



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Mpumalanga 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 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.

Post: Work-study Intern (1 Post)

Section: Provincial Office Organisational Development

Location: Provincial Head Office Nelspruit

Ref No:

MP INT 01/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Management Services/Work Study/Organisational Development/Industrial Psychology 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 the maintenance of the Fixed Establishment database for SAPS according to approved work study investigation recommendations. Assist in the development and maintenance of organisational functional and post structures for police stations, and an application to calculate the theoretical human resource requirements for police stations. *Provide assistance in the development of business process re-engineering of existing and future processes and procedures and review forms and registers according to business processes.

Post: Library and Information Science Intern (1 Post)
Section: Provincial Office: Human Resource Development
Location: Provincial Head Office Nelspruit

Ref No:
MP INT 02/2024

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. *Computer Literacy will be an added advantage.

Core Functions:

*Assist with management of the day-to-day functioning of the library. *Promote the use of information through user education. *Furnish reference, bibliographical and reader's advisory services. *Perform in-depth strategic research and synthesize, analyse, edit and filter information. Communicate positively, professionally and effectively with patrons. *Updating of loose leaf publications. *Excellent understanding of the Dewey Decimal Classification System. *Computer Literacy will be an added advantage.

Post: Forensic Commercial Investigator Intern (1 Post)
Section: Provincial Office: Detectives
Location: Provincial Head Office Nelspruit

Ref No:
MP INT 03/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Cyber Law/ Cybercrime and Digital Evidence/ Cybersecurity or Information Systems 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 planning, coordinating, conducting and evaluating special operations and investigations. *Conducting disruptive operations by focusing on commercial crimes. *Identification, registration and investigation of projects and major investigations against criminal grouping. * Computer Literacy will be an added advantage.

Post: Financial Administrative Intern (5 Posts)
Section: Financial Services
Location: PHO Nelspruit
Breyten SAPS
Secunda SAPS
Bushbuckridge SAPS
Pienaar SAPS

Ref No
MP INT 04/2024
MP INT 05/2024
MP INT 06/2024
MP INT 07/2024
MP INT 08/2024

Additional Requirements:

Be in possession of a 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 level or higher level. Computer Literacy will be an added advantage.

Core Functions:

*Assist with administrative functions in relation to budget management. *Salaries and maintenance claims and expenditure management *Maintaining the budget and coordinating the expenditure of the Component. Verifying payroll printout. *Observing the utilization of funds. *Capturing and allocating approved budget. *Compliance with the prescripts in the National Treasury.* Computer literacy will be added as an advantage.

Post: Social Work Intern (2 Posts)
Section: Provincial Head Office Nelspruit
Location: Detectives: Social Work
Employee Health & Wellness

Ref No: MP INT 09/2024
MP INT 10/2024

Additional Requirements:

*Be in possession of a BA Social Work Degree or higher level 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 prepared to work in a multi-disciplinary team and be able to market Social Work Services. Must be medically, physically and mentally fit. Computer literacy which includes MS Word, MS Power Point and MS Office Outlook will be an added advantage to the applicant.

Core Functions:

*Assist with: Rendering the advanced and complex Police Social Work Services work-focus assessments; Render comprehensive occupational social work to the client system by means of Social Work Service' capacity building programmes (promoted-, work-person- and workplace interventions); Render comprehensive occupational social work services to the client system by means of Restorative Interventions. Render comprehensive occupational social work services to the client system by means of the application of Social Work Community Model. Implement the multi-disciplinary approach interventions within the Employee Health and Wellness environment. Execute standard social work administrative practices.

Post: Legal Administrative Intern (1 Post)
Section: Provincial Legal and Policy Services
Location: Provincial Head Office Nelspruit

Ref No:
MP INT 11/2024

Additional Requirements:

*Be in possession of an applicable three (3) years Diploma/Degree in Law, recorded on the National Learner Record Databases (NLRD) on at least NQF 6 or higher or relevant qualification in the field of the post. Computer literacy will be an added advantage.

Core Functions:

*Assist with administration duties about the effective handling of labour litigation matters. Administration duties to eviction, general, and discipline matters/files referred for legal opinion. Render administration duties to the Provincial head of Legal Services. Computer Literacy will be an added advantage

Post: Crime Information Management Analysis Centre Interns (6 Posts)

Section: CIMAC Offices
Location: Mhluzi SAPS
Nelspruit SAPS
Witbank SAPS
Barberton SAPS
KwaMhlanga SAPS
Vosman SAPS

Ref No:
MP INT 12/2024
MP INT 13/2024
MP INT 14/2024
MP INT 15/2024
MP INT 16/2024
MP INT 17/2024

Additional Requirements:

Be in possession of a Diploma/Degree in Criminology/Policing recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level. Data Analysis course/module will be an added advantage. *Computer literacy will be an added advantage.

Core Functions:

*Assist with Compile daily crime report. *Updating hotspots and Crime Metrix product. *Crime analysing and determining the casual factors of crimes and provide measures to be applied. *Crime scene visits and environmental survey product, specifically of priority crimes. *Compile modus operandi and crime linkages

Post: Administrative Interns (5 Posts)
Section: Supply Chain Management
Location: Sundra SAPS
Daggakraal SAPS
KwaMhlanga SAPS
Dullstroom SAPS
Fernie SAPS

Ref No:
MP INT 18/2024
MP INT 19/2024
MP INT 20/2024
MP INT 21/2024
MP INT 22/2024

Additional Requirements:

Be in possession of a three (3) year National Diploma/Degree in Supply Chain Management/ Logistics/ Transport 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 monitoring, planning and executing both capital and repairs and renovation projects.
*Conducting 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 and preparing the invitation of price quotation for quotations applications 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: Vispol Administrative Interns (3 Posts)
Section: Visible Policing
Location: Ngodwana SAPS
Mhluzi SAPS
KwaMhlanga SAPS

Ref No:
MP INT 23/2024
MP INT 24/2024
MP INT 25/2024

Additional Requirements:

*Be in possession of a three (3) year qualification in Policing/Criminology/ Law/ Criminal Justice/ Social Sciences recorded on the National Learner Record Database (NLRD) on at least an NQF level 6 or higher level. * Computer Literacy will be an added advantage.

Core Functions:

*Assist with rendering duties of an administrative nature, which will include general administration duties as well as specific administration duties. *Assist in effective crime prevention strategies. *Administration of firearm licence applications and renewal of licences and permits. *Taking minutes in the Community Police Forum meetings. *Ensure accurate record-keeping and efficient office management. *Computer Literacy will be an added advantage.

Post: Detective Administrative Interns (5 Posts)
Section: Detective Services
Location: Wakkerstroom SAPS
Calcutta SAPS
Masoyi SAPS
Breyton SAPS
Maartenshoop SAPS

Ref No:
MP INT 26/2024
MP INT 27/2024
MP INT 28/2024
MP INT 29/2024
MP INT 30/2024

Additional Requirements:

*Be in possession of a three (3) year qualification in Policing/Criminology/ Law/ Criminal Justice/ Social Sciences recorded on the National Learner Record Database (NLRD) on at least an NQF level 6 or higher level.*Computer Literacy will be an added advantage.

Core Functions:

*Administration and keeping of records for the information flow in the unit. *Data capturing. *Maintenance of the office. *Taking minutes for the unit. *Filing and the neat correct placing of case dockets. Daily monitoring of Crime Administration System.

Post: Administrative Intern (5 Posts)
Section: Human Resource Management
Location: Ermelo SAPS
KaMhlushwa SAPS
Kinross SAPS
Morgenzon SAPS
Standerton SAPS

Ref No:
MP INT 31/2024
MP INT 32/2024
MP INT 33/2024
MP INT 34/2024
MP INT 35/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management/ Public Management /Business Administration recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher. *Computer Literacy will be an added advantage

Core Functions:

*Assist with performing general administration. * Manage confidential documents. *Administer brought forward files and coordinated target dates for correspondences.* Capturing of leave registers and personal files. *General filing of all HRM correspondences. *Taking minutes at HRM meetings.

Post: Registry Interns (6 Posts)
Section: Registry
Location: Mbuzini SAPS
Dientjie SAPS
Delmas SAPS
Secunda SAPS
Embalenhle SAPS
Sabie SAPS

Ref No:
MP INT 36/2024
MP INT 37/2024
MP INT 38/2024
MP INT 39/2024
MP INT 40/2024
MP INT 41/2024

Additional Requirements:

*Be in possession of a three (3) year qualification in Archives and Records Management recorded on the National Learner Record Database (NLRD) on at least an NQF level 6 or higher. *Computer Literacy will be an added advantage.

Core Functions

Assist with Rendering proper administration and management of records. Assist in effective and efficient archive and registration correspondences. *Administration and keeping of records for the information flow in the unit. *Maintenance of the office

Post: Management Information Centre Administrative Intern (3 Posts)
Section: Management Information Centre
Location: Carolina SAPS
Hendrina SAPS
Witbank SAPS

Ref No:
MP INT 42/2024
MP INT 43/2024
MP INT 44/2024

Additional Requirements:

*Be in possession of an applicable three (3) years Diploma/Degree in Strategic Planning/ Organisational Development/ Information Management, recorded on the National Learner Record Databases (NLRD) on at least an NQF 6 or higher or relevant qualification in the field of the post.*Computer literacy will be an added advantage

Core Functions:

*Assist in handling the applications for access to the system and provide support to users. *Report faults in the system. *Conduct system audit

Post: Mechanical Intern (6 Posts)
Section: Mechanical Services
Location: Nelspruit Garage (2 Posts)
Standerton Garage (2 Posts)
Middelburg Garage (2 Posts)

Ref No:
MP INT 45/2024
MP INT 46/2024
MP INT 47/2024

Additional Requirements:

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

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 service and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health and Safety Act.

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, Senior Certificate and all post-school educational qualifications** obtained must also be submitted and attached to every application. ***only a certificate of qualifications will be accepted, with a statement of results attached.**
- 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.
- 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:

NEAREST POLICE STATIONS IN MPUMALANGA PROVINCE	
For attention Capt Marks SOUTH AFRICAN POLICE SERVICE No: 07 Ferreira Street 2 nd Floor Human Resource Development NELSPRUIT	POSTAL ADDRESS: For Attention: Capt Marks South African Police Service Private Bag X11299 NELSPRUIT 1200

We welcome applications from persons with disAbilities

