



South African Police Service hereby invites unemployed graduates who conform to the requirements for participation in a twelve (12) months Graduate Recruitment Scheme at **Component: Crime Registrar**. The Graduate Recruitment Scheme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

Generic requirements:

- *Applicants have to be a South African citizen.
- *Must be in possession of a National Senior Certificate or equivalent (NCV L4)
- *Must have no criminal convictions(s) or cases(s) pending
- *Applicants must be unemployed, 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 in which the post is advertised (**proof of residential address must be attached**)
- *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**: Relevant NQF 6 Qualification in the field of the post

Student Intern: Practical experience is required by the tertiary Institution in order for learner to finalise qualification (**letter from Institution 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: HEAD OFFICE

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

Post : Crime Statistics - INT
 Section : Crime Statistics and Research
 Location : Head Office, Pretoria, Gauteng
 Ref Number : CR INT 01/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in the following: Mathematical Statistics, Statistics, Demography/Actuarial Science or other related field of study. Computer literacy. Postgraduate qualification will be an added advantage.

Core Functions:

Assisting in: *Enhancement of the crime information management capacity at all levels of policing. To gather crime statistics in support of prevention, combating and investigation of crime. To collate, evaluate, analyse, coordinate and disseminate crime information for the purpose of operations and strategic utilization. To ensure reliable and validated crime information. Assist with general administration duties within the section.

Post : Crime Research - INT
Section : Crime Statistics and Research
Location : Head Office, Pretoria, Gauteng
Ref Number : CR INT 02/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in the following: Criminology, Sociology or other related field of study Computer literacy. Postgraduate qualification will be an added advantage.

Core Functions:

Assist:*To collate, evaluate, analyse, co-ordinate and disseminate crime information for the purpose of operational and strategic utilization. Identifying crime patterns and trends. Conduct analysis changes in crime trends and shifts in geographical patterns (nationally).conducting research on crimes identified by the National Crime Combating Forum (NCCF).assist in conducting crime research within the section. Assist with general administration duties within the section.

Post : Database/System Design - INT
Section : Database Design/IT
Location : Head Office, Pretoria, Gauteng
Ref Number : CR INT 03/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in the following; Database Design, Programming, System Design, Computer Science or other related field of study. Computer literacy. Postgraduate qualification will be an added advantage.

Core Functions:

Assisting in:*Be able to use specialised software to store organise and analyse data. The role may include capacity planning and installation, configuration, database design, migration, performance monitoring security, as well as backup and recovery. Assist with general administration duties within the section.

Post : Quality Assurance - INT
Section : Quality Assurance and Help Desk
Location : Head Office, Pretoria, Gauteng
Ref Number : CR INT 04/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in the following: Quality Management, Quality Assurance, Total Quality Management, Project Management, Quality Control or other related field of study computer literacy. Postgraduate qualification will be an added advantage.

Core Functions:

Assisting in: *Conducting consistency checks on crime statistics and crime information at national level. Identifying the station error rate and initiating corrective action. Providing quality assurance reports including reports for accountability purposes. Assist with general administration duties within the section.

Post : Policy and Standards - INT
Section : Policy, Standards and Compliance
Location : Head Office, Pretoria, Gauteng
Ref Number : CR INT 05/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in the following: Policy Development, Business Management, Monitoring and Evaluation, Project Management or other related field of study computer literacy. Postgraduate qualification will be an added advantage.

Core Functions:

*Assist in developing policy standards and standard operating procedures with regard to all stages of crime recording from reporting until a case docket is archived. Assist in the implementation of developed policy standards and standard operating procedures. Assist in continuous assessment of policy, standards and standard operating procedures. Assist with general administration duties within the section.

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 and ***proof of residence**.
- Certified 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. Certified copies should not be older than three months. No faxed or e-mailed applications will be considered ***only certificates of qualifications will be accepted and not statements of results**.
- All short-listed candidates will be subjected to fingerprint screening.
- Applications must be submitted timeously. Late applications will not be accepted or considered. The closing date for all applications is **2019-05-15**.
- If an applicant is shortlisted, 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 two 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 twelve month internship contract.
- Graduate scheme programme in the SAPS may not be regarded as a guarantee of automatic absorption for permanent appointment.

ENQUIRIES:

Colonel SC Mtyeku: Tel no. (012) (360 1529)

AC P Maselesele: Tel no. (012) (360 1556)

APPLICATIONS POSTED:

The Component Head: Crime Registrar, South African Police Service, Private Bag X 301, Pretoria, 0001.

(For attention: Colonel Mtyeku)

APPLICATIONS HAND DELIVERED:

The Training Co-ordinator Crime Registrar: **National Head Office: South African Police Service
463 Prieska Street in Erasmuskloof: Pretoria.**

We welcome applications from persons with disAbilities 