphaphuli

(012) 400-5686  
(012) 400-5675  
(012) 400-6457

#### **EASTERN CAPE**

The Provincial Head  
Protection and Security Services  
Private Bag X0056  
Bisho  
5605

Hand delivery:-  
49 Amatola road  
King Williams Town

Colonel Qotoyi  
Captain Ngqanani  
SAC Ndlebe

(043) 604-1012  
(043) 604-1164  
(043) 604-1162

#### **FREE STATE**

The Provincial Head  
Protection and Security Services  
Private Bag X20615

Hand delivery:-  
Absa Building 4<sup>th</sup> floor  
c/o Maxeke

Bloemfontein  
9300

Col Molise  
Captain Saaiman

**GAUTENG**

The Provincial Head  
Protection and Security Services  
Private Bag X650

Pretoria  
0001

Lt Col Bonga  
PO Makele

Bloemfontein

(051) 411-7054  
(051) 411-7041

Hand delivery:-  
Land Affairs Building  
C/O Bosman and Jeff  
Masemola Street  
Pretoria

(012) 353-6779  
(012) 353-6727

**KWA-ZULU NATAL**

The Provincial Head  
Protection and Security Services  
Private Bag X54302  
Durban  
4001

Colonel Smith  
Capt Naidoo  
W/O Reddy

Hand delivery:-  
143 Maritime House  
Durban

(031) 319-2008  
(031) 319-2131/2  
(031) 319 2049

**LIMPOPO**

The Provincial Head  
Protection and Security Services  
Private Bag X9560  
Polokwane  
0700

Colonel Shai  
Capt Kotze  
W/O Purcocks

Hand delivery:-  
28 c/o Market & Rabie Street  
PSS Building  
Polokwane

(015) 284-8545  
(015) 284-8546  
(015) 284 5866

**MPUMALANGA**

The Provincial Head  
Protection and Security Services  
Private Bag X11299  
Nelspruit  
1200

Colonel Thaver  
Lt Col Kemp  
PPO Cato

Hand delivery:-  
10 Paul Kruger Street  
Bester Brown Building  
2<sup>nd</sup> Floor Office No 3  
Nelspruit

(013) 756-0252  
(013) 756-0253  
(013) 756 0254

**NORTHERN CAPE**

The Provincial Head  
Protection and Security Services  
Private Bag X5006  
Kimberley  
8300

Hand delivery:-  
88 Kenilworth Street  
De Beers  
Kimberley

Colonel Sokoyi  
Lt Col Venter  
SAC Le Roux

(053) 836 9356  
(053) 836-9309  
(053) 836 9338

**NORTH WEST**

The Provincial Head  
Protection and Security Services  
Private Bag X2052  
Mafikeng  
2745

Hand delivery:-  
c/o William Dick and Sarel Eloff  
Embassy Complex  
Mafikeng

Colonel Mabe  
Capt Maleka  
W/O Dingoko

(018) 397-9015  
(018) 397-9009  
(018) 397 9009

**WESTERN CAPE**

The Provincial Head  
Protection and Security Services  
Private Bag X1  
Stalplein  
8015

Hand delivery:-  
121 Plein Street  
Garmour House  
Cape Town

Colonel Brand  
Lt Col Jacobs

(021) 467-6518  
(021) 506 2129

**We welcome applications from persons with disAbilities**

