



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at SAPS **Gauteng**. 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
- *Application must be unemployed and never participated in an internship programme previously.
- *Application must be residents of Province where the post is advertised (proof of residential address to be attached)
- *Application is restricted to apply for 3 positions only (to complete an application for each reference number)

Intern categories:

Graduate Intern: Tertiary Qualification is required (Degree or National Diploma at a recognized Institution of Higher Learning)

Student Intern: Need practical experience in order to finalize qualification (N6 certificate + Letter from Institution where studied indicating practical experience as a requirement to complete qualification).

Matric: Senior: Certificate (Grade 12) no tertiary qualification required

NB: stipend for each category will be as determined by the National Commissioner: South African Police Service

General:

- Only the official application form for the internship programme (available on DPSA website and 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 form.
- The reference number of the post must be correctly specified on the application form.
- 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 qualification obtained must also be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or e-mailed application will be considered.
- Applicants will be subjected to fingerprint screening and reference checking.
- Applications must be mailed timeously. Late applications will be not be accepted or considered. The closing date for all application 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 applicant may be subjected to security clearance.
- Correspondence will be conducted with successful interns only. If you have not been contacted within 3 months after 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 SAPS may not be regarded as a guarantee for automatic absorption for a permanent post appointment.
- Recommended candidates will be expected to sign a 12 month internship contract

The generic minimum requirements applicable to all the posts are as follows:

*Applicants must display competency in the post-specific functions of the post;*Be fluent in at least two official languages, of which one must be English;*Must have no previous convictions or cases pending.

PROVINCIAL LEVEL: GAUTENG

Post: Administrative Intern
Component: Organizational Development and Strategic Management
Section: Establishment Management
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 1/INT/2017/2018

Additional Post Requirements:

*Be in possession of a degree / National Diploma in Operations Management or Human Resource Management
Computer literacy with training in Microsoft Office (Outlook, Excel and Word)

Core Functions:

The maintaining of the Organizational Structure of the SAPS in the Province.
The administration of the Theoretical Human Resource Requirement for police stations in the Province.
The maintenance of the Provincial fixed personnel establishment in accordance with the Medium Term Expenditure Framework.
The rendering of administrative support function to the section Establishment Management.

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Post: Administrative Intern (1 post)
Component: Organizational Development and Strategic Management
Section: Strategic Management
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 2

Additional Post Requirements:

Be in possession of a degree / National Diploma in Management Services / Strategic Management
Computer literacy with training in Microsoft Office (Outlook, Excel and Word)

Core Function

Facilitate Strategic Planning by translating the updated Strategic Priorities into an Annual Operational Plan
Facilitate the process of Strategic Monitoring and Evaluation in the province
Facilitate Risk Management in the Province

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Post: Administrative Intern
Component: Organizational Development and Strategic Management
Section: Work study
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 3

Additional Post Requirements:

*Be in possession of a degree / National Diploma in Work Study
Computer literacy with training in Microsoft Office (Outlook, Excel and Word)

Core Functions:

Receive and Process organisational requests according to the work study standards and the Organizational Development mandate.
Compile work study/ time study investigations within the prescribed time according to work study standards
Business Process Re-Engineering as well as the Compilation of information notes
General Administration of the sub-section.

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Post: Administrative Intern (2 posts)
Component: Legal Services
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 4

Additional Post Requirements:

*Be in possession of a recognized legal qualification on a degree level.

Core Functions:

Render a general legal support function to legal officials.
Handle routine and advanced administrative duties relating to civil litigation and other matters
Registration of new matters and updating of files on the Loss Management System.

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Post: **Administrative Intern (2 posts)**
Component: Personnel Services
Section: Employee Relations and Life Cycle Management
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 5

Additional Post Requirements:

- *Be in possession of a Degree/National Diploma in HRM
- *Must be computer literate on MS Word and Excel

Core Functions:

Administration of Service Terminations,
Administration of leave
Administration of medical documentation.

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Post: **Administrative Intern (1 post)**
Component: Personnel Services
Section: HR Practices and Administration
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 6

Additional Post Requirements:

- *Be in possession of a N6 Certificate in HRM
- *Must be computer literate on MS Word and Excel

Core Functions:

Administration of entry level and internal recruitment processes.

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Post: **Administrative Intern (1 post)**
Component: HRD
Section: Training Provisioning
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 7

Additional Post Requirements:

- *Be in possession of a Degree/ National Diploma in HRM or HRD
- *Must be computer literate on MS Word and Excel

Core Functions:

Administration of training processes and course files.
Administrative duties pertaining to nominations and call up instructions to members for courses.

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Post: **Administrative Intern (1 post)**
Component: HRD
Section: Skills Development
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 8

Additional Post Requirements:

- *Be in possession of a Degree/ National Diploma in Public Management or HRM or HRD
- *Must be computer literate on MS Word and Excel

Core Functions:

Administration of skills audits.
Administration of Skills Development projects.(bursaries, learnerships and internships).

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Post: Administrative Intern (1 post)
Component: HRD
Section: Library Service
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 9

Additional Post Requirements:

- *Be in possession of a Degree/ National Diploma in Information Science.
- *Must be computer literate on MS Word and Excel

Core Functions:

Administrate duties in Provincial library
Administering the library collection.
Perform reference interviews

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Post: Administrative Intern (1 post)
Component: HRD
Location: HRDC Vereeniging
Ref Number: GP 10

Additional Post Requirements:

- *Be in possession of a Grade 12 Certificate.

Core Functions:

Administrate duties at the Training Centre.
Administration of training processes and course files

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Post: Administrative Intern (1 post)
Component: HRU
Section: Labour Relations
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP12

Additional Post Requirements:

- *Be in possession of a Degree/ National Diploma in Labour Relations.
- *Must be computer literate on MS Word and Excel

Core Functions:

Administrate duties at Labour relation office.
Administration of grievances.

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Post: Administrative Intern (1 post)
Component: HRU
Section: Performance Management
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 13

Additional Post Requirements:

- *Be in possession of a N6 Certificate in HRM .
- *Must be computer literate on MS Word and Excel

Core Functions:

Administrate duties of Performance Management programme in the Province

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Post: Administrative Intern (1 post)

Component: Financial Services
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 14

Additional Post Requirements:

- *Be in possession of a Degree/ National Diploma in Financial Management or Accounting .
- *Must be computer literate on MS Word and Excel

Core Functions:

Administrative functions in relation to Budget Management, Salaries and maintenance, Claims and Expenditure Management

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Post: **Administrative Intern (1 post)**
Component: Auxilliary Services
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 15

Additional Post Requirements:

- *Be in possession of a N6 Certificate in Office Administration .
- *Must be computer literate on MS Word and Excel

Core Functions:

Receive and record incoming and internally post/correspondence documents
Dispatch and distribute post/correspondence documents
Update and maintain file /record registers and database
Diarize /records and maintain the bring forward system.
Review and disp[ose outdated files/records

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Post: **Administrative Intern (1 post)**
Component: Loss Management
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 16

Additional Post Requirements:

- *Be in possession of a Grade 12 certificate .

Core Functions:

Administration to evaluate compliance with Loss management norms and standards and data integrity

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Post: **Administrative Intern (1 post)**
Component: SCM
Section: Fleet Management
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 17

Additional Post Requirements:

- *Be in possession of a Degree/ National Diploma in Fleet Management.
- *Must be computer literate on MS Word and Excel

Core Functions:

- Monitoring the certification of vehicles/fuel on PAS/Polfin
- Monitoring vehicle registers (SAPS 132 (b) registers
- Monitoring the AVL system
- Monitoring vehicle licencing in the Province
- Monitoring of the vehicle asset register

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Post: **Administrative Intern (1 post)**
Component: SCM
Section: Acquisition Management
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 18

Additional Post Requirements:

- *Be in possession of a N6 Certificate in Supply Chain Management (SCM)
- *Must be computer literate on MS Word and Excel

Core Functions:

- Ensure that the supplier database is maintained and suppliers are rotated
- Ensure that National Transversal Term contracts, specific period contract and ad-hoc contracts are maintained
- Maintain/prepare the invitation of price quotations for applications received
- Ensure that suppliers are paid timeously

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Post: **Administrative Intern (2 posts)**
Component: Detective Services
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 19

Additional Post Requirements:

- *Be in possession of a Degree/ National Diploma in Forensic Investigation or Criminology
- *Must be computer literate on MS Word and Excel

Core Functions:

Administrative duties in the Provincial Detective component

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Post: **Administrative Intern (2 posts)**
Component: Visible Policing
Location: Office of Provincial Commissioner: Gauteng
Ref Number: GP 20

Additional Post Requirements:

- *Be in possession of a Degree/ National Diploma in Policing
- *Must be computer literate on MS Word and Excel

Core Functions:

Administrative duties in the Provincial Visible Policing component

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Post: **Administrative Intern (1 post)**
Location: SAPS Edenvale
Ref Number: GP 21

Additional Post Requirements:

- *Be in possession of a N6 certificate in Office Administration/ Management
- *Must be computer literate on MS Word and Excel.

Core Functions:

Administrative duties at the Police station.
Office management functions at the Police station

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Post :	Administrative Interns (8 posts)
Location:	Ref. No.
SAPS Duduza (1 post)	GP 22
SAPS Kliprivier (1 post)	GP 23
SAPS Magaliesburg (1 post)	GP 24
SAPS Olievenhoutbos (1 post)	GP 25

SAPS Ratanda (1 post)	GP 26
SAPS Rosebank (1 post)	GP 27
SAPS Tarlton (1 post)	GP 28
SAPS Wedela (1 post)	GP 29

Additional Post Requirements:

*Be in possession of a Grade 12 certificate

Core Functions:

General administrative duties at Police station level.

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Post :	Training Coordinators Assistant Interns (11 posts)
Location:	Ref. No.
SAPS Alexandra (1 post)	GP 30
SAPS Benoni (1 post)	GP 31
SAPS Hillbrow (1 post)	GP 32
SAPS Jhb Central (1 post)	GP 33
SAPS Honeydew (1 post)	GP 34
SAPS Vereeniging (1 post)	GP 35
SAPS Pta Central (1 post)	GP 36
SAPS Krugersdorp (1 post)	GP 37
SAPS Springs (1 post)	GP 38
SAPS Tembisa (1 post)	GP 39
SAPS Germiston (1 post)	GP 40

Additional Post Requirements:

*Be in possession of a Degree/ National Diploma in HRM or HRD

Core Functions:

Assist with the administration of development files of members in the cluster.
 Administrative duties pertaining to nominations and call up instructions to members.
 Assist with coordination of training related matters and training committees.
 Updating of data sets in relation with skills audits.

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Post :	Training Coordinators Assistant Interns (5 posts)
Location:	Ref. No.
SAPS Orlando (1 post)	GP 41
SAPS Moroka (1 post)	GP 42
SAPS Sunnyside (1 post)	GP 43
SAPS Mamelodi (1 post)	GP 44
SAPS Ga-Rankuwa (1 post)	GP 45

Additional Post Requirements:

*Be in possession of a N6 Certificate in HRM.

Core Functions:

Assist with the administration of development files of members in the cluster.
 Administrative duties pertaining to nominations and call up instructions to members.
 Assist with coordination of training related matters and training committees.
 Updating of data sets in relation with skills audits.

Provincial office

Application must be posted to:

Lt Col H Gerber / Capt H Mabitsela
 SAPS Provincial office Gauteng

Private Bag X57
BRAAMFONTEIN
2008

Hand delivered to:

SAPS Gauteng Provincial Head Office, 16 Empire Rd, Parktown Jhb.

Enquiries can be directed to:

Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

We welcome applications from persons with disAbilities 