



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at Division: Personnel Management .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 OCCUPATIONAL INCIDENTS INTERNS (8 posts)
Section Absenteeism and Medical Administration
Location Head Office
Ref Number PM1

Requirements:

*Be in possession of grade 12 or Diploma/Degree in Personnel Management, Human Resource Management, Public Management or Administration, Office Management

Core Functions:

- Handle administrative and approve all injury and illness board
- Administer outstanding injury and illness boards
- Control injury on duty claims of primary customers
- Injury on duty telephonic and walk-in enquiries attended
- Receive and process all documentation and accounts pertaining to injury on duty
- Process all accounts pertaining to IOD as per minimum requirement for services rendered and
- Render support services to Senior Management



Post HUMAN RESOURCE: INTERNS (1 post)

Section Human Resource Utilization
Location Head Office
Ref Number PM2

Requirements:

* Be in possession of grade 12 or Diploma/Degree in Personnel Management, Human Resource Management, Public Management or Administration, office Management

Core Functions:

- Administer and maintain the Performance Management Process and Job Description in the Division
- Co-ordinate HR Planning and Utilization as well as Employment Equity
- Support in Human Resource Management Activities when required and
- Administer and control the human ,physical and financial resources of the subsection

Post **SERVICE TERMINATION INTERNS (9 posts)**

Section Service Termination
Location Head Office
Ref Number PM3

Requirements:

* Be in possession of grade 12 or Diploma/Degree in Personnel Management, Human Resource Management, Public Management or Administration, office Management

Core Functions:

- Administer exit documents
- Administer the preparation of the Z102 files for capturing
- Administer the monitoring of service Termination and rejected cases



GENERAL:

- Only the official application form for the internship programme (available on DPSA website and at all Provincial SAPS Garages) 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.

ENQUIRIES:

Colonel GS Nkabinde Tel no (012) 393 2941

Lieutenant Colonel BP Maluleke Tel no (012) 393 1563

Captain B Boshomane Tel no. (012) 393 4390

Captain Wood Tel (012) 393 1089

AC Draaier Tel (012) 393 2615

APPLICATIONS POSTED:

The Divisional Commissioner: Personnel Management Human Resource Management (Training),
Private Bag X94, Pretoria, 0001

APPLICATIONS HAND DELIVERED:

The Divisional Commissioner: Personnel Management, 231 Pretorius Street, Watchuis Building Pretoria
(For the attention of Lt Col Maluleke/ Captain Boshomane)

We welcome applications from persons with disAbilities 