



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Eastern Cape 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, was never employed in field of the post and never participated in an internship programme in the relevant field of the post 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 Section Head: ETD Skills Development: South African Police Service**

**PROVINCIAL LEVEL: EASTERN CAPE**

<b>Post</b>	<b>ADMINISTRATIVE GRADUATE INTERN (07posts)</b>		
<b>Section</b>	<b>Communication</b>		
<b>Location</b>	01 post Aliwal North Communication	<b>Ref;</b>	<b>EC 01/8/2018</b>
	01 post Cofimvaba communication		<b>EC 02/8/2018</b>
	01 post Mthatha communication	<b>EC 03/8/2018</b>	
	01 post King Williams Town communication		<b>EC 04/8/2018</b>
	01 post Mount Ayliff communication		<b>EC 05/8/2018</b>
	01 post Port st Johns Communication		<b>EC 06/8/2018</b>
	01 post Queenstown Communication		<b>EC 07/8/2018</b>

**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 standards 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 STUDENT INTERN (02 posts)  
**Section** Human Resource Development (HRD)  
**Location** 01 post Aliwal North HRD Ref; EC 08/8/2018  
01 post Mount Ayliff HRD EC 09/8/2018

**Additional Requirements:**

\*Be in possession of a N6 Certificate in Management Assistant/Human Resource Management

**Core Functions:**

\* Assist with the implementation of workplace skills plan, compile training committee meetings, manage the administration of bursaries, capturing 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 STUDENT INTERN (04 posts)  
**Section** Human Resource Management (HRM)  
**Location** 01 post Lusikisiki ORS Ref; EC 10/8/2018  
01 post Elliot HRM EC 11/8/2018  
01 post Maluti HRM EC 12/8/2018  
01 post Indwe HRM EC 13/8/2018

**Additional Requirements:**

\*Be in possession of a N6 in Management Assistant or 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 STUDENT INTERN (02 posts)  
**Section** Supply Chain Management  
**Location** 01 post Elliot SCM Ref; EC 14/8/2018  
01 post Lusikisiki ORS EC 15/8/2018

**Additional Requirements:**

\*Be in possession of a N6 Certificate in Supply Chain Management

**Core Functions:**

\*Inspection of state buildings, Monitoring of leased state buildings, Vehicle inspection on weekly/monthly basis, Consolidate vehicles monthly returns, Issuing of petrol cards, Monitoring of suppliers data base, Processing of application forms for upgrade on photocopy machine and cell-phones, received and record procurement, inform and update chief users and on order expected delivery date, confirm and locate equipment

received, hand equipment over to chief users, record and submit invoices.



<b>Post</b>	<b>ADMINISTRATIVE GRADUATE (11 posts)</b>		
<b>Section</b>	<b>Supply Chain Management</b>		
<b>Location</b>	01 post Alice SCM	<b>Ref;</b>	<b>EC 16/8/2018</b>
	01 post port st Johns SCM		<b>EC 17/8/2018</b>
	01 post Lusikisiki SCM		<b>EC 18/8/2018</b>
	01 post Butterworth SC		<b>EC 19/8/2018</b>
	01 post Engcobo SCM		<b>EC 20/8/2018</b>
	01 post Cofimvaba SCM		<b>EC 21/8/2018</b>
	01 post Cradock SCM		<b>EC 22/8/2018</b>
	01 post Elliot SCM		<b>EC 23/8/2018</b>
	01 post Mount Ayliff SCM		<b>EC 24/8/2018</b>
	01 post Mount Fletcher SCM		<b>EC 25/8/2018</b>
	01 post Mthatha SCM		<b>EC 26/8/2018</b>

**Additional Requirements:**

\*Be in possession of a Diploma/Degree in Supply Chain Management

**Core Functions:**

\*Inspection of state buildings, Monitoring of leased state buildings, Vehicle inspection on weekly/monthly basis, Consolidate vehicles monthly returns, Issuing of petrol cards, Monitoring of suppliers data base, Processing of application forms for upgrade on photocopy machine and cell-phones, received and record procurement, inform and update chief users and on order expected delivery date, confirm and locate equipment received, hand equipment over to chief users, record and submit invoices.



<b>Post</b>	<b>ADMINISTRATIVE GRADUATE INTERN (07 posts)</b>		
<b>Section</b>	<b>Financial Services</b>		
<b>Location</b>	01 post Elliot Finance	<b>Ref;</b>	<b>EC 27/8/2018</b>
	01 post Cradock Finance		<b>EC 28/8/2018</b>
	01 post Aliwal North Finance		<b>EC 29/8/2018</b>
	01 post Mount Ayliff Finance		<b>EC 30/8/2018</b>
	01 post East London Finance		<b>EC 31/8/2018</b>
	01 post Port Alfred Finance		<b>EC 32/8/2018</b>
	01 post Grahamstown Finance		<b>EC 33/8/2018</b>

**Additional Requirements:**

Be in possession of Degree/Diploma in Financial Management

**Core Functions:**

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



**Post** ADMINISTRATIVE MATRIC INTERN (01 posts)  
**Section** Administration (SCM) Eastern Cape  
**Reference** EC 34/8/2018  
**Location** 01 post Engcobo SCM

**Additional Requirements:**

\*Be in possession of Matric or Grade 12 certificate or NC Level 4

**Core Functions:**

\*General administration duties, initiation programmes, photocopying



**Post** ADMINISTRATIVE STUDENT INTERN (7posts)  
**Section** Financial Services  
**Location** 01 post Queenstown Finance                      **Ref;** EC 35/8/2018  
01 post Mount Fletcher Finance                      EC 36/8/2018  
01 post Cofimvaba Finance                              EC 37/8/2018  
01 post Butterwoth Finance                            EC 38/8/2018  
01 post Port st Johns Finance                        EC 39/8/2018  
01 post king Williams Town Finance                EC 40/8/2018  
01 post Lusikisiki ORS Finance                      EC 41/8/2018

**Additional Requirements:**

\*Be in possession of N6 Certificate in Financial Management

**Core Functions:**

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



**Post** ADMINISTRATIVE MATRIC INTERN (03 posts)  
**Section** Vispol (CSC) Eastern Cape  
**Location** 01 post Somerset East Vispol                      **Ref;** EC 42/8/2018  
01 post Seymour    EC 43/8/2018  
01 post Ntabethemba                                        EC 44/8/2018

**Additional Requirements:**

\*Be in possession of Matric or Grade 12 certificate or NCV Level 4

**Core Functions:**

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



<b>Post</b>	<b>ADMINISTRATIVE MATRIC/GRADE 12 INTERN (06 posts)</b>		
<b>Section</b>	<b>Human Resource Management (HRM)</b>		
<b>Location</b>	01 post klipplaat HRM	<b>Ref;</b>	<b>EC 45/8/2018</b>
	01 post Flagstaff HRM		<b>EC 46/8/2018</b>
	01 post Mbizeni HRM		<b>EC 47/8/2018</b>
	01 post Steytlerville HRM		<b>EC 48/8/2018</b>
	01 post Bityi HRM		<b>EC 49/8/2018</b>
	01 post Engcobo HRM		<b>EC 50/8/2018</b>

**Additional Requirements:**

\*Be in possession of a Matric/ Grade 12 Certificate or NCV Level 4

**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.



**GENERAL:**

- Only the official application form for the internship programme (**available on the SAPS 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 and **\*proof of residence**.
- 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 **\*only certificate of qualifications will be accepted, and not a statement of results**.
- 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 **2018-08-17 at 12h00**.
- 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 2 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.
- Recommended candidates will be expected to sign a 12 month internship contract.
- Internship program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

**Applications Must Be Posted To:**

Col Libala OR Lt Col Gcadana  
 South African Police Service  
 Human Resource Development  
 Private Bag x7471  
 King William's Town  
 5600

**Hand Delivered To:**

SAPS EASTERN CAPE PROVINCIAL HEAD OFFICE, HUMAN RESOURCE  
DEVELOPMENT OFFICE NO 10 BLOCK K BUFFALO ROAD.

**Enquiries can be directed to**

Colonel Libala /Lt Col Gcadana

CONTACT NO: (040)6087062 / (040)6087057

**We welcome applications from persons with disAbilities** 

