



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at the **Component Internal Audit**. The Graduate Recruitment Scheme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

**Generic requirements:**

- \*Be a South African citizen
- \*Must be in possession of Senior Certificate (Grade 12) or equivalent (NCV L4)
- \*Must have no previous criminal convictions(s) or case (s) pending
- \*Applicants must be unemployed, never employed in field of the advertised post and never participated in an internship programme in the relevant field of the post
- \*Applicants must be residents of the Province where the post is advertised
- \*Applicants are restricted to apply for only three (3) posts (complete a separate application form for each post reference number)

Intern category with minimum requirements:

**Graduate Intern:** Tertiary qualification is required

**NB: STIPEND FOR EACH CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER: HUMAN RESOURCE DEVELOPMENT: SOUTH AFRICAN POLICE SERVICE.**

**The following posts are advertised for consideration in terms of the Graduate Recruitment Scheme in the South African Police Service**

**Post: Internal Audit Intern (2 posts)**  
**Section: Performance Audit**  
**Location: Pretoria, Gauteng**

**Ref Number: IA INT 01/2024**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Internal Audit / BComm Accounting / Bachelor of Accounting Sciences / Financial Accounting / BComm in Financial Management / Cost and Management Accounting recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level

**Core Functions:**

\*Assist with: \*Attend opening conference per engagement. \*Conduct a preliminary survey by gathering background and contextual information relevant to the audit project. \*Conduct a risk assessment by interviewing clients, inspecting and analysing information obtained, recording results, and identifying high-risk areas to inform the audit programme relevant to the audit project. \*Execute audit steps as per the audit program by selecting a sample, testing sample, determining the impact of inadequacies or ineffectiveness of controls, gathering evidence, completing work papers, and drawing conclusions. \*Develop findings and recommendations for the enhancement of basic controls/processes by documenting findings in the required format, present findings to the project leader, discussing findings and recommendations to the client, and making recommendations to the project leader on possible changes to reportable items. \*Maintain good relations with the client before, during, and after the audit in order to ensure customer satisfaction. \*Execute, document finding, and sign off audit working papers of engagement. \*Use TeamMate EWP to document the audit engagement.

**Post:** Internal Audit Intern (2 posts)  
**Section:** Forensic Audit  
**Location:** Pretoria, Gauteng

**Ref Number:** IA INT 02/2024

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Internal Audit/Commerce/LLB, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist in conducting of forensic audit/investigations in accordance with the investigation methodology and within the determined time frames. \*Assist in drafting the report on the results of the investigation. \*Liaise with other State law enforcement agencies on the reported cases. \*Assist in drafting progress reports to management. \*Perform ad hoc assignments as when requested by management. \*Assist in co-ordinating the forensic audit assignments with other units within the Department, including Internal Audit. \*Represent the Department in the criminal or civil recovery processes. \*Assist in the formulation of disciplinary charges.

**Post:** Internal Audit Intern (2 posts)  
**Section:** Information Technology Audit  
**Location:** Pretoria, Gauteng

**Ref Number:** IA INT 03/2024

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Internal Audit/Commerce/ BComm Accounting / Bachelor of Accounting Sciences in Financial Accounting / BComm in Financial Management / Cost Management and Accounting / B-tech in Information Technology / Information Systems, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level qualification.

**Core Functions:**

\*Conducting application controls and general controls review, system development life cycle review and governance reviews on SAPS systems and related internal controls. \*Developing system process flows and audit programmes. \*Performing audit testing as per audit procedures. \*Preparing draft audit findings to discuss with IT Audit management and clients. \*Capturing record of work performed on TeamMate. \*Creating, and managing manual audit files and referencing evidence. \*Attending client meetings and capturing minutes.

**Post:** Internal Audit Intern (2 Posts)  
**Section:** Risk-Based and Compliance Audit  
**Location:** Head Office- Pretoria

**Ref Number:** IA INT 04/2024

**Post:** Internal Audit Intern (1 Post)  
**Section:** Risk-Based and Compliance Audit  
**Location:** Pretoria, Gauteng

**Ref Number:** IA INT 05/2024

**Post:** Internal Audit Intern (1 Post)  
**Section:** Risk-Based and Compliance Audit  
**Location:** Polokwane, Limpopo

**Ref Number:** IA INT 06/2024

**Post:** Internal Audit Intern (1 post)  
**Section:** Risk-Based and Compliance Audit  
**Location:** Potchefstroom, North West

**Ref Number:** IA INT 07/2024

**Post:** Internal Audit Intern (1 post)  
**Section:** Risk-Based and Compliance Audit  
**Location:** Bloemfontein, Free State

**Ref Number:** IA INT 08/2024

**Post:** Internal Audit Intern (1 post)  
**Section:** Risk-Based and Compliance Audit  
**Location:** Durban, KwaZulu-Natal

**Ref Number:** IA INT 09/2024

**Post:** Internal Audit Intern (1 post)  
**Section:** Risk-Based and Compliance Audit  
**Location:** Cape Town, Western Cape

**Ref Number:** IA INT 10/2024

**Post:** Internal Audit Intern (1 post)  
**Section:** Risk-Based and Compliance Audit  
**Location:** Kimberly, Northern Cape

**Ref Number:** IA INT 11/2024

**Post:** Internal Audit Intern (1 post)  
**Section:** Risk-Based and Compliance Audit  
**Location:** East London, Eastern Cape

**Ref Number:** IA INT 12/2024

**Post:** Internal Audit Intern (1 post)  
**Section:** Risk-Based and Compliance Audit  
**Location:** Nelspruit, Mpumalanga

**Ref Number:** IA INT 13/2024

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Internal Audit / Commerce / BComm Accounting / Bachelor of Accounting Sciences in Financial Accounting / BComm in Financial Management / Cost Management and Accounting/ B Tech in Information Technology/ Information Systems, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Conduct preliminary survey through gathering background and contextual information relevant to the audit project. \*Assist with conducting a risk assessment through interviewing clients, inspecting and analysing information obtained, recording results, and identifying high-risk areas to inform the audit program relevant to the audit project. \*Prepare the audit manual master file relevant to the audit project. \*Execute audit steps as per the audit program by selecting the sample, testing sample, determining the impact of inadequacies or ineffectiveness of controls, gathering evidence, completing work papers, and drawing conclusions. \*Develop findings and recommendations for the enhancement of basic controls/processes by documenting findings in the required format, present findings to the project leader, discussing findings and recommending to the client, making recommendations to the project leader and possible changes to reportable items. \*Maintain good relations with the client before, during, and after the audit in order to ensure customer satisfaction. \*Assist in creating audit projects on TeamMate audit management system.

**Post:** Internal Audit Intern (1 post)  
**Section:** Internal Audit: SCM  
**Location:** Head Office: Pretoria

**Ref Number:** IA INT 14/2024

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with \*Procurement and Acquisition of goods and services with SCM. \*Assist with ensuring effective and efficient administration of all Movable Government Property. \*Administer effective coordination and maintenance of vehicle fleet management within the Component. \*Administer and control the distribution and utilization of physical resources.

**Post:** Internal Audit Intern (1 post)  
**Section:** Internal Audit: Finance  
**Location:** Head Office: Pretoria

**Ref Number:** IA INT 15/2024

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in BComm Accounting / Bachelor of Accounting Sciences in Financial Accounting / Business Administration / Business Management/ Cost and Management Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions**

\*Assist with Processing of claims. \*Perusal of overtime registers. \*Handle office inventory tasks. \*Handle administrative tasks regarding Finance Management. \*Handle telephone enquiries.

**Post:** Internal Audit Intern (1 post)  
**Section:** Internal Audit: HRM  
**Location:** Head Office: Pretoria

**Ref Number:** IA INT 16/2024

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration/ Office Management and Technology / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions**

\*Assist with maintaining effective strategic human resource management. \*Administer effective Personnel Management practices within the Division. \*Assist with the implementation of Human Resource Utilization (HRU) programs and procedures. \*Human resource Development (HTD) programmes and ensure development and utilization of personnel. \*Assist with general office administration.

**GENERAL:**

- Only the official application form for the Graduate Recruitment Scheme 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 post particulars and reference number of the post must be correctly specified on the application form.**
- A Curriculum Vitae must be submitted together with the application form
- Uncertified 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. No faxed or e-mailed applications will be considered **\*only a certificate of qualifications will be accepted, with a statement of results attached.**
- All short-listed candidates will be subjected to fingerprint screening.
- Applications must be mailed timeously. Late applications will not be accepted or considered.
- The closing date for all applications is **2024-05-17**
- 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.
- Recommended candidates will be expected to sign a 12-month internship contract.
- The Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

**\*Applications can be posted or hand delivered to:**

COMPONENT	NAME	CONTACT	ADDRESS
The Section Head: Internal Audit National Head Office	Capt. A Dhlamini SAC MS Ratshiedana	063 6973155	231 Pretorius Street Wachthuis Building, Reception Pretoria

**We welcome applications from persons with disAbilities**

