



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Organisational Development: Head Office**. 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, was never employed in field of the post and never participated in an internship programme in the relevant field of the post 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 WORKSTUDY INTERN (5 posts)
Section Organisational Development
Location Pretoria CBD, Gauteng
Ref Number OD/1

Additional Requirements:

*Be in possession of a Diploma/Degree (NQF6/7/8) in Management Services/Work study/Organisational Development/Industrial Engineering/Operational Management/ GIS

Core Functions:

*Provide assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy.

*Provide assistance in the development and maintenance of organisational, functional and post structures for police stations, and an application to calculate the theoretical human resources requirements (THRR) for police stations

*Provide assistance in the maintenance of the Fixed Establishment database for SAPS according to approved work study investigations recommendations

*Provide assistance in the development of Business process re-engineering of existing and future business processes and procedures, and design and review forms and registers according to business processes.

GENERAL:

- Only the official application form for the internship programme (available on DPSA website and SAPS 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 16h00**.
- 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:

Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091

Warrant Officer S Ndhlovu, Tel no. (012) 393 4500

PO MP Kgaloshi, Tel no. (012) 393 3213

APPLICATIONS POSTED:

The Section Head: Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.

(For attention Lieutenant Colonel MS Mmamadisha)

APPLICATIONS HAND DELIVERED:

The Section Head: Corporate Support, Opera Plaza, Annex Building, Pretorius Street, Pretoria.

Application must be dropped into the box available at the reception area.

We welcome applications from persons with disAbilities 