



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month graduate's scheme programme at **Eastern Cape Province**. 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 to the field of the post
- *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 only three (3) positions and complete separate application forms for each post reference number.

Intern categories with minimum requirements:

Graduate Intern: Tertiary Qualification is required

Student Intern: Practical experience is required by the tertiary institution in order for the learner finalise his/her qualification (letter from the institution must be attached)

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

PROVINCIAL LEVEL: EASTERN CAPE

The following posts are advertised for the consideration of the graduate recruitment scheme programme into the South African Police Service.

Post	: Administrative Graduate Intern (2 posts)	
Section	: District/Provincial Head Office	
Location	: Provincial Head Office (Communication)	: Ref EC 01/2024
	: Nelson Mandela Bay District (Mount Road)	EC 02/2024

Additional Requirements:

* Be in possession of a Degree or Diploma in Communication or Public Relations, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level. Computer Literacy will be an added advantage.

Core Functions:

*Event management duties, circulation of emails to all email users. Assisting with incoming and outgoing correspondence. Render effective and efficient media communication support on core police functions in order to effectively promote the image of the SAPS. To promote the image of the SAPS internally through the optimal use of all internal communication medium within the Province.

Post : **Administrative Graduate Intern (2 posts)**
Section : **District/Provincial Head Office (Legal)**
Location : **Provincial Head Office** : Ref EC 03/2024
: **OR Tambo District Office** EC 04/2024

Additional Requirements:

*Be in possession of a four years Bachelors of Laws / LLB recorded on the national Learner Record Database (NLRD) on at least a NQF 8 or higher level.

Core Functions:

- *Assist with administrative duties with regards to the effective handling of labour litigation matters.
- *Administration duties related to eviction, general and discipline matters/files referred for legal opinion.
- * render administration duties to the Provincial Head Legal Service.

Post : **Administrative Graduate Intern (Social Workers) (2 posts)**
Section : **District Offices (Employee Health & Wellness)**
Location : **Amathole District Office** : Ref EC 05/2024
: **Nelson Mandela Bay District Office** : Ref EC 06/2024

Additional Requirements:

*Be in possession of a Bachelor's Degree in Social Work and valid registration with the South African Council of Social Service Professions (SACSSP) and paid up fees for the 2023/2024 financial year. Must be medically fit, physically and mental fit, Computer literacy which includes MS Word, MS PowerPoint, MS Excel and MS Outlook will be added advantage.

Core Functions:

*Render the advance and complex Police Social Work Service work-focus assessments.*Render comprehensive occupational social work to client system by means of Social work Service capacity building programme (promoted work person- and workplace interventions).*Render comprehensive occupational social work services to the client system by means of restorative interventions.*Implement the multi-disciplinary approach interventions within the Employee Health and Wellness environment. Execute standard social work administrative practices.

Post : **Administrative Graduate Intern (Psychologists) (2 posts)**
Section : **District Offices (Employee Health & Wellness)**
Location : **OR Tambo District Office** : Ref EC 07/2024
: **Chris Hani District Office** : Ref EC 08/2024

Additional Requirements:

*Be in possession of an Honours Degree in Psychology or Registered Counselling Qualification. Registered with the Health Professions Council of South Africa (HPCSA) as Psychometrics or Registered Counsellor. Proof of valid registration with the HPCSA for 2023/2024 financial year.

Core Functions:

*Conduct assessments as requested by the organisation, Observe and assist with proactive programmes presented to personnel, provide counselling, debriefing, Psycho-education and crisis intervention; Ensure implementation of efficient administrative system.

Post : Administrative Graduate Intern (5 posts)
Section : Police Station/Provincial Head Office (Supply Chain Management)
Location : Provincial Office : Ref EC 09/2024
: Lusikisiki EC 10/2024
: Cofimvaba EC 11/2024
: Makhanda EC 12/2024
: East London EC 13/2024

Additional Requirements:

Be in possession of a three-year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level. Computer Literacy will be an added advantage.

Core functions:

*Assist with monitoring planning and executing both capital and repairs and renovation projects.*Conduct inspection to assess the conditions of building components such as mechanical components including building structural integrity and civil works.*Ensuring that the supplier database is maintained and suppliers are rotated.*Ensuring the National Transversal term contracts, Specific Period Contract and ad-hoc Contracts are maintained, maintain and preparing the invitation of price quotation for quotation application are received, ensuring that suppliers are paid on time.*Maintaining procurement of fleet management; Management and administration of procurement, stocktaking, accounting and the disposal of movable fixed goods.

Post : Administration Graduate intern (1 post)
Section : Provincial Head Office (Organizational Development)
Location : Provincial Head Office : Ref EC 14/2024

Additional Requirements:

*Be in possession of a Degree or Diploma in Risk Management / Internal Auditing / Management Services / Work Study/ Organizational Development / Industrial Engineering / Operational Management / Project Management, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level. Computer Literacy will be an added advantage.

Core Functions:

*Assist with providing assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy; Development and maintenance organisational, functional and post structures for police stations and an application to calculate the Theoretical Human Resource Requirements (THRR) for police stations; Development of Business process re-engineering of existing and future business process and procedures, and design and review forms and registers according to business processes.

Post : Administrative Graduate Intern (4 posts)
Section : Police Stations CIMAC
Location : Bethelsdorp CIMAC : Ref EC 15/2024
: Mdantsane CIMAC EC 16/2024
: Mthatha CIMAC EC 17/2024
: Ngcobo CIMAC EC 18/2024

Additional Requirements:

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

Core functions:

*Study of the crimes around the station's precinct Study the causes of crime around the station's precinct.*Study the impact/effects of crime around the area.*Analyse the data to determine why the crime was committed and find ways to: Predict, Detect and Prevent further criminal behaviour.

Post : **Administrative Graduate Intern (10 posts)**
Section : **Police Stations / Provincial Head Office (Vispol Support)**
Location : **Pholile** : Ref EC 19/2024
: **Matatiele** EC 20/2024
: **Queenstown** EC 21/2024
: **Duncan Village** EC 22/2024
: **Lusikisiki** EC 23/2024
: **Bizana** EC 24/2024
: **Bityi** EC 25/2024
: **Libode** EC 26/2024
: **Butterworth** EC 27/2024
: **Mount Frere** EC 28/2024

Additional Requirements:

Be in possession of a three-year National Diploma / Degree in Criminology / Policing / Social Science / Sociology, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level. Computer Literacy will be an added advantage.

Core functions:

* To render administrative functions such as filing, ensuring the coordination of meetings, and taking minutes of the meetings for social crime prevention: Community Police Forum, Gender-Based Violence, Imbizo's. Ensure consolidating, compiling, and submission of monthly returns. Give support in the arrangements of awareness campaigns and Imbizo's

Post : **Administration Graduate Intern (3 posts)**
Section : **Police Stations (Human Resource Management)**
Location : **Bethelsdorp** : Ref EC 29/2024
: **Aliwal North** EC 30/2024
: **Qonce** EC 31/2024

Additional Requirements:

* Be in possession of a three-year National Diploma / Degree in Human Resource Management / Public Management, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level. Computer Literacy will be an added advantage.

Core Functions:

* Assist with administrative functions concerning absenteeism management and performance management Administration of Job Descriptions and Performance Enhancement Process and leave of personnel. Monitoring the utilisation of personnel and administration of grievances. Maintain sound labour relations.

Post : **Administrative Graduate Intern (1 post)**
Section : **Provincial Head Office (Human Resource Development)**
Location : **Sports Management** : Ref EC 32/2024

Additional Requirements:

Be in possession of a three year National Diploma / Sports Management / Sports Science / Physical Education and Sports Coaching / Sports Administration / Sports Development and Management, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level. Computer Literacy will be an added advantage.

Core Functions:

* Assist with sport administration. Implementation of physical fitness of all members in the province, capture and update fitness database within the province. Keep record of all activities in file

Post : Administration Student Intern (2 posts)
Section : Police Stations (Human Resource Management)
Location : Butterworth : Ref EC 33/2024
 : Ngcobo : EC 34/2024

Additional Requirements:

* Be in possession of an N6 Certificate in Human Resource Management, Need practical experience to finalise 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 administrative functions concerning absenteeism management and performance management Administration of Job Descriptions and Performance Enhancement Process and leave of personnel. Monitoring the utilisation of personnel and administration of grievances. Maintain sound labour relations

Post : Administration Student Interns (4 posts)
Section : Police Stations / Provincial Head Office (Finance)
Location : Provincial Office : Ref EC 35/2024
 : Mthatha : EC 36/2024
 : Queenstown : EC 37/2024
 : Mount Yaliff : EC 38/2024

Additional Requirements:

*Be in possession of an N6 Certificate in Financial Management / Business Management. Need practical experience to finalise 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 administrative functions to budget management, salaries and maintenance claims, and expenditure management, coordinating the station budget. Maintained the budget and coordinated the expenditure of sections and units, verifying payroll printouts, monitor the utilisation of funds; Compile with the prescripts of the National Treasury.

MOTOR MECHANIC INTERN (PETROL/DIESEL MECHANIC) - SAPS GARAGES

Post : Administration Student Intern (17 Post)
Section : Mechanical Services (Garage)
Location : Mthatha (2 Posts) : Ref EC 39/2024
 : East London (3 Posts) : EC 40/2024
 : Bhisho (2 Posts) : EC 41/2024
 : Queenstown (2 Posts) : EC 42/2024
 : Humewood (2 Posts) : EC 43/2024
 : Maluti : EC 44/2024
 : Mount Road : EC 45/2024
 : Algoa Park (2 Posts) : EC 46/2024
 : Cradock : EC 47/2024
 : Grahamstown : EC 48/2024

Additional Requirements for the Posts:

*Be in possession of N2 in Motor Mechanic/Mechanical Engineering or N3 in Motor Mechanic/Mechanical Engineering/ NCV level 4 in Motor Mechanic /Diesel Mechanic/ Petrol Mechanic.

Core Functions:

*Perform quality and cost-effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe working environment. *Diagnose, strip, and determine the parts required for services and repairs. *Complete the parts request list for the parts required per vehicle. *Complete the job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

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:**

<u>PROVINCE</u>	<u>NAME</u>	<u>CONTACT</u>	<u>POSTAL ADDRESS</u>	<u>PHYSICAL ADDRESS</u>
EASTERN CAPE	Col Nyosi Lt Col S. Vosloo PO Y. Nomnqa	040 608 8456 040 608 8482 040 608 7069	South African Police Service Human Resource Development Private Bag X7471 King Williams Town 5600	Buffalo Road Old Griffith Mxenge Building Block K, Room 10 Zwelitsha

We welcome applications from persons with disAbilities 