



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Northern Cape 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 the 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 applying 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: Legal Administrative Intern (2 Posts)**

**Section: Provincial Legal Services**

**Location: Provincial Office: Kimberley**

**NCGI 01/2024**

**Additional Requirements:**

\*Be in possession of a Four-year Bachelor of Laws / LLB recorded on the National Learner Record Database (NLRD) or at least an NQF 8 or higher level. Computer literacy will be an added advantage

**Core functions:**

\*Assist with administration duties with regard to the effective handling of labour litigation matters.

\*Administration duties in relation to eviction, general, and discipline matters/files referred for legal opinion. \*Render administration duties to the Provincial Head of Legal Services

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

**Section: Inspectorate**

**Location: Provincial Office: Kimberley**

**NCGI 02/2024**

**Additional Requirements:**

\*Be in possession of a three (3) years Diploma/Degree in Statistics/Analysis/Public Administration/Public Management/Business Management/Policing, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core functions:**

\*Assist with \*Administration and monitoring of complaints against the South African Police Services. Coordinate and perform administrative functions regarding complaints against the Police. Receive, process, and acknowledge service complaints. Register and capture service complaints. \*Render administration duties to the Provincial Head Inspectorate.

**Post: Psychological Intern (1 Post)**  
**Section: Employee Health and Wellness**  
**Location: Provincial Office: Kimberley**

**NCGI 03/2024****Additional Requirements:**

\*Be in possession of an Honours degree / B Psych degree in Psychology (in one of the acknowledged categories); Registered with the Health Professions Council of South Africa as a Psychometrics or Registered Counsellor and submit proof of valid registration for financial year 2023/2024.

**Core Functions:**

\*Assist with identifying psychological, emotional, behavioral, or organisational issues and diagnose disorders. Observe, Interview, and counsel the victims. Studies factors that affect human behaviour. Provide counseling by leading group or individual sessions. Research and identify behavioral or emotional patterns

**Post: Social Work Intern (1 Post)**  
**Section: Employee Health and Wellness**  
**Location: Provincial Office: Kimberley**

**NCGI 04/2024****Additional Requirements:**

\*Be in possession of a BA Social Work Degree 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 PowerPoint, 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 through Social Work Service' capacity building programmes (promoted-, work-person- and workplace interventions); Render comprehensive occupational social work services to the client system through Restorative Interventions. Render comprehensive occupational social work services to the client system through 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: Administrative Graduate Intern (8 Posts)**  
**Section: Human Resource Development:**  
**Location: Provincial Office: Kimberley (3 Posts)**  
Upington HRDC  
De Aar HRDC  
Galeshewe HRDC  
Kuruman HRDC  
Springbok HRDC

**NCGI 05/2024****NCGI 06/2024****NCGI 07/2024****NCGI 08/2024****NCGI 09/2024****NCGI 10/2024****Additional Requirements:**

\*Be in possession of a three (3) year National Diploma/Degree in Human Resource Development/Public Administration and Management/Business Administration/Office

Administration/Office Management and Technology/Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 level or higher.

**Core Functions:**

\*Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing emails for distribution, keeping databases as per National Projects (Bursaries, Recognition of Prior Learning and Internship) attending meetings, taking and typing of minutes; assist with Skills Audit with regards to training and skills development of members. Ensure that the Training Committee convenes.

**Post:** Supply Chain Management Intern (1 Post)  
**Section:** Procurement, Movement of Government Property & Fleet Management  
**Location:** Provincial Supply Chain Kimberley **NCGI 11/2024**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma/Degree in Supply Chain Management/Logistics recorded on the National Learner Record Database (NLRD) on at least an NQF 6.

**Core Functions:**

\*Assist with: \*Invitations of price quotations; \*Managing of databases; \*Central Supplier database (CSD) Management; \*Scheduling of invoices; \*Contract management; \*Order processing and inventory management.

**Post:** Provincial Vispol (1 Post)  
**Section:** Youth Desk  
**Location:** Provincial Office: Kimberley **NCGI 12/2024**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Criminology/Policing/Social Science/Sociology or any other equivalent qualification, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with Compiling monthly reports for Social Crime Prevention, Community Policing Forum, Sector Policing, and Community Policing Strategies, Assist with procurement related to Vispol.  
\*Participate in Social Crime Prevention programmes and awareness campaigns.

**Post:** Administrative Graduate Intern (1 Post)  
**Section:** Human Resource Utilisation: Labour Relations  
**Location:** Provincial Human Resource Utilisation, Kimberley **NCGI 13/2024**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Human Resource Management/Human Resource Development/Public Administration and Management/ Business Administration/Office Administration/Office Management and Technology/Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with Keeping up to date with wage and labour legislation, \*Keep up to date with employee policies, \* Attend meetings with relevant stakeholders, \*Writing reports, \*Assist with matters relating to disciplinary hearings, \* Assist with Labour related administration.

**Post:** Administrative Graduate Intern (1 Post)  
**Section:** Human Resource Management: Personnel Management  
**Location:** Provincial Human Resource Management, Kimberley **NCGI 14/2024**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Human Resource Management/Human Resource Development/Public Administration and Management/ Business Administration/Office Administration/Office Management and Technology/Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with coordinating discipline, grievance, and absenteeism management. \*Assist with coordinating recruitment-related matters, transfers, and service terminations. Assist with maintaining the performance management systems. \*Assist with handling Human Resource related issues that comply with the organizations' policies and processes. \*Update and maintain all Human Resource records appropriately.

**Post:** Administrative Graduate Intern (5 Posts)  
**Section:** Vispol Support  
**Location:** Springbok SAPS **NCGI 15/2024**  
De Aar SAPS **NCGI 16/2024**  
Galeshewe SAPS **NCGI 17/2024**  
Roodepan SAPS **NCGI 18/2024**  
Kathu SAPS **NCGI 19/2024**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Criminology/Policing/Social Science/Sociology/Public Administration/Criminal Justice/Statistics/Research Methodology or any other equivalent relevant qualification, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with Compiling monthly reports for Social Crime Prevention, Community Policing Forum, Sector Policing, and Community Policing Strategies, Assist with procurement related to Vispol. \*Participate in Social Crime Prevention programmes and awareness campaigns.

**Post:** Administrative Graduate Intern (9 Posts)  
**Section:** Police Stations (CIMAC Office)  
**Location:** Springbok SAPS **NCGI 20/2024**  
De Aar SAPS **NCGI 21/2024**  
Upington SAPS **NCGI 22/2024**  
Rosedale SAPS **NCGI 23/2024**  
Colesberg SAPS **NCGI 24/2024**  
Mothibistad SAPS **NCGI 25/2024**  
Kuruman SAPS **NCGI 26/2024**  
Keimoes SAPS **NCGI 27/2024**  
Douglas SAPS **NCGI 28/2024**

**Additional Requirements:**

Be in possession of a three (3) years 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.

**Core Functions:**

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

**Post: Administrative Student Intern (4 Posts)**

**Section: Human Resource Management**

**Location: Postmasburg  
Phillipstown SAPS  
PROV HRD  
Siyathemba SAPS**

**NCSI 01/2024**

**NCSI 02/2024**

**NCSI 03/2024**

**NCSI 04/2024**

**Additional Requirements:**

\*Be in possession of an applicable N6 certificate in Human Resource Management or any other equivalent qualification. 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 Maintaining effective strategic human resource management; administering effective Personnel Management practices within the province; Implementation of Human Resource Management (HRM) programs and procedures; General office administration and duties.

**Post: Motor Mechanic/Mechanical Engineering (5 Posts)**

**Section: Mechanical Services**

**Location: Kimberley Garage  
De Aar Garage  
Springbok Garage  
Kuruman Garage  
Upington Garage**

**NCSI 05/2024**

**NCSI 06/2024**

**NCSI 07/2024**

**NCSI 08/2024**

**NCSI 09/2024**

**Additional Requirements:**

\*Be in possession of N2 in Motor Mechanic/Mechanical Engineering or N3 in Motor Mechanic/Mechanical Engineering/NCV level 4 in Motor Mechanic/Diesel Mechanic/Petrol Mechanic.

**Core Functions:**

\*Perform 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 for the vehicle. \*Complete the 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 (Act 83 of 1995)

## 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 4 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 submitted at the nearest Police Stations in the Northern Cape Province.**

**Applications can also be posted OR hand delivered to:**

The Provincial Head: Human Resource Development  
SA Police Service  
16 Warren Street, De Beers  
**KIMBERLEY**

### ENQUIRES

Lt Col Oliphant                      **053 807 0110**  
CAC PP Makoloi                      **053 807 0105**

**We welcome applications from persons with disAbilities**

