



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month Graduate Recruitment Scheme at **Division: Financial Management 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 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.**

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

**DIVISIONAL COMMISSIONER: FINANCIAL MANAGEMENT SERVICES**

**Post:** Administrative Graduate Intern (1 post)

**Section:** Divisional Commissioner's Office

**Location:** Head Office: Pretoria

**Ref Number:** FMS INT 1/2024

**Additional Requirements:**

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

**Core Functions:**

\*Assist with providing general administrative support; attending to telephonic and e-mail enquiries; handling incoming and outgoing correspondence; the filing system; arranging meetings and hosting of internal/external role players; readiness of the venue and refreshments.

**Post:** Administrative Graduate Intern (1 post)  
**Section:** Management Information and Strategic Planning  
**Location:** Head Office: Pretoria **Ref Number:** FMS INT 2/2024

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Business Management / Management Services, Work study / Organizational Development / Operational Management, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with Receiving and processing organizational requests; Studying investigations and finalizing information; Conducting work-study investigations regarding the establishment; Re-organization and closure of companies/Stations and Units; Administration and control of the Physical and Financial Resources of the subsection.

**Post:** Administrative Student Intern (1 post)  
**Section:** Support Services: Human Resource Management and Development  
**Location:** Head Office: Pretoria **Ref Number:** FMS INT 3/2024

**Additional Requirements:**

\*Be in possession of an applicable N6 certificate in Human Resource Management / Business Management / Public Administration. Need practical experience 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 Handling and maintaining all HRM-related functions; Updating leave registers and leave system; Processing leave applications; Maintaining a filling system; maintaining all HRM registers; Receiving and processing transfer applications; Recruitment and selection process; Process service termination, ill health documentation, and data integrity; Assist with typing of letters and memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post:** Administrative Graduate Intern (1 post)  
**Section:** Miscellaneous Accounting and Reporting  
**Location:** Head Office: Pretoria **Ref Number:** FMS INT 4/2024

**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. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with Organizing, taking, and compiling minutes of the regular Audit Steering Committee meetings;  
\* Administration of requested information by Auditor General of South Africa from SAPS for audit purposes; \*Administration of proper systematic record keeping/filing of information and source documents; \* Request for POLFIN reports on a daily basis.

**Post: Administrative Graduate Intern (1 post)**

**Section: Loss Management**

**Location: Head Office: Pretoria**

**Ref Number: FMS INT 5/2024**

**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 / Cost Management and Accounting / Public Finance Management and Administration/ Risk Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with Conducting inspections to evaluate compliance with Loss Management norms and standards; Data integrity on loss control systems in accordance with program operational indicators and annual targets; Evaluation of processes and procedures pertaining to civil claims Against the State.

**Post: Administrative Student Intern (1 post)**

**Section: Miscellaneous Medical**

**Location: Head Office: Pretoria**

**Ref Number: FMS INT 6/2024**

**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. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with: Administrative functions in relation to payment of medical invoices for persons detained in police custody. Administrative functions in relation to medical aid schemes (e.g POLMED and GEMS)

**Post: Administrative Student Intern (1 post)**

**Section: Injury on duty**

**Location: Head Office: Pretoria**

**Ref Number: FMS INT 7/2024**

**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. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with administering the payment of medical invoices for members injured on duty. Administer the registration of medical service providers on the system.

**Post: Administrative Graduate Intern (1 post)**

**Section: Discharges**

**Location: Head Office: Pretoria**

**Ref Number: FMS INT 8/2024**

**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 / Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with Uploading of proceed letters on the PERSAP System; \* Scanning and photocopies of the documents; \* Capturing of payments and bank details on the POLFIN System; \* Compilation of Departmental Liability Claim form and communication with ex-members regarding amount owing to the State; \* Capturing of calculations on Template (Excel document); \* General administration at Sub-Section: Discharge.

**Post: Administrative Graduate Intern (1 post)**

**Section: Pension**

**Location: Head Office: Pretoria**

**Ref Number: FMS INT 9/2024**

**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 / Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with Administration of Service termination and payment of leave money for the deceased and retirement; \* Retrieve service termination documentation in regards to the paperless file; \* Administer correspondence, handle enquiries of medical unfit and retired members; \* Administer enquiries received and submit feedback to the relevant person/institution every month; \*Retrieving of service termination documentation from PERSAP System in regards to the paperless files.

**Post: Administrative Student Intern (1 post)**

**Section: Debtors**

**Location: Head Office: Pretoria**

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

**Additional Requirements:**

\*Be in possession of an applicable N6 certificate in Financial Management / Business Management / Public Administration. Need practical experience 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 Administer the register debt and agreement on the POLFIN system; \* Administer the active deductions via POLFIN from the employee's salary; \* Administer the correspondence with ex-employees or civilians; \* Administer the submission of documentation of services rendered on behalf of the department.

## 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.
- Graduate scheme program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

### Applications Must Be Posted To:

Division: Financial Management Services  
Lieutenant Colonel E Mpembe  
Private Bag X94  
Pretoria  
0001

### Hand Delivered To:

SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria

### Enquiries Can Be Directed To:

Lieutenant Colonel E Mpembe: Tel no (012) 393 2894  
Captain QM Nkoma Tel no: (012) 393 2983  
PO BA Malesa Tel no (012) 393 2273  
PO NB Shirindza Tel no (012) 393 1620

**We welcome applications from persons with disAbilities**

