



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division Inspectorate**. 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 relevant to the 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 separate application forms for each post reference number.

Intern categories with minimum requirements:

Graduate Intern: Tertiary Qualification is required (Statement of Results must be attached).

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: The Stipend for each category will be determined by the Divisional Commissioner Human Resource Development.

DIVISIONAL LEVEL: INSPECTORATE

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

Post: Administrative Graduate Intern (1 post)

Section: Head Operational Compliance

Location: Head Office, Pretoria (Gauteng)

Ref: INSP INT 01/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management / Office 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:

Perform professional secretarial assignments. Render general office administration duties. Handle routine correspondence. Render general reception services. Type documents, reports, letters, memorandums, etc. Effective administration of a brought forward system. Make travel and accommodation arrangements.

Post: Administrative Graduate Intern (1 post)
Section: Organisational Compliance Team 1
Location: Head Office, Pretoria (Gauteng)

Ref: INSP INT 02/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Office Management / Office Administration, 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:

Render general office administration duties. Type documents, reports, letters, memorandums, etc. Effective administration of a brought forward system. Make travel and accommodation arrangements. Assist with report consolidation.

Post: Administrative Graduate Intern (1 post)
Section: Civil Claims Project
Location: Head Office, Pretoria (Gauteng)

Ref: INSP INT 03/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management / Office 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:

Render general office administration duties. Type documents, reports, letters, memorandums, etc. Effective administration of a brought forward system. Make travel and accommodation arrangements. Assist with information analysis.

Post: Administrative Graduate Intern (1 post)
Section: Service Complaints: Collation
Location: Head Office, Pretoria (Gauteng)

Ref: INSP INT 04/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management / Office Management / Policing, 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:

Render general administrative functions in relation to the management of service complaints. Type documents, reports, letters, memorandums, etc. Effective administration of a brought forward system.

Post: Administrative Graduate Intern (4 posts)
Section: Complaints Response & Investigation
Location: Head Office, Pretoria (Gauteng)

Ref: INSP INT 05/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management / Policing, 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:

Render general administrative functions. Type documents, reports, letters, memorandums, etc. Dispatch correspondence via email. Register post that is received and dispatched. Update file entries and file correspondence. Effective administration of a brought forward system.

Post: Administrative Graduate Intern (1 post)
Section: Analysis Centre: Norms and Standards
Location: Head Office, Pretoria (Gauteng)

Ref: INSP INT 06/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Management / Monitoring and Evaluation / Law, recorded on the National Learner Record Database (NLRD) on at least an NQF6 or higher level. Computer literacy will be an added advantage.

Core functions:

Assist with analysis of existing policy. Assist with topic-related research on policy. Render general administrative functions.

Post: Administrative Graduate Intern (1 post)
Section: Analysis Centre: Compliance
Location: Head Office, Pretoria (Gauteng)

Ref: INSP INT 07/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Risk Management / Internal Auditing, recorded on the National Learner Record Database (NLRD) on at least an NQF6 or higher level. Computer literacy will be an added advantage.

Core functions:

Assist with the identification, monitoring, and reporting of Risks. Update Risk database.

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.

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| HEAD OFFICE PRETORIA Inspectorate Post Numbers: INSP INT 01/2024 INSP INT 02/2024 INSP INT 03/2024 INSP INT 04/2024 INSP INT 05/2024 INSP INT 06/2024 INSP INT 07/2024 | Lt Col J Esterhuizen | 082 300 8355 | Hand Deliver: Street Address Divisional Commissioner: Inspectorate Kodoie Arcade Building c/o 231 Pretorius and Bank Lane, Pretoria Central Postal Address The Divisional Commissioner: Inspectorate Private Bag X94 Pretoria 001 |
| | Capt S Ndhlovu | 082 469 8556 | |

We welcome applications from persons with disAbilities 