



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Component: Corporate Communication and Liaison**. 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
- *Applicants must be unemployed and never participated in an internship programme previously
- *Applicants must be residing in Gauteng Province (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 : LANGUAGE PRACTITIONER INTERN (4 posts)
Section : Internal Communication
Location : Head Office, Pretoria, Gauteng
Ref Number : CCL1

Additional Requirements:

- *Be in possession of a Diploma in Language Practice or Degree in Languages

Core Functions:

- *Translate, edit, interpret and transcribe from English to Afrikaans and or African languages and vice versa.



Post : HERITAGE SERVICES INTERN (2 posts)
Section : Heritage Services
Location : Head Office, Pretoria, Gauteng
Ref Number : CCL2

Additional Requirements:

- *Communication Science, Museology, Art History, Tourism, Archives, and or Fine Arts.

Core Functions:

*Carry tour guide duties for Museum Visitors. Prepare and setup Historical exhibitions at the Museum. Inform and educate the public on the organisational changes in the SAPS. Assist clients visiting the Museum Archives with research. Maintain a proper record and filing of artefacts and collection documents.



Post : DESIGN INTERN (2 posts)

Section : Community and Stakeholder Relations
Location : Head Office, Pretoria, Gauteng
Ref Number : CCL3

Additional Requirements:

*Be in possession of a Diploma/Degree in Graphic Design

Core Functions:

*Meeting clients to discuss the business and design objectives and requirements of the job. Interpreting the client's business needs and developing a concept to suit their purpose. Estimating the time required to complete the work. Think creatively to produce new ideas and concepts. Use innovation to redefine a design brief within the constraints of cost and time. Present finalised ideas and concepts to managers. Work with a wide range of media, including photography and computer-aided design. Contributing ideas and design artwork to the overall brief. Demonstrate illustrative skills with rough sketches. Work on layouts and artwork pages ready for print. Keep abreast of emerging technologies in new media, particularly design programs such as InDesign, Illustrator, Photoshop and Acrobat. Develop interactive design. Work as part of a team with other designers. Assist with general administration duties on projects in the Project Office



Post : EVENTS AND PROTOCOL INTERN (2 posts)
Section : Community and Stakeholder Relations
Location : Head Office, Pretoria, Gauteng
Ref Number : CCL4

Additional Requirements:

*Be in possession of either a Degree in Communication Science/ National Diploma in PR/ Certificate in Event Management/Protocol course.

Core Functions:

*Event management and Protocol services



Post : EXHIBITION INTERN (2 posts)
Section : Community and Stakeholder Relations
Location : Head Office, Pretoria, Gauteng
Ref Number : CCL5

Additional Requirements:

*No Additional Requirements (must meet generic requirements)

Core Functions:

*Assist with assembling and dismantling exhibition material at various provinces, shows and events. Keep storeroom tidy. Ensure that exhibition material is well maintained and readily available



Post : **FILM AND TELEVISION (1 post)**
Section : **Publication and Broadcast Communication**
Location : **Head Office, Pretoria, Gauteng**
Ref Number : **CCL6**

Additional Requirements:

*Any Film and Television related qualification

Core Functions:

*Handle and process shooting requests from production companies. Liaise with production companies regarding the progress and or outcome of their request. Ensure that members requested to assist with shoots are informed of the shooting schedule. Keep and maintain a register of requests versus shoots. Always ensure at shoots that SAPS Standards and procedures are strictly adhered to. Monitor television programmes where SAPS is projected in storylines. Assist with rendering administrative support duties.



Post : **RESEARCH AND SCRIPTWRITING INTERN (1 post)**
Section : **Broadcast**
Location : **Raslow, Wierda Park, Pretoria, Gauteng**
Ref Number : **CCL7**

Additional Requirements:

*Be in possession of a Diploma/Degree in Film production and Scriptwriting

Core Functions:

Handle the research process in the production of When Duty Calls and related external inserts. Assist producers with researching of stories and writing of scripts. Participate in the Pre-production of the TV programme. Ensure that presenter scripts are scripted, edited and approved before recording.



GENERAL:

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