



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme in the **Eastern Cape**. The internship programme is part of the National Human Resource Development Strategy and the National Skills Development strategy.

Generic requirement:

- *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 determined by the National Commissioner: South African Police Service.

PROVINCIAL LEVEL: EASTERN CAPE

Post	ADMINISTRATIVE GRADUATE INTERN (08posts)	
Section	Communication	
Location	04 post Provincial Office, Zwelitsha, Eastern Cape,	Ref Number: EC 01/2018
	01 post East London communication	EC 02/2018
	01 post Mdantsane communication	EC 03/2018
	01 post Grahamstown communication	EC 04/2018
	01 post Port Elizabeth communication	EC 05/2018

Additional Requirements:

*Be in possession of a Diploma/Degree in either journalism, graphic designer, language practitioner or media studies communication and public relations

Core Functions:

- *Conduct inspections to evaluate compliance with Loss Management norms and standard and data integrity on loss control systems in accordance with Programme operational indicators and annual targets.
- *Evaluation of processes and procedures pertaining to civil claims Against the State.

Post	ADMINISTRATIVE GRADUATE INTERN (06 posts)
Section	Human Resource Utilisation (HRU)
Ref Number	EC 06
Location	Provincial Office, Zwelitsha, Eastern Cape,

Additional Requirements:

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

Core Functions:

- *Capture and approve performance, conduct audit to stations, administer Correspondence and files, handle pay progression enquiries, compile stats and compliance of stations on correctness of job titles

Post ADMINISTRATIVE GRADUATE INTERN (02 posts)
Section Human Resource Development (HRD)
Ref Number EC07
Location Provincial Office, Zwelitsha, Eastern Cape

Additional Requirements:

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

Core Functions:

*Assist with the implementation of workplace skills plan, compile training Committee meetings, manage the administration of bursaries, capturing of Courses on TAS, assist with drafting and implementation of training plan, Assist with requisition of suppliers and filling of course files. Assist with Financial reconciliation.

Post ADMINISTRATIVE GRADUATE INTERN (01 post)
Section Legal Services
Ref Number EC08/2018
Location Provincial Office, Zwelitsha, Eastern Cape

Additional Requirements:

*Be in possession of a Diploma/Degree in LLB

Core Functions:

*Perusal of application for state defence, drafting of legal opinions, conduct legal research, attend to losses in terms of PMFA.

Post ADMINISTRATIVE GRADUATE INTERN (03 posts)
Section Organisational Development (OD)
Ref Number EC09/2018
Location Provincial Office, Zwelitsha, Eastern Cape

Additional Requirements:

*Be in possession of a Diploma/Degree in Management Services and or Operations Management.

Core Functions:

*Feasibility studies for opening and closing of police stations /units, procedure and process modelling , time studies , work measurement and or activity Sampling.

Post	ADMINISTRATIVE GRADUATE INTERN (08 posts)		
Section	Personnel Management (EHW)		
Location	Provincial Office, Zwelitsha, Eastern Cape.	Ref Number	EC 10/2018
	04 post PHO Zwelitsha		EC 11/2018
	01post EHW Mount Road		EC 12/2018
	01 post EHW Queenstown		EC 13/2018
	01 post EHW Mount Fletcher		EC 14/2018
	01 post EHW Mthatha		EC 15/2018

Additional Requirements:

*Be in possession of a Diploma/Degree in either Social Work and or Project Management

Core Functions:

*render professional counselling to SAPS members and their families, conduct Necessary trauma management services to SAPS members, assist with the Implementation of HIV/AIDS programme within the SAPS, Project Management will assist with compiling and consolidation of B/plans, assist in the Budget utilisation distribution of cluster needs, assist with presentation and Organising of events, assist in registering members on data base, assist in

Liaison with cluster and EHW.

Post ADMINISTRATIVE STUDENT INTERN (02 posts)
Section Operational Response Services (ORS)
Location Provincial Office, Zwelitsha, Eastern Cape,
Ref Number EC 16/2018

Additional Requirements:

*Be in possession of N6 in Human Resource Management

Core Functions:

*Report writing, data capturing, and filling, weekly, monthly, quarterly and annual reports.

Post ADMINISTRATIVE STUDENT INTERN (01 post)
Section Human Resource Development (HRD)
Location Sunnyside HRD Centre, Port Elizabeth, Eastern Cape,
Ref Number EC 17/2018

Additional Requirements:

- Be in possession of N6 in Human Resource Management

Core Functions:

*Provide administrative and clerical support to personnel, assist with HRM matters, and assist with administration duties pertaining to capturing of courses on TAS and requisition of suppliers, assist with efficient finance and absenteeism management.

Post	ADMINISTRATIVE STUDENT INTERN (07 posts)		
Section	Financial Services	Reference	
Location	01post Alice		EC18/2018
	01 post Mdantsane		EC19/2018
	01 post Butterworth		EC20/2018
	01 post Mthatha		EC21/2018
	01post Cradock		EC22/2018
	01 post Cofimvaba		EC23/2018
	01 post Mount Ayliff		EC24/2018

Additional Requirements:

*Be in possession of N6 Financial Management

Core Functions:

*Processing of claims for suppliers, administration of telephone accounts, administration of salary advance, tax related issues, debt-active and debt ex members

Post ADMINISTRATIVE MATRIC INTERN (05 posts)
Section Provincial Office, Zwelitsha, Eastern Cape
Reference EC25/2018
Location SCM Stores

Additional Requirements:

*Be in possession of Matric or Grade 12 certificate

Core Functions:

*Store keeping and management, counting of stock, loading and offloading of trucks, receiving, issuing and packaging of stock.

Post ADMINISTRATIVE MATRIC INTERN (05 posts)
Section Provincial Office, Zwelitsha, Eastern Cape
Reference EC26/2018
Location Crime Prevention /Social Crime

Additional Requirements:

*Be in possession of Matric or Grade 12 certificate

Core Functions:

*General administration duties, initiation of programmes, CPF photocopying and faxing

GENERAL:

- Only the official application form for the internship programme (available on DPSA website and at SAPS Official 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 emailed 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 2017-11-24 at 16:00.
- 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 programme in SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 months internship contract.

PROVINCIAL OFFICE:

Applications Must Be Posted To:

South African Police Service
Human Resource Development
Private Bag x7471
King William's Town
5600

Hand Delivered To:

Lt Col Gcadana
Provincial Commissioner
Human Resource Development
Office no 10 Block K
Buffalo Road
King William's Town
5600

Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

We welcome applications from persons with **disAbilities**