



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division Visible Policing and Operations**. 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;
- * Proof of residential address to be attached;
- *Applicants are restricted to apply for only three (3) positions 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: Stipend for each category will be determined by the Divisional Commissioner Human Resource Development: South African Police Service

NATIONAL LEVEL: HEAD OFFICE

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

Post : Financial Administrative Intern (1 Post)
Section : Support Service HQ – Finance (Financial Administration)
Location : Gauteng: Pretoria
Ref Number : VPO INT 01/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management 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: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

Post : **Financial Administrative Intern (1 Post)**
Section : **Support Service HQ – Finance (Budget)**
Location : **Gauteng: Pretoria**
Ref Number : **VPO INT 02/2024**

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management 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: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

Post : **Administrative Intern (1 Post)**
Section : **Support Service HQ: Record Keeping Registry**
Location : **Gauteng: Pretoria**
Ref Number : **VPO INT 03/2024**

Additional Requirements:

*Be in possession of an applicable three (3) years Diploma, Degree, in Achieve and Records Management/ Business Administration / Office Administration / Office Management and 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: Documentation received and delivered in accordance to the set standards of minimum security; to keep documents confidential, safe, and easy for retrieval for future reference; records organized, restore retrieve information, records according to the filling system and to perform administration functions related to the work in the office administration.

Post : **Administrative Intern (1 Post)**
Section : **Supply Chain Management**
Location : **National Intervention Unit: Pretoria**
Ref Number : **VPO INT 04/2024**

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

Post : Financial Administrative Intern (1 Post)
Section : Finance Management (1 post)
Location : National Intervention Unit: Pretoria
Ref Number : VPO INT 05/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management 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: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

Post : Financial Administrative Intern (1 Post)
Section : Finance Management
Location : Special Task Force: Pretoria
Ref Number : VPO INT 06/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management 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: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

Post : Administrative Intern (1 Post)
Section : Human Resource Management
Location : Special Task Force: Pretoria
Ref Number : VPO INT 07/2024

Additional Requirements:

*Be in possession of an applicable Diploma, Degree, HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

Post : Administrative Student Intern (1 Post)
Section : Human Resource Management
Location : NPOPRU: Pretoria
Ref Number : VPO INT 08/2024

Additional Requirements:

*Be in possession of an applicable N6 Certificate in HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

Post : Financial Student Intern (1 Post)
Section : Finance Management
Location : NPOPRU: Pretoria
Ref Number : VPO INT 09/2024

Additional Requirements:

*Be in possession of an applicable N6 Certificate Financial Management/ Public Management 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: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

Post : Administrative Intern (1 Post)
Section : Supply Chain Management
Location : NPOPRU: Pretoria
Ref Number : VPO INT 10/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

Post : Administrative Student Intern (1 Post)
Section : Human Resource Management
Location : NPOPRU: Mpumalanga
Ref Number : VPO INT 11/2024

Additional Requirements:

*Be in possession of an applicable N6 Certificate in HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

Post : Financial Student Intern (1 Post)
Section : Finance Management
Location : NPOPRU: Mpumalanga
Ref Number : VPO INT 12/2024

Additional Requirements:

*Be in possession of an applicable N6 Certificate Financial Management/ Public Management 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: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

Post : Administrative Intern (1 Post)
Section : Supply Chain Management
Location : NPOPRU: Mpumalanga
Ref Number : VPO INT 13/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

Post : Administrative Intern (1 Post)
Section : Support Services: Record Keeping Registry
Location : Special Task Force: Cape Town
Ref Number : VPO INT 14/2024

Additional Requirements:

*Be in possession of an applicable three (3) years Diploma, Degree, in Achieve and Records Management/ Business Administration / Office Administration / Office Management and 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: Documentation received and delivered in accordance to the set standards of minimum security; to keep documents confidential, safe, and easy for retrieval for future reference; records organized, restore retrieve information, records according to the filing system and to perform administration functions related to the work in the office administration.

Post : Administrative Intern (1 Post)
Section : Human Resource Management
Location : Special Task Force: Cape Town
Ref Number : VPO INT 15/2024

Additional Requirements:

*Be in possession of an applicable Diploma, Degree, HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filing system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

Post : Administrative Intern (1 Post)
Section : Supply Chain Management
Location : King Shaka International Airport
Ref Number : VPO INT 16/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

Post : Administrative Intern (1 Post)
Section : Human Resource Management
Location : King Shaka International Airport
Ref Number : VPO INT 17/2024

Additional Requirements:

*Be in possession of an applicable Diploma, Degree, HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

Post : Administrative Intern (1 Post)
Section : Support Services: Record Keeping Registry
Location : King Shaka International Airport
Ref Number : VPO INT 18/2024

Additional Requirements:

*Be in possession of an applicable three (3) years Diploma, Degree, in Achieve and Records Management/ Business Administration / Office Administration / Office Management and 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: Documentation received and delivered in accordance to the set standards of minimum security; to keep documents confidential, safe, and easy for retrieval for future reference; records organized, restore retrieve information, records according to the filling system and to perform administration functions related to the work in the office administration.

Post : Administrative Intern (1 Post)
Section : Supply Chain Management
Location : Border Policing: Cape Town International Airport
Ref Number : VPO INT 19/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

Post : Administrative Student Intern (1 Post)
Section : Human Resource Management
Location : Border Policing: Cape Town International Airport
Ref Number : VPO INT 20/2024

Additional Requirements:

*Be in possession of an applicable N6 Certificate in HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

Post : Administrative Intern (2 Post)
Section : Liquor and Second Hand Goods Services
Location : Firearm Liquor and Second Hand Goods, Pretoria
Ref Number : VPO INT 21/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Statistics / Office Administration / Computer Sciences / Project Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with general administrative duties in terms of Liquor Control Act. Assist with general administrative duties in terms of Second-Hands Goods Control Act.

Post : Administrative Intern (1 Post)
Section : Firearms, Liquor and Second Hand Goods
Location : Firearm Liquor and Second Hand Goods, Pretoria
Ref Number : VPO INT 22/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Statistics / Office Administration /Project Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level

Core Functions:

*Assist with: *The enhancement to the realization of the purpose of the Firearm Control Act through information and operational support provisions. Assist with general administration duties in terms of Firearm Control Act.

Post : Administrative Intern (1 Post)
Section : Firearms Compliance and Enforcement (Policy Development)
Location : Firearm Liquor and Second Hand Goods, Pretoria
Ref Number : VPO INT 23/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma in Office Administration /Project Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level

Core Functions:

*Assist with: *The development, review and update existing guidelines, national instructions and circulars of firearm policies. Assist with generic administrative duties. Participate in public education programming awareness campaigns, Imbizos and local indabas to sensitize the public about the provisions of the Firearm Control Legislation. Maintain and update an effective documentation management system crucial for strategic planning.

Post : Administrative Intern (1 Post)
Section : Social Crime Prevention (Youth Crime Prevention)
Location : Mid-City Building, Pretoria
Ref Number : VPO INT 24/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Youth Development / Social Sciences / Policing, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *The development and review of the regulatory frameworks; *Assist in managing Youth Crime Prevention Programmes initiated by SAPS on School Based Crime Prevention; *Support establishment of Youth Crime Prevention Desks in Provinces *Compile information notes and projects plans; *Conduct station compliance visits and compile feedback reports; *Consolidate monthly and quarterly reports.

Post : Administrative Intern (1 Post)
Section : Social Crime Prevention (Community Awareness Programmes)
Location : Mid-City Building, Pretoria
Ref Number : VPO INT 25/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Public Relations / Community Development/ Policing, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Community outreach. Assist with report writing. Assist with event planning.

Section : Social Crime Prevention (Partnership Policing) (1 post)
Location : Mid-City Building, Pretoria
Ref Number : VPO INT 26/2024

Additional Requirements:

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

Core Functions:

*Assist with: *The administration of projects. Assist with the compilation of reports including high levels reports. Perform administrative duties.

Section : Social Crime Prevention (Sexual Offences and Trafficking In Persons) (1 post)
Location : Mid-City Building, Pretoria
Ref Number : VPO INT 27/2024

Additional Requirements:

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

Core Functions:

*Assist with: *The administrative support to the Subsection.

Post : Administrative Intern (1 Post)
Section : Pro-active Policing (Frontline: CSC)
Location : Mid-City Building, Pretoria,
Ref Number : VPO INT 28/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Policing / Criminology/ Information Technology and knowledge of computer programmes such as Microsoft PowerPoint, Excel and Word, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Assistance in optimising and revising frontline reception; *Referring and follow-up complaints against SAPS; *Revising of SAPS forms and registers utilized within CSC; *Revising and development of Policies, National Instructions, Guidelines and Circulars governing the CSC. Assist in compilation of Monthly, Quarterly and Annual Reports.

Post : Administrative Intern (1 Post)
Section : Pro-active Policing (Custody and Exhibit Management: VSS)
Location : Mid-City Building, Pretoria,
Ref Number : VPO INT 29/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Policing / Criminology/ Office Management and knowledge of computer programmes such as Microsoft PowerPoint, Excel and Word, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Management of performance information. Assist with compilation of Monthly, Quarterly and Annual Reports. Assist in development and or revision of Policies, National Instructions and Standard Operating Procedures relevant to VSS. Assist with VSS evaluation reports including feedback reports to Provinces.

Post : Administrative Intern (1 Post)
Section : Pro-active Policing (Frontline: Crime Prevention Operations)
Location : Mid-City Building, Pretoria,
Ref Number : VPO INT 30/2024

Additional Requirements:

* Be in possession of a three (3) year National Diploma / Degree in Policing / Criminology/ Information Technology and knowledge of computer programmes such as Microsoft PowerPoint, Excel and Word, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Administrative duties; Assist with compilation of Monthly, Quarterly and Annual Reports, Assist with compilation of memorandums to the Minister of Police. Assist in travelling arrangements and itineraries, Assist in monitoring data captured on the OPAM System and referring discrepancies for rectification. Assist with the drafting of the meeting agenda and compiling of minutes.

Post : Administrative Intern (1 Post)
Section : Pro-active Policing (Crime Prevention Services: Police Safety)
Location : Mid-City Building, Pretoria,
Ref Number : VPO INT 31/2024

Additional Requirements:

* Be in possession of a three (3) year National Diploma / Degree in Policing /Information Technology and knowledge of computer programmes such as Microsoft PowerPoint, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Analysis of incidents of murders and attacks of Police Officers, Assist with maintaining databases. Assist with compilation of official correspondence, Assist with general administration matters.

Post : Administrative Intern (1 Post)
Section : Supply Chain Management
Location : Mid-City Building, Pretoria
Ref Number : VPO INT 32/2024

Additional Requirements:

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

Core Functions:

*Assist with: * Demand Management, Contract Management; Procurement and Acquisition of goods and Services within Supply Chain Management; *Effective and efficient control all Movable Government Property; *Effective coordination and maintenance of vehicle fleet management; *Distribution and utilization of physical resources; *Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.).

Post : Administrative Intern (2 Posts)
Section : Human Resource Management
Location : Mid-City Building, Pretoria
Ref Number : VPO INT 33/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Office Administration / Office Management and 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: *Handling and Maintaining all HRM related functions; *Updating leave registers and leave system; *Processing leave applications; *Maintain a filing system; *Receiving and registering disciplinary and grievance enquiries of members; *Maintain all HRM registers; *Receiving and processing transfer applications; *Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; *Recruitment and selections process; *Process Service terminations and ill health documentation; * Skills Development Functions such as skills audit and bursaries.

Post : Financial and Administrative Intern (1 Post)
Section : Finance Management
Location : Mid-City Building, Pretoria
Ref Number : VPO INT 34 /2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Financial Accounting / B Com in Financial Management 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.

Core Functions:

*Assist with: *Management and control of the Budget. Manage financial claims, standing advance and payment allowances. Manage safekeeping and provisioning of records, Service complaints, Loss management and Security Services.

Post : Administrative Intern (1 Post)
Section : Rapid Rail and Police Emergency Services (Operational Coordination: CIMO)
Location : Mid-City Building, Pretoria
Ref Number : VPO INT 35/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Statistics / Work Study / Production Management recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Compilation and consolidation of crime statistics; *Analysis of crime statistics; *Retrieving the crime statistics from various SAPS systems; *Performing daily administrative and filing duties.

Post : Administrative Intern (1 Post)
Section : Rapid Rail and Police Emergency Services (Rapid Rail Policing Services: Policy Development and Partnership)
Location : Mid-City Building, Pretoria,
Ref Number : VPO INT 36/2024

Additional Requirements:

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

Core Functions:

*Assist with: *Develop Policies; *Develop MOU's; *Develop SOP's; *Review existing policies, MOU's and SOP's.

Post : Administrative Intern (1 Post)
Section : Rapid Rail and Police Emergency Services (Rapid Rail Policing Services: Quality Assurance and Interventions)
Location : Mid-City Building, Pretoria,
Ref Number : VPO INT 37/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Monitoring and Evaluation/ Quality Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Performance Management, monitor, evaluate and management intervention.

Post : **Administrative Intern (1 Post)**
Section : **Rapid Rail and Police Emergency Services: (K9 Services)**
Location : **Mid-City Building, Pretoria,**
Ref Number : **VPO INT 38/2024**

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Office Administration/Public Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Administer correspondence and files. Ensure accurate record keeping and efficient administration. Maintain and coordinated effective office administration. Consolidate and compile information/data/reports. Monitor and analyse information/data/reports.

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 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 months Internship Contract.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

ENQUIRIES:

Colonel JB Mahape: Tel no. (012) 400 3790
Lt Col PS Swartz-Goliath Tel no. (012) 421 8178
Lieutenant Colonel PG Nomdzinwa: Tel no. (012) 400 3844
Capt MP Mufara: Tel no. (012) 400 3826
Warrant Officer Mpeko Tel no: (012) 421 8491

APPLICATIONS POSTED/ HAND DELIVERED:

<p>APPLICATIONS HAND DELIVERED</p> <p>VPO INT 01/2023, VPO INT 02/2024, VPO INT 03/2023, VPO INT 04/2024, VPO INT 05/2023, VPO INT 06/2024, VPO INT 07/2023, VPO INT 08/2024, VPO INT 09/2023, VPO INT 10/2024</p> <p>459 Leyds Street, Sunnyside, Pretoria</p> <p>South African Police Service, Private Bag X 30, Sunnyside 0132 Pretoria (Gauteng)</p> <p>For attention: Lt Col PG Nomdzinwa Contact: 012 400 3844 Capt MP Mufara Contact 012 400 3826</p>	<p>APPLICATIONS HAND DELIVERED</p> <p>VPO INT 16/2024, VPO INT 17/2024, VPO INT 18/2024</p> <p>1270 Coin Temp Road Mso Building, 1st Floor King Shaka International Airport La Mercy</p> <p>Postal Address PO Box 57732 King Shaka International Airport La Mercy 4407</p> <p>For Attention: Lt Colonel Vellem N / SAC Naidoo A Contact: 032 436 0503</p>
<p>APPLICATIONS HAND DELIVERED</p> <p>VPO INT 11/2024, VPO INT 12/2024, VPO INT 13/2024</p> <p>NPOP Reserve Unit Mpumalanga Matsulu SAPS Emfuleni Road Nelspruit (Mpumalanga)</p> <p>For Attention: Lt Col Manyike H Contact: 082 303 9661</p>	<p>APPLICATIONS HAND DELIVERED</p> <p>VPO INT 19/2024, VPO INT 20/2024</p> <p>SAPS Border Policing: Cape Town International Airport</p> <p>Airport Approach Road Cape Town 8000</p> <p>For attention Col Moyo Contact: 021 927 2959 / 079 496 1305</p>
<p>APPLICATIONS HAND DELIVERED</p> <p>VPO INT 14/2024, VPO INT 15/2024</p> <p>STF Cape Town Special Task Force Base 35 Squadron Erica Drive Belhar</p> <p>For attention Lt Col Francke Contact: 082 782 6804</p>	<p>APPLICATIONS HAND DELIVERED</p> <p>FROM VPO INT 21/2023 TO VPO INT 38 /2024</p> <p>MidCity Building 540 Pretorius Street Arcadia</p> <p>For Attention: Lt Col PS Swartz-Goliath Contact: 012 421 8178 WO Mpeko Contact: 012 421 8491</p>

We welcome applications from persons with disAbilities 