



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Division: Financial Management and Administration**. 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 an 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)

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 LEVEL: PRETORIA

Post ADMINISTRATIVE INTERN (2 posts)

Section Loss Management

Location Head Office, Pretoria, Gauteng

Ref Number FMA4

Additional Requirements:

*Be in possession of a Diploma/Degree in either Financial Management or Accounting

Core Functions:

* Conduct inspections to evaluate compliance with Loss Management norms and standards and data integrity on loss control systems in accordance with programme operational indicators and annual targets.

*Evaluation of processes and procedures pertaining to civil claims Against the State.



Post ADMINISTRATIVE INTERN (3 posts)

Section Document Centre Management

Location Head Office, Pretoria, Gauteng

Ref Number FMA5

Additional Requirements:

*Be in possession of a NQF 6 Diploma/Degree in the field of Administration/Records Management or any related qualification

Core Functions:

- *Receive and record incoming and internally post/correspondence documents.
- *Categorize and classify post/ correspondence and documents.
- *Dispatch and distribute post/correspondence documents.
- *Provide a reference services for officially registered files and other documentation.
- *Attend and deal with telephone and other related enquiries.
- *Update and maintain file/record registers and database.
- *Register and update files/records on computerized systems.
- *Diarise/record and maintain bring forward (bf) system.
- *Review and dispose outdated files/records.
- *protect integrity and evade unauthorized access of files/ records.

Post ADMINISTRATIVE INTERN (3 posts)
Section Document Centre Management
Location Head Office, Pretoria, Gauteng
Ref Number FMA6

Additional Requirements:

- *No additional requirements. (Must meet the generic requirements)

Core Functions:

- *Receive and record incoming and internally post/correspondence documents.
- *Categorize and classify post/correspondence and documents.
- *Dispatch and distribute post/correspondence documents.
- *Provide a reference services for officially registered files and other documentation.
- *Attend and deal with telephone and other related enquiries.
- *Update and maintain file/ record registers and database.
- *Register and update files/ records on computerized systems.
- *Diarise/ records and maintain bring forward (bf) system.
- *Review and dispose outdated files/records.
- *Protect integrity and evade unauthorized access of files/ records.



Post ADMINISTRATIVE INTERN (2 posts)
Section Administration Services
Location Head Office, Pretoria, Gauteng
Ref Number FMA7

Additional Requirements:

- *Be in possession of a NQF 6 Diploma/Degree legal-related qualification

Core Functions:

- *Registration functions.
- *Dispatch and receive documents to and from the sub-section.
- *Administer the use and maintenance of the fax machine used by the sub section.
- *The co-ordination and preparation of training material for information sessions and workshops.
- *Assist with intervention in requests for access to records or internal appeals.

GENERAL:

- Only the official application form for the internship programme (available on DPSA website and at SAPS Official website) 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 **2017-09-22 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.

NATIONAL OFFICE:

Applications Must Be Posted To:

Captain E Mpembe
 Division: Financial Management and Administration
 Private Bag X94
 Pretoria
 0001

Hand Delivered To:

SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria

Enquiries Can Be Directed To

Captain E Mpembe; PO NB Shirindza; PO BA Malesa (012) 393 2894/1620/2273

We welcome applications from persons with disAbilities 