



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month graduate's scheme programme at **Head Office Component: Internal Audit**. 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 to the field of the post
- *Applicants must be residents of the Province where the post is advertised (**proof of residential address to 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: Tertiary Qualification is required

Student Intern: Practical experience is required by the tertiary institution in order for the learner finalise qualification (letter from the 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 the consideration of the graduate scheme programme into the South African Police Service.

Post: Internal Audit Intern
Section: Performance Audit
Location: Pretoria, Gauteng
Ref Number: IA 01/2019 (X2 posts)

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in Commerce, Internal Auditing, Accounting or Cost and Management Accounting. Postgraduate will be an added advantage.

Core Functions:

Attend opening conference per engagement. Compile opening conference minutes of engagements allocated. Conduct preliminary survey through gathering background and contextual information relevant to the audit project. Conduct a risk assessment through interview client, inspect and analysis information obtained, record results and identify high risk areas to inform audit programme relevant to the audit project. Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion. Develop findings and recommendation for the enhancement of

basic controls/process by documenting finding in the required format, present findings to the project leader, discuss finding and recommend to the client, make recommendations to the project leader on possible changes to reportable items. Maintain good relations with the client before, during and after the audit in order to ensure customer satisfaction. Ensure proper management of physical/logistical resources and financial resources for the Section Internal Audit. Execute, document finding and sign off audit working papers of engagement. Use Teammate EWP to document the audit engagement.

Post: Internal Audit Intern
Section: Forensic Audit
Location: Pretoria, Gauteng
Ref Number: IA 02/2019 (X2 posts)

Additional Requirements:

* Be in possession of NQF level 6 or higher qualification in Commerce, Internal Auditing or Accounting / LLB. Postgraduate will be an added advantage.

Core Functions:

Assist in conducting of forensic audit/investigations in accordance with the investigation methodology and within the determined time frames. Assist in drafting the report on the results of the investigation. Liaise with other State law enforcement agencies on the reported cases. Advise management on areas where inadequate measures exist to mitigate risks. Assist in drafting progress reports to management. Perform ad hoc assignments as when requested by management. Assist in co-ordinating the forensic audit assignments with other units within the Department, including Internal Audit. Represent the Department in the criminal or civil recovery processes. Assist in the formulation of disciplinary charges

Post: Internal Audit Intern
Section: Information Technology Audit
Location: Pretoria, Gauteng
Ref Number: IA 03/2019 (X2 posts)

Additional Requirements:

* Be in possession of NQF level 6 or higher qualification in Commerce, Internal Auditing, Accounting or Information technology/Information systems. Postgraduate will be an added advantage.

Core Functions:

Assist in Conducting application controls and general controls review, system development life cycle review and governance reviews on SAPS systems and related internal controls. Developing system process flows and audit programmes. Performing audit testing as per audit procedures. Preparing draft audit findings to discuss with IT Audit management and clients. Capturing record of work performed on Teammate Creating, managing manual audit files and referencing evidence. Attending client meetings and capturing minutes

Post: Internal Audit Intern
Section: Risk Based and Compliance Audit
Location: Head Office - Pretoria **Ref Number:** IA 04/2019 (X2 posts)
Gauteng IA 05/2019 (X2 posts)
Limpopo IA 06/2019 (X2 posts)
North West IA 07/2019 (X2 posts)
Free State IA 08/2019 (X2 posts)
KwaZulu-Natal IA 09/2019 (X2 posts)
Western Cape IA 10/2019 (X2 posts)
Northern Cape IA 11/2019 (X2 posts)
Eastern Cape IA 12/2019 (X2 posts)
Mpumalanga IA 13/2019 (X2 posts)

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in Commerce, Internal Auditing, Accounting or Cost and Management Accounting. Postgraduate will be an added advantage.

Core Functions:

Assist in conducting preliminary survey through gathering background and contextual information relevant to the audit project. Assist with conducting a risk assessment through interview client, inspect and analysis information obtained, record results and identify high risk areas to inform audit program relevant to the audit project. Prepare audit manual master file relevant to the audit project. Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion. Develop finding and recommendation for the enhancement of basic controls/process by documenting finding in the required format, present findings to the project leader, discuss finding and recommend to the client, make recommendations to the project leader and possible changes to reportable items. Maintain good relations with the client before, during and after the audit in order to ensure customer satisfaction. Assist in creating audit project on Teammate audit management system.

Post: Internal Audit Intern
Section: Support HRM
Location: Head Office: Pretoria
Ref Number: IA 14/2019 (X2 posts)

Additional Requirements:

* Be in possession of NQF level 6 or higher qualification in Public Management, Human Resource Management. Competency in MS Word, Excel and PowerPoint may be an advantage.

Core Functions

Assist in Administering of correspondence and files. Maintain leave records, registers and files. Maintain skills development planning process to address training needs within the component. Administer effective personnel and interns recruitment and selection process within the component. Render administrative duties pertaining to HR regarding Personnel Services related functions. Registering and delivering of outgoing post; making of photocopies

Post: Internal Audit Intern
Section: Support SCM
Location: Head Office: Pretoria
Ref Number: IA 15/2019 (X1 posts)

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in Supply Chain management/Logistics Management. Competency in MS Word, Excel and PowerPoint may be an advantage.

Core Functions

Assist in Performing requisition and distribution of stock/service orders from provisioning stores. Receive equipment/stock/service and process invoice administration. Issue and exercise consumable equipment/stock control. Maintain supplier and procurement database. Inspection of State property. Submit monthly vehicle report to Head Office; vehicles inspected weekly and submitted to head Office

Post: Internal Audit Intern
Section: Support Finance
Location: Head Office: Pretoria
Ref Number: IA 16/2019 (X1 posts)

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in Public Admin, Public Finance, Commerce or Accounting. Competency in MS Word, Excel and PowerPoint may be an advantage.

Core Functions

Receive and process all itineraries, application and claims for the Internal Audit. Verify that the financial Authorities has been granted and paid for expenditure incurred. Process flight tickets and certificates. Compile and submit EWS report for the component Administration process of cellular, landline telephone accounts as well as 3G accounts.

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 indicated 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 application. Certified copies should not be older than 3 months. No faxed or e-mailed applications will be considered ***only certificate of qualifications will be accepted, and not a statement of results**.
- 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 **2019-05-15**.
- 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 Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

ENQUIRIES:

Lieutenant Colonel TE Mukhesi: Tel no. (012) 393 3206
Captain A Dhlamini; Tel no. (012) 393 4524
AC KC Makhopochane, (012) 393 3305
AC SK Mahlangu, (012) 393 4080

APPLICATIONS POSTED:

The Section Head: Corporate Support, South African Police Service, Private Bag X 94,
Pretoria, 0001.
(For attention Captain A Dhlamini)

APPLICATIONS HAND DELIVERED:

The Section Head: Corporate Support, **National Head Office: South African Police Service
232 Opera Plaza Building: Corner Pretorius Street and Bank Lane, Pretoria.** (Application must be dropped into the box available at the reception area).

We welcome applications from persons with disAbilities 