



The South African Police Service hereby invites unemployed graduate who conform to the requirements for a twelve-month Graduate Recruitment Scheme at **Division: Legal 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) and relevant qualification as per advert;
- *Must have no criminal record;
- *Applicants must be unemployed, never participated in an internship programme previously;
- *Applicants must be residents of the province where the post is advertised;
- *Applicants are restricted to apply for 3 positions only (to complete application for each ref number).

Graduate Intern: Tertiary Qualification is required

Student Intern: Need practical experience in order to fulfil the requirements of the qualification. **(Letter from the Institution not older than two (2) years must be attached).**

NB: STIPEND FOR EACH CATEGORY WILL BE AS DETERMINED BY THE DIVISIONAL COMMISSIONER HUMAN RESOURCE DEVELOPMENT: SOUTH AFRICAN POLICE SERVICE

NATIONAL LEVEL: PRETORIA: HEAD OFFICE

The following posts are advertised to be considered as part of the Graduate Recruitment Scheme in the South African Police Service.

Post: Intern (Legal Administrative Officer) (4 posts)
Component: Governance, Legislation and Policy
Location: Head Office, Pretoria, Gauteng

Ref Number: LS INT 01/2024

Additional Requirements:

- *Be in possession of an LLB Degree recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

- *Assist in administrative support and Policy Research. Research on Legal aspects in the preparation of Legal opinions rendered. Research and conducting of Legal Environmental Scan. Support on the development of Legal Policy.

Post: Intern (Legal Administrative Officer) (4 posts)
Component: Legal Support: Resources and Arbitration
Location: Head Office, Pretoria, Gauteng

Ref Number: LS INT 02/2024

Additional Requirements:

*Be in possession of LLB Degree and Computer Literate, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Provide legal assistance with the drafting of legal documents and correspondence. Assist with drafting and vetting of contracts and agreements in relation to Technology Management, Financial Management, Supply Chain Management, Human Resource Development, and Human Resource Utilization. Assist with the research for and drafting of legal opinions for Technology Management, Finance Management, Human Resources, Training, Financial Management, and Supply Chain Management policies. Assist with the research and analysis of court judgments and arbitration awards. Assist with the management of arbitrations and other dispute resolution procedures where the SAPS is a party. Provide general legal administrative office assistance.

Post: Intern (Legal Administrative Officer) (4 posts)
Component: Litigation
Location: Head Office, Pretoria, Gauteng

Ref Number: LS INT 03/2024

Additional Requirements:

*Be in possession of an LLB Degree recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Assist in providing legal assistance in the preparation of legal documents and correspondence. Assist in preparing and compiling documentary exhibits. Assist with the conducting of investigations on the facts of the case. Assist in assisting with research on legal matters and analyses of court judgments. Accompany legal officers to consultations and hearings (court and tribunals) and assist during these. Assist with the general office administration to ensure the smooth functioning of the office.

Post: Intern (Legal Administrative Officer) (3 posts)
Component: Legal Support: Policing and Detection
Location: Head Office, Pretoria, Gauteng

Ref Number: LS INT 04/2024

Additional Requirements:

*Be in possession of an LLB Degree recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Assist in the provisioning of formal legal opinions, proactive formal legal interventions, and resolving issues relating to operational effectiveness. Enhancing Police cooperation in drafting/vetting agreements. Assisting the Civilian Secretariat for Police Service concerning legislation. Assisting various Divisions in the SAPS concerning legal issues impacting the environment. Assist with general administration to ensure the smooth functioning of the office.

GENERAL:

- Only the official application form for the internship programme (available on 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.

ENQUIRIES:

Lieutenant Colonel Mokholoane / Captain Sereetsi
082 773 3890 / 082 778 9176

APPLICATIONS POSTED:

The South African Police Service, Private Bag X94, Pretoria, 0001.
(For attention Colonel Nonkenyana; Lt Colonel Mokholoane)

APPLICATIONS HAND-DELIVERED TO:

National Head Office
South African Police Service
Division: Legal Services
231 Pretorius Street
Wachthuis Building, Reception
Pretoria

We welcome applications from persons with disAbilities

