



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Division: Forensic Services**. 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 residents of the province where the post is advertised
- \*Applicants are restricted to apply for 3 positions only

**Intern categories:**

**Graduate Intern:** Tertiary Qualification is required

**Matric Intern:** Senior Certificate (Grade 12) no tertiary qualification is required.

**Section: Victim Identification Centre: Number of Posts: (3)**

Post Ref	No of Posts	Qualifications required	Core Functions	Location
FS/INT/1/2017	2	*Senior Certificate ( Grade12)	*Assisting with the capturing of Ante mortem and Post Mortem Data on Missing Persons and Unidentified remains on the PlassData System	Gauteng
FS/INT/2/2017	1	*NQF 6 Natural Science with Biochemistry, Genetics, Microbiology		Western Cape

**Section: Case Management: Kwa-Zulu Natal: Number of posts (4):**

Post Ref	No of Posts	Qualifications	Core Functions	Location
FS/INT/3/2017	1	*Senior Certificate (Grade12)	*Accept cases by hand / per post from the Client / Dealing of cases to analysts	Ballistics
FS/INT/4/2017	1			Biology
FS/INT/5/2017	1			Chemistry
FS/INT/6/2017	1			Scientific Analysis Unit

**Section: Nodal Support: Gauteng and Eastern Cape: Number of posts (2):**

Post Ref	NO of Posts	Qualifications	Core Functions	Location
FS/INT/7/2017	1	*Senior Certificate ( Grade12), M. Dip Logistics	Movable government property (MGP) (MGP) refers to items such as IT equipment, furniture, arms, ammunition, bulletproof vests that must be accounted for by the respective users allocated to them.	Gauteng
FS/INT/8/2017	1	*Senior Certificate ( Grade12) with valid driver's license	Manage the vehicle fleet of the EC FSL, by issuing vehicles to members, weekly inspections, ensuring that the vehicles are serviced, monthly returns of vehicles. General cleanliness and serviceability off vehicles.	Eastern Cape

**Section: Case Management: Western Cape: Number of posts (14):**

Post Ref	NO of Posts	Qualifications	Core Functions	Location
FS/INT/9/2017	4	*Senior Certificate ( Grade12)	Receiving and assigning RI cases. Prepare case file content for off-site storage by filing in boxes, sealing, completing forms and placing barcode stickers on boxes. Assist with preparing docket content for lead verification.	Biology
FS/INT/10/2017	4		Ensure a registration, archiving and dispatch service. Ensure an accurate inventory of case files archive and dispatch content and traceability of case files and exhibits.	Case Management

Post Ref	NO of Posts	Qualifications	Core Functions	Location
FS/INT/11/2017	2	<b>*Senior Certificate ( Grade12)</b>	Ensure a registration, archiving and dispatch service. Uphold the integrity and chain of custody of Ballistic, IBIS and Mechanical Engineering exhibits. Ensure that client relations are efficient.	Ballistics
FS/INT/12/2017	2		Ensure a registration, and archiving service. Process Case administration and administration of post Analysis reports.	Chemistry
FS/INT/13/2917	1		Process cases on the FSL administrative system. Collecting Cases and exhibits from Case Registration on a daily basis. Handle casework related enquiries	Scientific Analysis Unit
FS/INT/14/2017	1		Registration of Section case files on the FSL Admin system, allocation there-off, PCEM handover of case files. Update spreadsheets for Post Mortem and Ante Mortem Sections	Victim Identification Centre

**Section: Nodal Support: Western Cape: Nodal Support: Number of posts (1):**

Post Ref	NO of Posts	Qualifications	Core Functions	Location
FS/INT/15/2017	1	<b>*Senior Certificate ( Grade12)</b>	Filing of claims. Scanning of all advances and claims for the new introduced L functions on Polfin. Flight and accommodation assistance by obtaining quotations.	Biology

**Section: Submission: Western Cape: Number of posts (10):**

Post Ref	NO of Posts	Qualifications	Core Functions	Location
FS/INT/16/2017	10	<b>NQF 6</b> Biochemistry, Genetics Microbiology (Molecular Biology)	Receiving and submission of samples / buccal swabs to the RI Lane per day according to the QMS and SOP's.	Biology

**Section: Case Management: Eastern Cape: Number of posts (2):**

Post Ref	NO of Posts	Qualifications	Core Functions	Location
FS/INT/17/2017	2	*Senior Certificate ( Grade12)	Receive cases via PCEM from case reception / analysts. Dealing of cases to analysts. Allocate and assign cases to analysts. Attend to telephonic /emails and walk in enquiries. Scanning of reports. Courier cases to WC/PTA	Biology

**Section: Case Management: Eastern Cape: Number of posts (1):**

Post Ref	NO of Posts	Qualifications	Core Functions	Location
FS/INT/18/2017	1	*Senior Certificate ( Grade12), Microsoft office	Collect and process exhibits and case files receive from case reception/receive and despatch exhibits and reports/despatch exhibits and reports to relevant person /typing and finalization of 212 reports	Ballistics

**Section: Crime Scene Laboratory: Number of posts (5):**

Post Ref	No of Posts	Qualifications	Core Functions	Location
FS/INT/19/2017	1	*Senior Certificate ( Grade12)	Chemical processing of exhibits in accordance to the set standards, whilst maintaining evidence integrity and chain of custody Capturing of data pertaining to analysis on CIMS (Case Information Management System) Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody Disposal of exhibits within prescripts and archiving of case files Control over consumable stock Maintaining equipment according to prescripts	National
FS/INT/20/2017	1	NQF 6 Natural Science		(GP) Johannesburg Central
FS/INT/21/2017	1			(KZN) Pietermaritzburg
FS/INT/22/2017	1			(LIMP) Lebowakgomo
FS/INT/23/2017	1			(EC) Grahamstown

**Section: Supply Chain Management Finance and Administration: Criminal Record and Crime Scene Management: Number of posts (5):**

Post Ref	No of Posts	Qualifications	Core Functions	Location
FS/INT/24/2017	2	*Senior Certificate (Grade12) & Computer Literacy	<p>Co-ordinate and administrate the financial function within the Component CR &amp; CSM</p> <p>Maintain and Monitor Component debt, financial losses and financial inspections within the Division Forensic Services Forensic Services.</p> <p>Perform the asset management administration within the Component Criminal Record and Crime Scene Management.</p> <p>Provide the administrative support to provision administration officers within the Component Criminal Record and Crime Scene Management.</p> <p>Maintain the Fleet Management function within the Component Criminal Record and Crime Scene Management.</p> <p>Maintain the Supply Chain Demand function within the Component Criminal Record and Crime Scene Management.</p>	Support Services (NW)
FS/INT/25/2017	2			Support Services (EC)
FS/INT/26/2017	1			Support Services National

**Section: Source Documents: Criminal Record and Crime Scene Management: Number of posts (12):**

Post Ref	No of Posts	Qualifications	Core Functions	Location
FS/INT/27/2017	6	*Senior Certificate (Grade12) & Computer Literacy	<p>Processing and issuing of Police Clearance Certificates (duplicate certificates included).</p> <p>Manage enquiries pertaining to applications for Police Clearance Certificates.</p> <p>File and withdrawal of completed applications for Police Clearance Certificates.</p> <p>Ensure adherence to Standard Operating Procedures.</p> <p>Ensure adherence to Occupational Health &amp; Safety act.</p> <p>Ensure adherence is given to legislation relevant to the of Criminal Record and Crime Scene Management environment.</p> <p>Draw file copies, documents and folders, sort them and order</p>	Criminalistic Bureau National
FS/INT/28/2017	5			Centralised CRC
FS/INT/29/2017	1			Decentralised LCRC National

			<p>documents in sequence.</p> <p>The preparation of documents in a CRC criminal file for the computerization of adjudication information.</p> <p>The verification of prepared source documents and CR folders.</p> <p>Computerized exchange (receiving and sending) of CR folders to and from section by means of file control on the CRIM system and update the relevant computer system I.T.O file control.</p>	
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**Section: Case Information Management: Criminal Record and Crime Scene Management: Number of posts (10):**

Post Ref	No of Posts	Qualifications	Core Functions	Location
FS/INT/30/2017	1	<b>*Senior Certificate ( Grade12)</b>	<p>Receive, register and distribute cases to crime scene investigators</p> <p>Register exhibits collected from crime scenes</p> <p>Register and update fingerprint identification dockets</p> <p>Update information and case results on the system</p> <p>Upload 212 statements on FLM</p>	(MP) Nelspruit
FS/INT/31/2017	1			(LIMP) Thohoyandou
FS/INT/32/2017	1			(NW) Rustenburg
FS/INT/33/2017	1			(NC) Upington
FS/INT/34/2017	1			(FS) Parkweg
FS/INT/35/2017	1			(EC) Mount Road
FS/INT/36/2017	1			(KZN) Port Shepstone
FS/INT/37/2017	1			(GP) Spring
FS/INT/38/2017	1			(WC) Mitchellspan
FS/INT/39/2017	1			(GP) Pretoria North

**Section: Facial Identification: Criminal Record and Crime Scene Management: Number of posts (3):**

Post Ref	No of Posts	Qualifications	Core Functions	Location
FS/INT/40/2017	1	*Senior Certificate (Grade12)  NQF 6 Natural Science	Interview a complainant or witness and compile a face with computer software from a verbal description of the witness or complainant. Provide a Physical description and Modus Operandi of this wanted person or suspect. Sketching a face of an unidentified person or jewelry or other items to aid in the tracing or identification. Alter or age a face on the computer using Graphic software. Facial / Image Comparison. Download and archiving of CCTV footage	Pretoria Central
FS/INT/41/2017	1			Umtata EC
FS/INT/42/2017	1			Kimberley NC

**Section: Decentralised CR & CSM: Criminal Record and Crime Scene Management: Researcher Number of posts (1)**

Post Ref	No of Posts	Qualifications required	Core Functions	Location
FS/INT/43/2017	1	*Senior Certificate (Grade12)  NQF 6 Bachelors Degree in Social Sciences	Assist external role players with research projects Develop, implement and maintain internal research projects Maintain the archive of finalised enquiry files for research purposes. Administer the functions of the unit	Gauteng

**GENERAL:**

\*Closing date for the applications is **2017-08-18 at 16:00**.

\*Only the attached application form 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 post particulars and reference number of the post must be correctly specified on the application form

\*Comprehensive *Curriculum Vitae* must be submitted together with the application form

\*Certified copies of an applicant's Identity Document, Senior Certificate (Grade 12) and relevant educational qualifications obtained.

\*Application must be mailed timeously. Late applications will not be accepted or considered.

\*If a candidate is shortlisted it can be expected for him/her to undergo a personal interview as well as a practical assessment.

\*All shortlisted candidates will be subjected to fingerprint screening.

\*A stipend will be paid according to proof of relevant qualification.

\*Enquiries can be directed to:

Colonel Simon (012) 421 0428; Lt Col Vetbooi Tel (012) 421 0425; W/O Mbonani or PPO Ndlovu Tel (012) 421 0157.

\*Applications can be posted or hand delivered to:

PROVINCIAL DECENTRALIZED CR&CSM DETAILS				
PROVINCE	NAME	CONTACT	EMAIL	ADDRESS
GAUTENG	COL. ML MATHIDZA	011 497 7739 076 834 2577	MathidzaM@saps.gov.za	2 <sup>nd</sup> and 3 <sup>rd</sup> floor Main Building, 1 Commissioner Street, Johannesburg Central Police Station (S26 12'12.16 / E028 01'52.75)
MPUMALANGA	COL. L FOUCHE	0763004339	MP LCRC L Fouche / Fouche 7@saps.gov.za	The Oaks-Centrum, 1 <sup>st</sup> floor, c/o Lillian Ngoyi & SADC street, Middelburg (S25°53'20.3" / E29°13'51.7')
EASTERN CAPE	COL. P MPALO	0714934690	EC CR & CSM: Col Mpalo	No 05 Cowen Close, Cashbuild Building, Schornville, King W'Town (S32°53.700 / E027°24.029')
WESTERN CAPE	LT COL. JJF SMIT	0763004026 021-4676001	WC: Prov.CR &CSM Decentralized Commander	Thomas Boydell Building, 3 <sup>rd</sup> floor, Parade street, Cape Town (S33°55.38 / E18°25.21)
NORTHERN CAPE	COL. TN GEXU	053 836 7801 074 857 2869	GEXUT2@saps.gov.za	69 - 73 Du Toit Span road, Ground & 1 <sup>st</sup> floor, Kimberley (O24°45.954 / S28°44.433)
NORTH WEST	COL. FJ KNOETZE	018-299 7053 072 337 6854	Northwest: CR & CSM Decentralized	Louis Le Grange Building, 3 <sup>rd</sup> floor, Court Building, c/o Peter Mokaba & Wolmarans Street, (S26°42'55.4 / E027°05'35.3)
FREE STATE	COL. BS MONYAKI	0825604417	FS:Provincial Decentralized Commander	SAPS Building, C/o Aliwal & Fontein street, Bloemfontein (26.214528 / - 2912416)



KWAZULU NATAL	COL MB SHEZI	0824687933 0835989595	SHEZI <a href="mailto:MDUDUZI@saps.gov.za">MDUDUZI@saps.gov.za/</a> Mduduzishezi27@gmail.com	Servamus Building, 2 <sup>nd</sup> floor, Bram Fischer Road 15, Durban (S29°51'05.01 / E31°01'57.83)
LIMPOPO	COL RT LUYT	082 560 5147 015 298 4194	LIM:Prov-CR & CSM Decentralized Commander	Albatros Building 8, 19 Mark street, Polokwane (S23°55.019 / E029°27.197)
<b>REGIONAL FSL DETAILS</b>				
EASTERN CAPE	LT COL MOSES	(041) 4076841		Eben Donges building Hancock street North End Port Elizabeth
WESTERN CAPE	LT COL NIEUWOUDT	(021) 9290702		Nr 47 Silberboom Road Plattekloof 7500 Private Bag X9 Panorama Parrow 7506
GAUTENG	W/O NGEMBE	(012) 8455826		620 Pretoria Road Silverton Pretoria 0001