



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Component: Presidential Protection Service**. 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 National Senior Certificate or equivalent (NCV L4)
- *Must have no previous criminal conviction(s) or case(s) pending
- *Applicants must be unemployed, never employed in the 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 applying for only three (3) posts and complete a separate application form for each post reference number.

Intern categories with minimum requirements:

Graduate Intern: Tertiary Qualification is required

Student Intern: Practical experience required by the Tertiary Institution in order for learners to finalise their qualification (**letter from the Institution not older than two (2) years must be attached**).

NB: Stipend for each category will be determined by the Divisional Commissioner Human Resource Development: South African Police Service

NATIONAL AND PROVINCIAL LEVEL

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

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|------------------|--|----------------------------|
| Post: | Financial Graduate Intern (4 Posts) | Ref Number: |
| Section: | Finance and Administration | |
| Location: | PPS: Pretoria HQ (2 Posts) | PPS/HQ INT 01/2024 |
| | PPS: Cape Town | PPS/CP INT 02/2024 |
| | PPS: Kwazulu-Natal | PPS/KZN INT 03/2024 |

Additional Requirements:

- * Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelor of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and 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: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes.

Post: Financial Student Intern (1 Post)
Section: Finance and Administration
Location: PPS: Pretoria HQ

Ref Number: PPS/HQ INT 04/2024

Additional Requirements:

*Be in possession of an applicable N6 certificate in Financial Management / Business Management / Public Administration. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher Learning/TVET for experiential learning. Recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes.

Post: Administrative Graduate Intern (1 Posts)
Section: Human Resource Management
Location: PPS Pretoria HQ

Ref Number: PPS/HQ INT 05/2024

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 Law / Labour Relations recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

Core Functions:

*Assist with Coordinating all HRM-related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

Post: Administrative Graduate Intern (4 Posts)
Section: Supply Chain Management
Location: PPS Pretoria HQ (2 Posts)
PPS: Cape Town
PPS: KwaZulu-Natal

Ref Number:

PPS/HQ INT 06/2023
PPS/CP INT 07/2023
PPS/KZN INT 08/2023

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Occupational Health and safety Management, Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:

* Assist with Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost-effective; Administering the movable government property within the SAPS; Administering the state-owned/leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS.

GENERAL:

- Only the official Application Form for the Graduate Recruitment Scheme (**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.**
- An updated Curriculum Vitae must be submitted together with the application form.
- **Uncertified copies of an applicant's ID document, National Senior Certificate and all post-school educational qualifications with a statement of results obtained must also be submitted and attached to every application.**
- No faxed or e-mailed applications will be considered.
- Applications must be posted/hand delivered timeously. Late applications will not be accepted or considered.
- The closing date for all applications is **2024-05-17**.
- All short-listed candidates will be subjected to fingerprint screening.
- All short-listed candidates will undergo a personal interview. Short-listed applicants may be subjected to vetting.
- Correspondence will be conducted with successful candidates 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.
- Recommended candidates will be expected to sign a 12-month Internship Contract.
- 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:**

1. ENQUIRIES: FOR HEAD OFFICE PRETORIA PRESIDENTIAL PROTECTION SERVICE

Lt Col Mashabela: Tel no. (012) 400 5400 or 082 575 4875
Warrant Officer Ralutanda Tel no. (012) 400 6387

APPLICATIONS POSTED:

Acting Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 272, Pretoria, 0001.
(For attention Lt Col Mashabela)

APPLICATIONS HAND DELIVERED:

Acting Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service,
National Head Office: South African Police Service
03 Troy Street, Maupanaga Building Sunnyside Pretoria.

2. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE: CAPE TOWN OFFICE

Lieutenant Colonel Fourie: Tel no. (021) 467 6444

APPLICATIONS POSTED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 1, Stalplein CAPE TOWN, 8015.
(For attention Lt Col Fourie)

APPLICATIONS HAND-DELIVERED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service,
Presidential Protection Service Cape Town: South African Police Service 121 Plein Street, Garmor House 4th Floor CAPE TOWN.

3. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE: KWAZULU NATAL OFFICE

Lieutenant Colonel Nchukana: Tel no. (031) 203 7329 Cell no (066) 303 9333

APPLICATIONS POSTED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 54306, DURBAN 4000.

(For attention Lt Col Nchukana)

APPLICATIONS HAND-DELIVERED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, **KZN: South African Police Service**

446 Vusi Mzimela Road Cato Manor

We welcome applications from persons with disAbilities

