



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme in **Free State Province**. 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 form 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

POST: PROVINCIAL LEVEL: ADMINISTRATIVE INTERNS: GRADUATES (18 posts in total)

Post Provincial Human Resource Development (**3 posts**)
Ref Nr. FS 1/2017
Section Provisioning
Location Bloemfontein

Additional requirements

Be in possession of a NQF level 6 Diploma /Degree/ in Human Resource management

Core functions

- Coordinate National courses
- Assist with the monitoring of the Training Provisioning Plan
- All Training related projects
- Compile skills audit
- Monitoring the functioning of training committees



Post Provincial Personnel Management (**4 posts**)
Ref Nr FS 2/2017
Section Recruitment and selection
Location Bloemfontein
Additional requirements
Be in possession of a NQF level 6 Diploma /Degree in Human Resource management.
Core functions

- Assist with recruitment and Selection processes
- Assist with the compiling of advertisement
- Assist with permanent employment of employees in the SAPS
- Screening of all application forms
- Maintain a recruitment database



Post Provincial Finance and Administration (**2 posts**)
Ref nr FS 3/2017
Section Financial Management
Location Bloemfontein
Additional requirements
Be in possession of a NQF level 6 Diploma /Degree in either Finance or Accounting.
Core Functions

- Process claims and standing advances
- Administer overtime remuneration allowances
- Check telephone accounts
- Administer cash received and issue receipts
- All financial related issues



Post Provincial Supply Chain Management (**2 posts**)
Ref Nr FS 4/2017
Section SCM
Location Bloemfontein
Additional requirements
Be in possession of a NQF level 6 Diploma /Degree in Supply Chain Management /Logistical Management
Core Functions

- Demand Management /MGP related tasks
- Acquisition Management
- Vehicle fleet management
- Administer logistical matters
- Administer correspondence



Post Provincial Organizational Development and Strategic Management (**3 posts**)
Ref Nr FS 5 /2017
Section Work Study/Strategic Management
Location Bloemfontein

Additional requirements

Be in possession of NQF level 6 Diploma /Degree in Organizational Development/ Strategic Management / Work Study/ Human Resource Management

Core Functions

- Conduct and implement professional scientific work study methods related to investigations for the Free State Province
- Conduct, maintain and implement feasible impact studies and business process re engineering interventions for the Province
- Generate and maintain the fixed establishment for the Province
- Maintain and update the Geographical Information System (GIS-NPIS) in the Province
- Manage the compilation of the Annual Performance Plan
- Ensure compilation of quarterly report and provide feedback to role players
- Compile the Annual Report



Post Provincial Corporate Communication (**1 post**)
Ref nr FS 6 /2017
Section Internal Communication
Location Bloemfontein

Additional requirements

Be in possession of a NQF level 6 Diploma /Degree in Communication or Journalism.

Core Functions

- Compile articles and take photos for Police Magazine (in-house magazine),
- Compile organisational information e-mail aimed at informing and educating the internal target audience.
- Compile speeches for management.
- Media Liaison
- Event Management
- Compiling of programmes for events.
- Do branding at events.
- Compile feedback reports as required by the organisation.

Post Provincial Legal Services (**1 post**)
Ref nr FS 7 /2017
Section Litigation
Location Bloemfontein

Additional requirements

Be in possession of a LLB degree with a vast knowledge of Labour Law and Civil proceedings

Core Functions

- Perform both Labour and Civil Litigations
- Be able to perform disciplinary processes , Arbitration and Labour court reviews
- Civil court processes
- Representation for Claims by the State and claims against the State



Post Provincial Detective Services **(2 posts)**
Ref nr FS 8 /2017
Section HRM
Location Bloemfontein

Additional requirements

Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management or related qualification

Core Functions

- Update leave registers and maintain a proper leave system
- Process leave applications
- Assist with the completion of the PEP documents
- Maintain a filing system
- File documents and correspondence
- Assist with the completion of the Skills audit and all training related matters
- Compile feedback reports as required by the organisation.



POST: STATION LEVEL: ADMINISTRATIVE INTERNS: GRADUATES (10 posts in total)

Location	Koffiefontein	FS 9/2017 (1 post)
Location	Bayswater	FS 10/2017 (1 post)
Location	Seloshesha	FS 11/2017 (1 post)
Location	Boithuso	FS 12/2017 (1 post)
Location	Smithfield	FS 13/2017 (1 post)
Location	Heilbron	FS 14/2017 (1 post)
Location	Trompsburg	FS 15/2017 (1 post)
Location	Zamdela	FS 16/2017 (1 post)
Location	Sasolburg	FS 17/2017 (1 post)
Location	Phuthaditjhaba HRD Centre	FS 18/2017 (1 post)

Additional requirement

Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management

Core Functions

- Registration functions.
- Dispatch and receive documents to and from the sub-section.
- Update leave registers and leave system
- Process leave applications
- Maintain a filing system
- HRM related functions

- Compile skills audit
- Assist with the completion of the PEP document and related function
- SCM related functions
- Finance and Administrative related Functions



POST: STATION LEVEL ADMINISTRATIVE: STUDENT INTERNS (10 posts in total)

Location	Reitz	FS 19/2017 (1 post)
Location	Bultfontein	FS 20/2017 (1 post)
Location	Theunissen	FS 21/2017 (1 post)
Location	Viljoenskroon	FS 22/2017 (1 post)
Location	Mafube	FS 23/2017 (1 post)
Location	Wesselsbron	FS 24/2017 (1 post)
Location	Deneysville	FS 25/2017 (1 post)
Location	Maokeng	FS 26/2017 (1 post)
Location	Parys	FS 27/2017 (1 post)
Location	Allanridge	FS 28/2017 (1 post)



POST: STATION LEVEL ADMINISTRATIVE: MATRICULANTS (10 posts)

Location	Bloemfontein Provincial HRD	FS 29/2017 (2 posts)
Location	Makwane	FS 30/2017 (1 post)
Location	Koppies	FS 31/2017 (1 post)
Location	Vrede	FS 32/2017 (1 posts)
Location	Viginia	FS 33/2017 (2 posts)
Location	Thumahole	FS 34/2017 (2 posts)
Location	Heilbron	FS 35/2017 (1 post)

Additional requirement

No additional requirement (Meet the generic requirements)

Core Functions

- All Registration and Admin related Functions.
- Dispatch and receive documents to and from the sub-section.
- Update leave registers and leave system
- Process leave applications
- Maintain a filling system
- HRM related functions
- SCM related functions
- Finance and Administrative related Functions

GENERAL:

- Only the official application form for the internship programme (available on DPSSA 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 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 **24 November 2017 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 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.

Applications Must Be Posted To:

For attention: Col Thulo/ LT Col Heilbron

Private Bag X20501
BLOEMFONTEIN
9300

Hand Delivered To:

Col Thulo /LT Col Heilbron / PPO Fass
TAB Building (3rd Floor)
Corner Charles and East Burger Str
BLOEMFONTEIN
9300

Enquiries Can Be Directed To

Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

We welcome applications from persons with disAbilities 