



The South African Police Service hereby invites unemployed youth who conform to the generic 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: HEAD OFFICE.**

**Post** PSYCHOLOGY INTERN (2 posts)  
**Section** Psychological Services  
**Location** Pretoria, Head office  
**Ref Number** PM1

**Additional Requirements:**

\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence.

**Core Functions:**

- The intern must have adequate knowledge and understanding of psychometrics, testing and assessment.
- Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing.
- Have appropriate communication and interpersonal skills.
- Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis.



**Post** SOCIAL SCIENCE INTERN (3 posts)  
**Section** Quality of Work Life  
**Location** Pretoria, Head Office  
**Ref Number** PM2

**Additional Requirements:**

Be in possession of a Bachelor's Degree in Social Sciences or Bachelor's Degree in Social Work

**Core Functions:**

- Assist with continuous implementation of the HIV and AIDS Workplace programme in order to facilitate the reduction and prevention of new infections and promote a positive living, a well-balanced life style for the SAPS organization, employees and their immediate families.
- Ensure accessibility and availability of Wellness Testing Services (HCT)
- Assist in the development and management of the HIV and AIDS Business and Operational Plans for National and Provincial Office



**Post** SOCIAL WORKER INTERN (3 posts)  
**Section** Social Work Services  
**Location** Pretoria, Head office  
**Ref Number** PM3

**Additional Requirements:**

\*Be in possession of a Diploma/Degree in Social Work, valid registration with South African Council of Social Service Professions (SACSSP) and (paid up fees for the 2017/2018). Knowledge of welfare legislation and policies. Must be prepared to work in a multi-disciplinary team. Ability to market Social Work Services.

**Core Functions:**

- Render Social Work Services Client –focus assessments. Render group work and community services to the client system by means of restorative, promote work person and workplace interventions.
- Execute Social Work administrative practices. Render Social Work Services within multi-disciplinary approach with relevant stakeholders.



**Post OCCUPATIONAL HEALTH NURSE INTERN (3 posts)**

**Section** Quality of Work Life  
**Location** Pretoria, Head office  
**Ref Number** PM3

**Additional Requirements:**

Be in possession of a National Diploma/B Tech in Occupational Health

**Core Functions:**

- Ensure the continuous implementation of the HIV and AIDS (TB & STI) Workplace Programme in order to facilitate the reduction and prevention of new infections and promote positive living, a well-balanced life-style for the SAPS organisation, employees and their immediate families.
- Ensure accessibility and availability of Wellness Testing services (HCT).
- Provide support on MIAC cases to ensure effective implementation of MIAC activities.
- Assist in the coordination, implementation of the medical surveillance trends for high risk and all employees within SAPS
- Assist in the coordination of occupational Health activities in collaboration with other divisions within Head office, e.g. SHE, HRU, HRP, IOD, ill-health, absenteeism, etc.
- Assist with report preparation and writing for the MIAC, Internal Health Risk Management
- Assist with secretariat duties of the National wellness strategic forum



**Post HUMAN RESOURCE: INTERN (2 posts)**

**Section** Quality of Work Life  
**Location** Pretoria, Head office  
**Ref Number** PM4

**Additional Requirements:**

Be in possession of a NQF level 6, Human Resource Management, Public Admin, Administration Management, Business Management and National Certificate in Management Assistance, HRM.

**Core Functions:**

- Co-ordinate the administration of meetings / workshops for the Section Head: Support Services.
- Render administration support function.
- Manage of all registers and resources within the section
- Keep record of all expenditures relating to the budget of the Section Head
- Support the section in coordinating the events, meetings and workshops.



**Post OCCUPATIONAL THERAPIST INTERN (2 posts)**

**Section** Quality of Work Life

**Location** Pretoria, Head office

**Ref Number** PM5

**Additional Requirements:**

\*Be in possession of a Diploma/Degree in Occupational Therapy

**Core Functions:**

- Support in the creation of a barrier free work environment for persons with disabilities.
- Ensure the creation of equal opportunities for persons with disabilities.
- Promote a non-discriminatory, caring and supportive environment for employees with disabilities
- Ensure the mainstream of disability matters within the SAPS.
- Monitor and evaluate all disability management programmes and projects to measure impact.
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**PROVINCIAL LEVEL: GAUTENG PROVINCE**

**Post PSYCHOLOGY INTERN (2 posts)**

**Section** Psychological Services

**Location** Gauteng

**Ref Number** PM6

**Additional Requirements:**

\* Prerequisite of internship programme:

\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence.

**Core Functions:**

- The intern must have adequate knowledge and understanding of psychometrics, testing and assessment.
- Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing.
- Have appropriate communication and interpersonal skills.
- Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis.



## **PROVINCIAL LEVEL: EASTERN CAPE PROVINCE**

**Post** PSYCHOLOGY INTERN (2 posts)

**Section** Psychological Services

**Location** Eastern Cape

**Ref Number** PM7

**Additional Requirements:**

\* Prerequisite of internship programme:

\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence.

**Core Functions:**

- The intern must have adequate knowledge and understanding of psychometrics, testing and assessment.
- Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing.
- Have appropriate communication and interpersonal skills.
- Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis.



## **PROVINCIAL LEVEL: MPUMALANGA PROVINCE**

**Post** PSYCHOLOGY INTERN

**Section** Psychological Services

**Location** Mpumalanga

**Ref Number** PM8

**Additional Requirements:**

\*Prerequisite of internship programme:

\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence.

**Core Functions:**

- The intern must have adequate knowledge and understanding of psychometrics, testing and assessment.
- Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing.
- Have appropriate communication and interpersonal skills.
- Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis.

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## **PROVINCIAL LEVEL: NORTH WEST PROVINCE**

**Post** PSYCHOLOGY INTERN (3 posts)  
**Section** Psychological Services  
**Location** North West  
**Ref Number** PM9

### **Additional Requirements:**

\* Prerequisite of internship programme:

\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence.

### **Core Functions:**

- The intern must have adequate knowledge and understanding of psychometrics, testing and assessment.
- Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing.
- Have appropriate communication and interpersonal skills.
- Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis.



## **PROVINCIAL LEVEL: KWA ZULU NATAL PROVINCE**

**Post** PSYCHOLOGY INTERN (6 posts)  
**Section** Psychological Services  
**Location** Kwa Zulu Natal  
**Ref Number** PM10

### **Additional Requirements:**

\* Prerequisite of internship programme:

\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence.

### **Core Functions:**

- The intern must have adequate knowledge and understanding of psychometrics, testing and assessment.
- Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing.
- Have appropriate communication and interpersonal skills.
- Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis.



**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.

**APPLICATION CAN BE SENT TO**

The Divisional Commissioner: Personnel Management, Employee Health and Wellness,  
Private Bag X94, Pretoria, 0001

**APPLICATIONS HAND DELIVERED:****Head Office**

The Divisional Commissioner: PM,231 wachthuis building, Pretorius Street, Pretoria

**Enquiries:**

Lt Col BP Maluleke Tel no (012) 393 1563  
Captain B Boshomane Tel no (012) 393 4390  
Ms W khawula, Tel no (012) 393 5255  
Colonel Mokgethi Tel no 076 163 4327

**Gauteng**

17 Empire Road Parktown, Johannesburg  
Lt Col G Nothnagel 082 413 1898

**North West**

Peter Mokaba Street, Die Meent Building, 1<sup>st</sup> Floor Office no 114, opposite Potchefstroom  
Magistrate Court  
Captain RR Netshidzivhani cell 082 492 5049

**Kwa Zulu Natal**

40 Dr AB Xuma Street, Durban  
Lt Colonel R Botha Tel no (031) 310 6374/28

**Mpumalanga**

30 Brown Street, 5<sup>th</sup> Floor Nedbank Building, Nelspruit  
Lt Col A Chrissopoulos 082 970 5820

**We welcome applications from persons with disAbilities** 