



The South African Police Service hereby invites unemployed youth who conform to the generic requirements for a twelve-month internship programme at **Strategic 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 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 STRATEGIC MANAGEMENT GRAPHIC DESIGNER INTERN (1 post)
Section Strategic Management
Location Pretoria: Head Office
Ref Number SM1

Additional Requirements:

*Be in possession of either a Diploma/Degree (NQF 6/7/8) in Graphic Design

Core Functions:

*Handle Graphic Design tasks



Post STRATEGY DEVELOPMENT AND IMPLEMENTATION SUPPORT INTERN (1 post)
Section Strategic Management
Location Pretoria: Head Office
Ref Number SM2

Additional Requirements:

*Be in possession of either a Diploma/Degree (NQF 6/7/8) in Public Management Administration.

Core Functions:

*Providing support for the development and implementation for the Service Delivery

- Improvement Programme (SDIP) through:
- *Assist with analyse and interpret key government policies related to service delivery improvement.
 - *Provide support to coordinate the integration of service delivery improvement initiatives into the strategic management processes.
 - *Assist with the administrative duties regarding the development, facilitation, implementation and monitoring of the service delivery improvement plans in the broader SAPS.
 - *Assist the section to provide support through learning networks and best practices in the implementation of the Service Delivery Improvement Programme (SDIP)



Post STRATEGY DEVELOPMENT AND IMPLEMENTATION SUPPORT INTERN (1 post)
Section Strategic Management
Location Pretoria: Head Office
Ref Number SM2

Additional Requirements:

- *Be in possession of either a Diploma/ Degree (NQF 6/7/8) in Strategic Management /Business Management with Research as module or subject.

Core Functions:

- *Provide support in compiling strategies and plans.
- *Conduct research regarding the relevant topic at hand.
- *Assist to arrange work sessions.
- *Assist with the design and layout of strategies and plans (IT functions).
- * Prepare, maintain and update the electronic strategy database.
- *Prepare, maintain and update the Portfolio of evidence.
- *Assist to analyse and interpret key government policies/prescripts/legislation impacting on the strategic direction of the SAPS in the development of business level strategies.
- *Assist in the administration regarding the facilitation for the development of business level strategies and high-level plans in support of the strategic direction of the SAPS.
- *Assist in the administrative duties surrounding the coordination and facilitation of the business units in problem identification, problem solving methodologies and techniques in the development of business level strategies.
- *Assist to provide support through learning networks and best practices in the implementation of business level strategies.



Post MONITORING AND EVALUATION INTERN (1 post)

Section Strategic Management
Location Pretoria: Head Office
Ref Number SM3

Additional Requirements:

- *Be in possession of either a Diploma/Degree (NQF 6/7/8) in Monitoring Systems (Spreadsheet, Database and M&E System Development)

Core Functions:

- *To assist in the rendering of a performance monitoring mechanism in the SAPS.
- *To assist in the development of a performance monitoring dashboard by utilising all MS products.

- *To assist in the compilation of ad-hoc performance reports utilising all MS products.
- *To assist in the administration of the Efficiency Index System by:
 - *Monitoring all performance screens for functionality and accuracy;
 - *To report and register system related faults; and
 - *To provide administrative and system support to all users



Post **MONITORING AND EVALUATION INTERN (2 posts)**
Section Strategic Management
Location Pretoria: Head Office
Ref Number SM3

- Additional Requirements:**
- *Be in possession of either a Diploma/Degree in Conducting Research/Evaluations according to Departmental Evaluation Plan (DEP)
- Core Functions:**
- *Assist with the coordination and facilitation of the development of a 3 year Departmental Evaluation plan (DEP).
 - *Assist with facilitating and coordinating the annual assessment of the Management Performance Assessment Tool (MPAT) 1.7 Cycle.
 - *Assist in coordinating the National Evaluation Plan (NEP).
 - *Assist in providing performance information reports.
 - *Assist in providing assistance in the compilation of the 2016/2017 Annual report.



Post **STRATEGIC PLANNING AND ANALYSIS INTERN (1 posts)**
Section Strategic Management
Location Pretoria: Head Office
Ref Number SM4

- Additional Requirements:**
- *Be in possession of B Com-Communications (Research Methodology/Business writing skills/Report writing)
- * Core Functions:**
- *Assist with the compilation and coordination of Strategic and Annual Performance Plans.
 - *Assist with the compilation of reports, letters and presentations.
 - *Handle administrative tasks relating to Strategic Planning & Analysis.



Post **STRATEGIC PLANNING AND ANALYSIS INTERN (1 post)**
Section Strategic Management
Location Pretoria: Head Office
Ref Number SM4

- Additional Requirements:**
- *Be in possession of either a Diploma/ Degree (NQF 6/7/8) in Information Technology
- Core Functions:**
- *Assist with the development of databases.
 - *Assist with graphic design and layout.
 - *Assist with the compilation of reports, letters and presentations.

- *Handle administrative tasks relating to Strategic Planning and Analysis.
- *Perform analysis on historical data and transform into management information.

GENERAL:

- Only the official application form for the internship programme (available on DPSA 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 Ndlovu 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:

Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Pretorius Street, Pretoria. Applications must be dropped into the box available at the reception area.

We welcome applications from persons with disAbilities 