



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-(12) months internship programme at **Division: Detective Service**. 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 form for each ref number)

Intern categories: Graduate Intern: Tertiary Qualification is required
 Student Intern: Need practical experience in order to finalise qualification

NB: Stipend for each category will be as determined by the Section Head: ETD Skills Development: South African Police Service

DETECTIVE SERVICE: HEAD OFFICE

Post PERSONNEL OFFICER STUDENT INTERN (01 POST)
Section Human Resource Management
Ref No DS 8/2018
Location Division: Detective Service

Additional Requirements:

Be in possession of a N6 Certificate in Human Resource Management/Human Resource Development/Labour Relations/ Business Management/Public Management/Management Assistant

Core Functions:

*Assist with general office administration. *Typing letters, memorandums, reports, making copies, taking minutes in meetings when requested. *Administration of filing system.



Post ADMINISTRATIVE STUDENT INTERN (01 POST)
Section Financial and Administration Services
Ref No DS 9/2018
Location Division: Detective Service

Additional Requirements:

Be in possession of a N6 Certificate in Financial Management/Accounting Management/ Public Management.

Core Functions:

Assist with general office administration for the Section Finance and Administration Services.

*Assist with the payment of telephone accounts and cell phone accounts. *Administration of booking of flights and accommodations. * Typing letters, memorandums, reports, making copies, taking minutes in meeting when requested.

GENERAL:

- Only the official application form for the internship programme (**available on the 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 and ***proof of residence**.
- 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 ***only certificate of qualifications will be accepted, and not a statement of results**.
- 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 30 November 2018 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 2 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 twelve (12) months internship contract.
- Internship programme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

Applications must be hand delivered or mailed to the relevant office as indicated below:

Division: Detective Service, South African Police Service,
Private Bag X 302
Pretoria
0001

Hand delivered for the attention of Captain Mboweni:

Wachthuis Building
Francis Baard Street
Pretoria
At the entrance of Division: Detective Service.

Enquiries can be directed to

Lieutenant Colonel J Enslin 012 393 1633
Captain PP Mboweni 012 393 4478
PO TS Kgwedi 012 393 1277
PO NT Lehapana 012 393 1968.

We welcome applications from persons with disAbilities 