



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Division: Human Resource Utilisation**. 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 PERSONNEL INTERN
Section Human Resource Management
Location Hatfield, Pretoria, Gauteng
Ref Number HRU1

Additional Requirements:

- * No Additional Requirements (must meet generic requirements)

Core Functions:

- * Update leave files and SAPS 26
- *Register and monitor planned leave
- *Prepare and assist with Z8 register
- *File all documents on the relevant files
- * Administer Service Termination files.



Post SUPPLY CHAIN MANAGEMENT INTERN
Section SCM
Location Hatfield, Pretoria, Gauteng
Ref Number HRU2

Additional Requirements:

- * No Additional Requirements (must meet generic requirements)

Core Functions:

*Perform Supply Chain Management related functions Acquisition, Fleet Management, Moveable Government Property *Facility management * Loss management



Post FINANCE & ADMINISTRATION INTERN
Section Finance
Location Hatfield, Pretoria, Gauteng
Ref Number HRU3

Additional Requirements:

* No Additional Requirements (must meet generic requirements)

Core Functions:

*Obtain and distribute personnel telephone accounts. *Record telephone account payments and maintain activation of telephone lines. *Request travel/accommodation quotes and complete itineraries. *Obtain financial authorization to travel/accommodation and confirm reservations. *Prepare travel expense claims and monitor invoices/payments. *Assist with the budget monitoring



CAREER DEVELOPMENT INTERN (2 posts)

Section Career Pathing & Job Description
Location Hatfield, Pretoria, Gauteng
Ref Number HRU4

Additional Requirements:

* No Additional Requirements (must meet generic requirements)

Core Functions:

*Develop, implement & maintaining generic job description *Conduct Job Description training & Inspections *Develop, implement and maintain generic standardized job titles linked to occupations. *Develop, implement and maintain generic standardized job titles linked to occupations. *Develop career paths based on occupations



Post DIVERSITY INTERN
Section Employment Equity
Location Hatfield, Pretoria, Gauteng
Ref Number HRU5

Additional Requirements:

* No Additional Requirements (must meet generic requirements)

Core Functions:

*Obtain and distribute personnel telephone accounts. *Record telephone account payments and maintain activation of telephone lines. *Request travel/accommodation quotes and complete itineraries. *Obtain financial authorization to travel/accommodation and confirm reservations. *Prepare travel expense claims and monitor invoices/payments.



Post HR OPTIMISATION INTERN (2 posts)
Section HR Optimisation
Location Hatfield, Pretoria, Gauteng
Ref Number HRU6

Additional Requirements:

*Be in possession of a Diploma/Degree in Human Resource Management

Core Functions:

*Develop, Implement & Maintain HR Utilisation templates *Monitor Personnel Utilisation & placement *Monitor & evaluate effective implementation of HR Utilisation templates *Research & Develop HR Utilisation templates for Division, Components & Provinces.

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:

Lt Colonel TR Motsepa Tel no (012) 432 7814
SAC NY Phahlane Tel no (012) 432 7641

AC ESB Ndlovu Tel no (012) 432 7576

APPLICATIONS POSTED:

The Divisional Commissioner: HRU, Human Resource Utilisation, Private Bag X94, Pretoria, 0001 (For the attention of Lt Col Motsepa)

APPLICATIONS HAND DELIVERED:

The Divisional Commissioner: HRU: Tulbagh Building Post Park North 1234 cnr Stanza Bopape & Jan Shoba street Hatfield, Pretoria 0001 (For the attention of Lt Col Motsepa)

We welcome applications from persons with disAbilities 