



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a (12) twelve-month Graduate Recruitment Scheme at **KwaZulu-Natal 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 a National Senior Certificate or equivalent (NCV L4)
- * Must have no previous criminal convictions(s) or cases(s) pending
- * Applicants must be unemployed, have never been employed in the 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 apply for only three (3) positions (complete separate application form for each post reference number)

Intern categories with minimum requirements:

Graduate Intern: Tertiary Qualification is required (Qualification must be completed)

Student Intern: Practical experience is required by the tertiary institution for the learner to finalise qualification (**a letter from the Institution must be attached**).

NB: Stipend for each category will be as determined by the National Commissioner: South African Police Service

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

Post: Graduate Administrative Intern (7 Posts)
Section: CIMAC OFFICE: SAPS POLICE STATIONS
Location: Umlazi
 Inanda
 Phoenix
 Plessislaer
 Durban Central
 Kwadukuza
 Chatsworth

Ref No: KZN INT 01/2024
 KZN INT 02/2024
 KZN INT 03/2024
 KZN INT 04/2024
 KZN INT 05/2024
 KZN INT 06/2024
 KZN INT 07/2024

Additional Requirement:

* Be in possession of a three (3) year National Diploma / Degree in Criminology/Forensic Science and Policing of which the following subjects are compulsory: Criminology 1, 2 and 3/Expert in the scientific study of crime and criminals recorded on the National learner Record Database (NLRC) on at least a NQF 6 or higher level. Computer Literacy will be an added advantage.

Core Functions:

* Assist in studying of crimes around the stations precinct. *Assist in studying the causes and impact of crime around the Station precinct. *Assist in analysing the data to determine why the crime was committed and find ways to predict and detect and prevent further criminal behaviour.

Post: Graduate Administrative Intern (3 Posts)
Section: Human Resource Development Sports
Location: PHQ HRD (Durban)
HRDC Newcastle
HRDC Pietermaritzburg

Ref No: KZN INT 08/2024
KZN INT 09/2024
KZN INT 10/2024

Additional Requirements:

* Be in possession of a three (3) year National Diploma / Degree in 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 an NQF 6 or higher level. Computer Literacy will be an added advantage.

Core Functions:

* Assist in Co-ordinating physical fitness assessment. Assist in Co-ordinating and administrating sports services. *Assist in managing gym facilities.

Post: Chef Intern (Student Intern) (2 Posts)
Section: MESS
Location: Pietermaritzburg HRDC

Ref No: KZN INT 11/2024

Additional Requirements:

*Be in possession of an applicable N6 Certificate/ National Certificate in Hospitality Management/ or three (3) years National Diploma/ Degree in Hospitality Management / Food and Beverage Management Services, recorded on the National Learner Record Database (NLRD). Must have a letter from the Institution of Higher Learning/TVET for experiential learning.

Core Functions:

*Assist with rendering efficient preparation and provision of meals and refreshments for different Interventions. *Ensure Health and Safety requirements are in place and adhere thereof. *Stork management and menu Compilation. *Responsible for all administration relating to the job. Organising and keeping the kitchen, dining halls, and store rooms hygienically clean; contributing to the proper utilization of the resources allocated to the post environment.

Post: Graduate Administrative Intern (6 Posts)
Section: Supply Chain Management
Location: PHQ (Durban) (2 Posts)
Kokstad
Dundee
Pietermaritzburg
Ladysmith

Ref No: KZN INT 12/2024
KZN INT 13/2024
KZN INT 14/2024
KZN INT 15/2024
KZN INT 16/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Supply Chain Management/ Logistics /Procurement/ Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

* Assist with: Procurement and Acquisition of goods and Services within Supply Chain Management
*Administer effective and efficient of all Movable Government Property; *Administer effective coordination and maintenance of vehicle fleet management within the Component; *Administer and control distribution and utilization of physical resources.

Post: Library Assistant Intern (1 Post)
Section: Provincial Human Resources Development
Location: Provincial Office (Durban)

Ref No: KZN INT 17/2024

Additional Requirements:

* Be in possession of a three (3) year National Diploma / Degree in Library and Information Science recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

Core Functions:

* Assist with conducting reference interviews with users and establishing the exact nature and scope of information needed daily in terms of SAPS prescripts. *Conduct online searches on Lexis Nexis, Juta, and Sabinet databases. *Operate inter-library loan system. *Assist with Stock taking.

Post: Graphic Designer Intern (1 Post)
Section: Corporate: Communication & Liaison
Location: Provincial Office

Ref No: KZN INT 18/2024

Additional Requirements:

* Be in possession of a three (3) year National Diploma / Degree in Graphic Design/Digital Design / Fine Art / Multimedia Design recorded on the National Learner Recorded Database (NLRD) on at least an NQF 6 or higher level.

Core Functions:

*Assist with *Meeting clients to discuss the business and design objectives and requirements of the job; *Interpreting the client's business needs and developing a concept to suit their purpose; *Estimating the time required to complete the work; *Creating new ideas and concepts; *Use innovation to redefine a design brief within the constraints of cost and time; *Present finalised ideas and concepts to managers; *Work with a wide range of media, including photography and computer-aided design; *Contributing ideas and design artwork to the overall brief; *Demonstrate illustrative skills with rough sketches; *Work on layouts and artwork pages ready for print; *Keep abreast of emerging technologies in new media, particularly design programmes such as InDesign, Illustrator, Photoshop, and Acrobat. *Develop interactive design; *Work as part of a team with other designers; *Assist with general administration duties on projects in the Project Office.

Post: Graduate Administrative Intern (1 Post)
Section: Provincial Human Resources Development (SDF)
Location: Provincial Office (Durban)

Ref No: KZN INT 19/2024

Additional Requirements:

* Be in possession of a three (3) year National Diploma / Degree in Public Management/ Bachelor of Administration/ Business Administration 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 Monitoring and evaluating the implementation of projects within SAPS. *Render effective Administrative support. Facilitate and conduct research. *Coordinate management information.

Post: Graduate Administrative Intern (4 Posts)
Section: Finance
Location: PHQ Finance (Durban)
Inanda
KwaDukuza
Kokstad

Ref No: KZN INT 20/2024
KZN INT 21/2024
KZN INT 22/2024
KZN INT 23/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma/ Degree in B Com Accounting/Bachelor of Accounting Sciences/ 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 or relevant qualification in the field of the post.

Core Functions:

* Assist with registering correspondence and all related accounting transactions; compiling monthly payroll certificate; verification of overtime claims, ensuring the safekeeping of all transactions supporting documents; assisting in recovering departmental debts within SAPS; budgeting and expenditure; administration of financial losses; safekeeping of records; monthly telecom related matters; and where applicable assist in standing advance office

Post: Motor Mechanic Intern (Petrol/Diesel Mechanic (6 Posts)

Section: Mechanical Services

**Location: Wentworth Garage (2 posts)
Alexandra Road Garage (2 posts)
Richards Bay
Marianhill**

**Ref No: KZN INT 24/2024
KZN INT 25/2024
KZN INT 26/2024
KZN INT 27/2024**

Additional Requirements:

*Be in possession of an applicable N2 Motor Mechanic/Mechanical Engineering or N3 Motor Mechanic/Mechanical Engineering or NCV Level 4 Motor Mechanic/Mechanical Engineering 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 Performing 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 the safe keeping of tools and equipment. Comply with the Occupational Health and Safety Act (Act 83 of 1995).

Post: Administrative Intern (Student Interns) (2 posts)

Section: Provincial TMS

Location: Provincial Office (Durban)

Ref No: KZN INT 28/2024

Additional Requirements:

*Be in possession of an N6 Certificate in Electrical/ Electronic Engineering (letter from the institution must be attached), 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 installation, testing, maintenance, and refurbishment of; Radio Communications equipment, Two-way radio in vehicles, buildings infrastructure sites, Radio Communications Infrastructure, Radio Towers and radio communication shelters, Radio Antenna installations (working at height), Diesel and solar security power installations, Radio site security installations, Alarm systems, Electrical fences etc., CCTV systems, CCTV camera and CCTV cabling systems and Video storage systems.

Post: Graduate Administrative Intern (1 Post)
Section: Provincial TMS
Location: Provincial Office (Durban)

Ref No: KZN INT 29/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma/ Degree in Information Technology or equivalent. Certificate in CCNA, N+, A+, and ITIL will be an added advantage, 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 Identifying End User Equipment (EUE) to be replaced. Compile a project plan on replacements/expansions of EUE. Ensure the web & prep of EUE by SITA. Facilitate the disposal process of EUE. Ensure data integrity on ARS regarding the inventory of EUE. Coordinate the required change controls for EUE Management. Resolve end-user computer hardware, software, and ad-hoc requests.

Post: Administrative Intern (Legal Official) (8 Posts)

Section: Community Service Centre

Location: Durban Central Legal Services

Ref No: KZN INT 30/2024

Umlazi Legal Services

KZN INT 31/2024

Phoenix Legal Services

KZN INT 32/2024

Inanda Legal Services

KZN INT 33/2024

Pietermaritzburg Legal Services

KZN INT 34/2024

KwaDukuza Legal Services

KZN INT 35/2024

Chatsworth Legal Services

KZN INT 36/2024

Plessislaer Legal Services

KZN INT 37/2024

Additional Requirements:

*Be in possession of an applicable Four (4) years in Bachelor of Laws Degree/LLB, recorded on the National Learner Record Database (NLRD) on at least an NQF 8 or higher level or relevant qualification in the field of the post.

Core Functions:

*Assist with administration duties with regards to managing the rendering of operational legal support in respect of the prevention, combating, and investigation of crimes, Effective, efficient, and economic handling of litigation, Consultation with members and accompanying members to court, providing legal advice on governance, Policy, and legislation management within SAPS.

Post: Data Analyst Intern (9 Posts)

Section: Management Information Centre

Location: PHQ Personnel Management (Durban)

Ref No: KZN INT 38/2024

PHQ Organisational Development (Durban)

KZN INT 39/2024

PHQ OCC (Durban)

KZN INT 40/2024

PHQ Human Resource Development (Durban)

KZN INT 41/2024

PHQ Inspectorate (Durban)

KZN INT 42/2024

UMzinyathi District Office (Dundee)

KZN INT 43/2024

ILembe District Office (KwaDukuza)

KZN INT 44/2024

King Cetshwayo District Office (Esikhaleni)

KZN INT 45/2024

UMkhanyakude District Office (KwaMsane)

KZN INT 46/2024

Additional Requirements:

*Be in possession of an applicable three (3) year Diploma/Degree in Computer Science/Information Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:

Assist with: Capturing all information on the CAS system as written in the SAPS 3M case docket,*Capturing information on stolen and recovered property on the circulation computer system,*Handling general administration duties and record keeping,*Monitoring the Geographical Blocks to ensure proper mapping and presenting reports to the Station Combating Crime Forum.

Post: Plumber (3 Posts)
Section: Infrastructure Maintenance Services
Location: PHQ SCM

Ref No KZN INT 47 /2024

Additional Requirements:

*Be in possession of an N6 Certificate in Plumbing, 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 Installing all pipes on site, obtain material for installation purposes and join drain pipes, and Read and interpret sketches per request.* Clean equipment used and working environment.* Safeguard all equipment as per the tool list and material used to perform duties.* Apply occupational health safety regulations.

Post: Electrician (3 Posts)
Section: Infrastructure Maintenance Services
Location: PHQ SCM

Ref No KZN INT 48 /2024

Additional Requirements:

*Be in possession of an N6 Certificate in Electrical Engineering, 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.

*Assist with Reading and interpreting sketches per request,*Perform electrical maintenance on activities on projects, obtain material for an installation.* Safeguard all equipment as per the tool list and materials used to perform duties.* Apply occupational health and safety regulations.

Post: Brick Layer (3 Posts)
Section: Infrastructure Maintenance Services
Location: PHQ SCM

Ref No KZN INT 49 /2024

Additional Requirements:

*Be in possession of an N6 Certificate in Civil Engineering, 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.

Assist with Analyzing and interpreting building plans Interpreting work orders and determining the materials required* Measuring distance from reference points* Calculating angles and determining the vertical and horizontal alignment of courses *Laying bricks using mortar as a binder and a trowel to level. Fastening bricks with wire clamps or cement* Working safely on scaffolds and swing stages at various heights *Using equipment and tools effectively to perform basic construction tasks. .* Set up and operate woodworking machines such as power saws, joiners, mortises, tenoners, moulders, and shapers, to cut and shape parts from wooden products as per request.* Apply occupational health and safety.

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:**

PROVINCE	NAME	CONTACT	ADDRESS
KwaZulu-Natal:	Lt. Colonel NE Mabhida	031 325 6163	15 Bram Fischer Road Servamus Building Durban
	Lt Colonel NB Myende	031 325 6554	4000

We welcome applications from persons with disAbilities

