



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month Graduate Recruitment Scheme at **Division: Detective and Forensic Services**. 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 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 and complete a separate application form for each post reference number.

Intern category with minimum requirements:

Graduate Intern: Tertiary Qualification is required

Student Intern: Currently studying towards a higher education qualification and must undertake a period of work experience in order to fulfil the requirements of the qualification (**Letter from the Institution older more than 2 years must be attached**).

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.

FORENSIC SERVICES:

COMPONENT: FORENSIC SCIENCE LABORATORY

Post: Graduate Case Administrative Intern (2 posts)

Component: Forensic Science Laboratory

Section: FSL Case Management

Location: Gauteng, Pretoria

Ref Number: FSL INT 01/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Receiving and registering exhibits; Receiving cases via the Forensic Exhibit Management System from case reception / analysts; Allocating, assigning and dealing of cases to analysts; Typing and scanning of reports; Data capturing; Performing quality checks on the exhibits and supporting documentation of all cases; Assisting with discrepancy cases; Securing storage and handover of exhibits and case files; Filing, archiving and efficient record keeping; Distribution of store items; Performing computer functions using Microsoft Word, Excel and PowerPoint programmes; Attending to telephonic, e-mail and walk-in enquiries and Providing professional service to clients.

Post: Graduate Case Administrative Intern (1 post)
Component: Forensic Science Laboratory
Section: Ballistics Case Management
Location: Gauteng, Pretoria

Ref Number: FSL INT 02/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving and registering exhibits; Receiving cases via the Forensic Exhibit Management System from case reception / analysts; Allocating, assigning and dealing of cases to analysts; Typing and scanning of reports; Data capturing; Performing quality checks on the exhibits and supporting documentation of all cases; Assisting with discrepancy cases; Securing storage and handover of exhibits and case files; Filing, archiving and efficient record keeping; Distribution of store items; Performing computer functions using Microsoft Word, Excel and PowerPoint programmes; Attending to telephonic, e-mail and walk-in enquiries and Providing professional service to clients.

Post: Graduate Case Administrative Intern (2 posts)
Component: Forensic Science Laboratory
Section: Regional Forensic Science Laboratory: Case Management
Location: Kwa-Zulu Natal, Amanzimtoti

Ref Number: FSL INT 03/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving and registering exhibits; Receiving cases via the Forensic Exhibit Management System from case reception / analysts; Allocating, assigning and dealing of cases to analysts; Typing and scanning of reports; Data capturing; Performing quality checks on the exhibits and supporting documentation of all cases; Assisting with discrepancy cases; Securing storage and handover of exhibits and case files; Filing, archiving and efficient record keeping; Distribution of store items; Performing computer functions using Microsoft Word, Excel and PowerPoint programmes; Attending to telephonic, e-mail and walk-in enquiries and Providing professional service to clients.

Post: Graduate Case Administrative Intern (2 posts)
Component: Forensic Science Laboratory
Section: Regional Forensic Science Laboratory: Case Management
Location: Eastern Cape, Gqeberha **Ref Number:** FSL INT 04/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving and registering exhibits; Receiving cases via the Forensic Exhibit Management System from case reception / analysts; Allocating, assigning and dealing of cases to analysts; Typing and scanning of reports; Data capturing; Performing quality checks on the exhibits and supporting documentation of all cases; Assisting with discrepancy cases; Securing storage and handover of exhibits and case files; Filing, archiving and efficient record keeping; Distribution of store items; Performing computer functions using Microsoft Word, Excel and PowerPoint programmes; Attending to telephonic, e-mail and walk-in enquiries and Providing professional service to clients.

COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Management Information Center (MIC)
Location: Gauteng, Pretoria **Ref Number:** FSL INT 05/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Administering and consolidating management information; Coordinating and updating information for the Component; Record keeping and ensuring and effective monitoring of the flow of documents and data in respect of the Criminal Record Centre; Providing support in generating and consolidating of management information for specific purposes such as briefing of Parliamentary Portfolio Committee questions in Parliament etc.; Providing assistance in compiling of reports and presentation and general administration.

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Centralized Criminal Record Centre: Police Clearance Certificates
Location: Gauteng, Pretoria **Ref Number:** FSL INT 06/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Administering applications for Police Clearance Certificates; Receiving and preparing of new Police Clearance applications, Performing Quality Assurance on Applications and Certificates; Capturing/Registration of new applications on the Criminal Record Information Management System; Providing Client Services at Clients Service Centre to the applicants;

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Centralized Criminal Record Centre: Record Tracing
Location: Gauteng, Pretoria

Ref Number: FSL INT 07/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Recording of relevant data pertaining to crime and criminals registered on the Criminal Record Information Management System; performing adjudication functions of criminal records; General office administration.

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Criminalistics' Bureau: Archives: Source Documents
Location: Gauteng, Pretoria

Ref Number: FSL INT 08/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Sorting, arranging, stamping and filing folders and source documents in sequence for the computerization of Adjudication information; Performing computerized exchange (Receiving and Sending) of CR folders to and from sections; Retrieving folders from Criminal Record filing cabinets; Folding and numbering CR folders Alpha-numerically; Performing maintenance of folders and filing cabinets, and also identifying any defaced or torn folders as well as misfiled documents / folders. Performing computer enquiries on all pending Palm prints (SAPS 218) documents, permanent CR numbers to determine Criminal Record status on Criminal Record Information Management System.

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Explosives Section
Location: Gauteng, Pretoria

Ref Number: FSL INT 09/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Providing general administrative support; attending to telephonic, e-mail and walk in enquiries; Assisting with reception duties; Receiving information from clients; Handling incoming and outgoing correspondence according to the prescripts of the filing system and arranging meetings with internal/external role players.

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Provincial CR & CSM Office: Management Information Center (MIC)
Location: Western Cape, Cape Town **Ref Number: FSL INT 10/2024**

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Administering and consolidating management information; Coordinating and updating information for the Component; Record keeping and ensuring and effective monitoring of the flow of documents and data in respect of the Criminal Record Center; Providing support in generating and consolidating of management information for specific purposes such as briefing of Parliamentary Portfolio Committee questions in Parliament etc.; Providing assistance in compiling of reports and presentation and general administration.

Post: Graduate Administrative Intern (2 Posts)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Crime Scene Management
Location: Western Cape, Mitchells Plain (1 Post) **Ref Number: FSL INT 11/2024**
Western Cape, Cape Town (1 Post) **Ref Number: FSL INT 12/2024**

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports, PR dockets and fingerprint lifters.

Post: Graduate Administrative Intern (2 posts)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Crime Scene Management
Location: Mpumalanga, Ermelo (1 post) **Ref Number: FSL INT 13/2024**
Mpumalanga, Secunda (1 post) **Ref Number: FSL INT 14/2024**

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports, PR dockets and fingerprint lifters.

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Explosives Section
Location: Mpumalanga, Nelspruit

Ref Number: FSL INT 15/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Providing general administrative support; Attending to telephonic, e-mail enquiries; Handling incoming and outgoing correspondence according to the prescripts of the filing system and Arranging meetings with internal/external role players; Ensuring readiness of venues.

Post: Graduate Administrative Intern (2 posts)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Crime Scene Management
Location: Gauteng: Ga-Rankuwa (1 post)
Gauteng: Springs (1 post)

Ref Number: FSL INT 16/2024

Ref Number: FSL INT 17/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR docket and fingerprint lifters.

Post: Student Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Crime Scene Management
Location: Free State: Park Road

Ref Number: FSL INT 18/2024

Additional Requirements:

* Be in possession of an applicable N6 Certificate in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher Learning / TVET for experiential learning. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR docket and fingerprint lifters.

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Criminalistics Bureau: Expungement
Location: Limpopo, Polokwane **Ref Number:** FSL INT 19/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Drawing / requesting folders from archives for preparation of expungement of criminal records; Preparation of documents in files for computerization of expungement information; Sending and receiving of folders and completion of control sheet and fault sheet; Typing and mailing of correspondence timeously to relevant clients; Liaising with the Department of Justice regarding expungement of previous convictions; Assisting with telephonic, e-mail and walk in enquiries; Retrieving and filing of forms from pending files and completing registers.

Post: Graduate Administrative Intern (2 posts)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Crime Scene Investigation
Location: Limpopo, Phalaborwa (1 post) **Ref Number:** FSL INT 20/2024
Limpopo, Thabazimbi (1 post) **Ref Number:** FSL INT 21/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR docket and fingerprint lifters. Receiving SD cards and downloading of images; Burning, archiving and copying of discs; Updating Image Management registers and capturing on the Criminal Record Information Management System.

Post: Graduate Administrative Intern (2 posts)
Component: Criminal Record & Crime Scene Management
Section: Provincial Crime Scene Investigation Task Team
Location: Kwa-Zulu Natal, Durban **Ref Number:** FSL INT 22/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR docket and fingerprint lifters.

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Crime Scene Investigation
Location: Kwa-Zulu Natal, Mtubatuba **Ref Number:** FSL INT 23/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification dockets; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR dockets and fingerprint lifters.

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Crime Scene Investigation
Location: Eastern Cape: Middelburg **Ref Number:** FSL INT 24/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification dockets; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR dockets and fingerprint lifters.

Post: Student Administrative Intern (3 posts)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Crime Scene Investigation
Location: North West, Bloemhof **Ref Number:** FSL INT 25/2024
North West, Klipgat **Ref Number:** FSL INT 26/2024
North West, Brits **Ref Number:** FSL INT 27/2024

Additional Requirements:

* Be in possession of an applicable N6 Certificate in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher Learning / TVET for experiential learning. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification dockets; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR dockets and fingerprint lifters.

Post: Graduate Administrative Intern (1 post)
Component: Criminal Record & Crime Scene Management
Section: Provincial CR & CSM Office: Management Information Center (MIC)
Location: Northern Cape, Kimberley **Ref Number:** FSL INT 28/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Administering and consolidating management information; Co-ordination and updating information requested by the National Office; Record keeping and ensuring effective flow of documents and data; providing administrative support with regards to Parliamentary Portfolio Committee questions; Compiling reports and PowerPoint presentations and performing general office administration duties.

Post: Graduate Administrative Intern (2 posts)
Component: Criminal Record & Crime Scene Management
Section: Local Criminal Record Center: Crime Scene Management
Location: Northern Cape, Kimberley **Ref Number:** FSL INT 29/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR docket and fingerprint lifters.

COMPONENT: QUALITY MANAGEMENT

Post: Graduate Technical Intern (2 posts)
Component: Quality Management
Section: Technical Management
Location: Gauteng: Pretoria **Ref Number:** FSL INT 30/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Electrical Engineering / Electronic or Electromechanical Engineering recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Artisan completed N6 with trade test. *Computer literacy will be an added advantage*

Core Functions:

*Assist with: Inspecting electronic equipment and systems to identify issues; Repair faulty equipment units at Provincial and Component level which may include travelling and compiling of detailed reports; Development and implementation of preventative maintenance procedures; Planning and scheduling repairs; periodic quality checks on equipment and systems to ensure handling of equipment is in line with adopted ISO standards within the organization; Assist in maintaining the inventory records for faulty equipment and replacement components supplies; Perform preventative maintenance tasks including active daily inspection of laboratory facility equipment's and repair diagnosis when applicable; Learn how to maintain different electronic equipment; Assist the mentor with day-to day procedures, consisting of equipment inspections; Maintain cleanliness and neatness of workshop; Adhere to all safety protocols of the environment; Electronic and software reprogramming of instrument.

Post: Graduate Administrative Intern (1 post)
Component: Quality Management
Section: Regional Quality Management
Location: Gauteng: Pretoria

Ref Number: FSL INT 31/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Natural Sciences or Quality Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, verifying and consolidating weekly, monthly and quarterly reports submitted by the QM: CSI, CSL, CRIM Info and Explosives Sub-Sections; Prepare source documents for submission at the Component MIC; Updating and maintaining of Non-conformances, Audits and Inspections, Updating of PT databases.

Post: Graduate Administrative Intern (1 post)
Section: Section Head: Support Services
Location: National Head Office, Pretoria

Ref Number: FSL INT 32/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Recording documents in register and deliver documents to various offices; Opening and updating general office files; Typing of letters and monitor flow of documents within the section; Maintaining electronic and manual filing system by sorting and filing general office documents and correspondence
*Photocopy documents and record keeping; Rendering general administrative duties, attend to telephonic and e-mail enquiries, arranging meetings, venues and refreshments.

DETECTIVE SERVICES

Post: Graduate Administrative Intern (1 post)
Component: Detective Services: Commercial Crime Investigation
Section: Banking and Electronic Crime Investigations
Location: Gauteng, Pretoria

Ref Number: DET INT 01/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Management Assistant / Public Administration / Office Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: *Recording documents in register and deliver documents to various offices; Opening and updating general office files; Typing of letters and monitor flow of documents within the section; Maintaining electronic and manual filing system by sorting and filing general office documents and correspondence
*Photocopy documents and record keeping; Rendering general administrative duties, attend to telephonic and e-mail enquiries, arranging meetings, venues and refreshments.

Post: Graduate Administrative Intern (1 post)
Component: Serious and Violent Crimes
Section: Transnational Crime Investigations
Location: National Head Office, Pretoria

Ref Number: DET INT 02/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: *Performing general office administrative duties; Recording documents in register and deliver documents to various offices; Opening and updating general office files according to the filing system; Typing correspondence and updating spreadsheets; Attending to telephonic and e-mail enquiries; arranging meetings and hosting of internal/external role players.

Post: Graduate Administrative Intern (1 post)
Component: Crime Investigation Services
Section: Harmful Occult Related Practises
Location: National Head Office, Pretoria

Ref Number: DET INT 03/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Criminology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Research at Harmful Occult related practices; performing administrative duties at Missing Persons and conducting case management at NATJOC.

Post: Graduate Administrative Intern (1 post)
Component: Anti-Corruption Investigation Unit
Section: Intervention Team
Location: National Head Office, Pretoria

Ref Number: DET INT 04/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Assist with the administrative functions in relation with day to day running of the office, typing letters; reports and Information Notes as well as compiling presentations.

Post: Graduate Administrative Intern (1 post)
Component: Family Violence and Child Protection Sexual Offence Investigations
Section: Serial and Electronic Crime Investigations (SECI)
Location: National Head Office, Pretoria **Ref Number:** DET INT 05/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Administering correspondence and files; Rendering administrative duties pertaining to Quarterly and Monthly submissions from provinces; Typing reports, letters memorandums and monitoring flow of documents within the Section; Maintaining electronic and manual office filing; Performing general office administration functions for the Section.

Post: Graduate Administrative Intern (1 post)
Component: Detective Services: Organised Crime Investigation
Section: Narcotics Desk Investigation
Location: National Head Office, Pretoria **Ref Number:** DET INT 06/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Rendering Administration support functions; Arranging and preparing meetings, agendas and minute taking; Answering and screening of all incoming calls to the office; Liaise with other Sections and Components on matters relating to the Section's office; Maintain good Recordkeeping, Filing and Bring forward system; Handle confidential documents, process and submit claims, make travelling and accommodation arrangement; Manage the diary as well as receive and host visitors of the office; Operate standard equipment (fax, photocopy machine, telephone, computer) serving refreshment to visitors and during meetings, manage office inventory, Type reports and letters.

Post: Graduate Administrative Intern (1 post)
Component: Detective Services: Policy and Standard Development
Section: Section Head: Crime Investigation, Policy and Standard Development
Location: National Head Office, Pretoria **Ref Number:** DET INT 7/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Providing general administrative policy and standard support; Attending to telephonic and e-mail enquiries; handling incoming and outgoing correspondence; Adhering to and maintaining the filing system; Arranging meetings and hosting of internal/external role players; Ensuring readiness of the venue and refreshments; Compiling and submitting policy and compliance reports.

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 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, National Senior Certificate and all post school educational qualifications with statement of results obtained must also be submitted and attached to every application. No faxed or e-mailed applications will be considered.**
- 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 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.
- The Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

***Applications can be posted/couriered or hand delivered to:**

DIVISION/COMPONENT	NAME	CONTACT	ADDRESS
HEAD OFFICE PRETORIA: Detective Services, Pretoria Posts DET INT 1-7/2024	Lt Col Phahlamohlaka Capt Tswai AC Tlometsana	012 393 2062	231 Francis Baard Street Wachthuis Building Pretoria 0001
HEAD OFFICE PRETORIA: Forensic Services, Pretoria. Posts no FSL INT 1,2,5,6,7,8,9, 30,31,32/2024	Col Simon Lt Col Megit	082 377 3353 063 689 1794	Forensic Services 730 Pretorius street, Arcadia, Pretoria, 0083.
FORENSIC SCIENCE LABORATORY: KWAZULU-NATAL Post no FSL INT 3/2024	Lt Col Maistry PPO C Pillay	(031) 904 0750/51	415 Andrew Zondo Road, Kings Crest Building, Amanzimtoti, 4126
FORENSIC SCIENCE LABORATORY: EASTERN CAPE Post no FSL INT 4/2024	Lt Col Moses Capt Bradley	(041) 407 6931	Eben Donges Building Room 503/504 Hancock street North End Port Elizabeth
PROVINCIAL CRIMINAL RECORD & CRIME SCENE	Captain Botha WO de Goede	(021) 467 6248	Postal address: Private Bag x9113 8000 Cape Town

MANAGEMENT WESTERN CAPE Post no FSL INT 10,11,12/2024			Street Address Thomas Boydell Building (Room 328, 3rd Floor) 22 Parade Street Cape Town 8000
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: MPUMALANGA Post no FSL INT 13,14,15/2024	Lt Col Maharaj AC T Lentsoane	(013) 655 5396 (013) 655 5351	Corner of Kruger And Botha Avenue, Old Mutual Building, Witbank 1085
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: GAUTENG Post no FSL INT 16,17/2024	Lt Col Tikane Capt Moya	(011)497 7423 (011)497 7137	Johannesburg SAPS No 1 Commissioner street Johannesburg 2000 2nd Floor. Room no : 203 and 206

PROVINCES	NAME	CONTACT	ADDRESS
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: FREE STATE Post no FSL INT 18/2024	Lt Col Botha Capt Felix	(051) 507 6648 (051) 507 6933	C/O Fontein and Aliwal Street, Fountain Building CBD, Bloemfontein, 9300 Room 115
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: LIMPOPO Post no FSL INT 19,20,21/2024	Lt Col Maake AC Mumbela	(015) 298 4199	Albatros Building no8, 19 Market street, Polokwane, 0699
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: KWA- ZULU NATAL Post no FSL INT 22,23/2024	Lt Col Ntshingila PPO Magan	(031)325 6235 (031)325 5999	No 15 Braam Fischer Road Durban Servamus Building 2 nd floor Room 205 4000
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: EASTERN CAPE Post no FSL INT 24/2024	Lt Col Fourie CAC Griesel	(049)842 1046	SAPS LCRC 46 Van Der Walt Street Middelburg (Eastern Cape) 5900

DIVISION/ PROVINCE	NAME	CONTACT	ADDRESS
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: NORTH WEST Post no FSL INT 25,26,27/2024	Lt Col Wilson AC Gaboutlwele	076 862 2814	Louis Le Grange Building Corner of Wolmarans and Peter Mokaba Street Court Building 4th Floor Room no 417 / 418 Potchefstroom 2531
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT NORTHERN CAPE Post no FSL INT 28,29/2024	Lt Col Makhutle AC Meas	(053) 836 7808 (053) 836 7815	Old Absa Building 69-273 Du Toitspan road Kimberley 8300 Room G1

We welcome applications from persons with disAbilities

