



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Component: Programme and Project Management: 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: HEAD OFFICE: PRETORIA

Post	Project Management Administrative Intern
Section	Project Management and implementation Support
Location	Lynnwood, Pretoria, Gauteng
Ref Number	PPM2

Additional Requirements:

*Be in possession of either a Degree in Business Management/ Project Management Programme/ Project Management *Certificate Short Course in Business Management

Skills:

*Writing, *Communication, *Computer, *Typing

Ability:

*To use MS Office (Word, PowerPoint and Excel, etc.) and work under pressure.
*Communicate both verbally and in writing.

Core Functions:

*Assist project managers and facilitators with a wide range of general office and administrative support including typing, filing, taking minutes, making travel

arrangements, organizing events, meetings and workshops.

*Assist with general in accordance with SAPS Project Management policy, methodology and templates.

*Prepare project status reports as required.

*Track projects on PPM system including updates of project plans as required.

*Assist with the maintenance and administration of SharePoint Portal.

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.
- Recommended candidates will be expected to sign a 12 month internship contract.
- Internship program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

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 