



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: Presidential Protection Service**. 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 the consideration of the graduate scheme programme into the South African Police Service.

Post : Intern
Section : Finance and Administration
Location : Head Office, Pretoria, Gauteng (X2 POSTS) REF 01/2019 PPS: HQ)
 : Cape Town Office (1x POST) REF 02/2019 PPS: CT)

Additional Requirements:

- *Be in possession of NQF 6 or higher qualification in: Financial Management
- *Must be Computer Literate in MS Word and Excel.

Core Functions:

- *Handle administrative tasks regarding Finance Management
- *To verify all allowances and capture on PERSAL
- * To process SAPOL claims on POLFIN
- * To distribute and receive telephone/cellular phones accounts to/from users
- * Creation of financial authorisation on POLFIN
- * To keep records of all approved/disapproved financial application for audit purposes

Post : Intern
Section : Human Resource Management (X2 POSTS)
Location : Head Office, Pretoria, Gauteng (REF 03/2019 PPS: HQ)
: PPS MTHATA (REF 04/2019 PPS: MTATA)

Additional Requirements:

- *Be in possession of NQF 6 or higher qualification in: Human Resource Management.
- *Must be Computer Literate.

Core Functions:

- Assist in:
- * Co-ordinating all HRM related matters.
 - * Support the administrative duties in terms of all Employee Relations and Life Cycle Management
 - * Support the administrative duties in terms of Human Resource Utilization functions
 - * Support the administrative duties in terms of Personnel Management duties

Post : Intern
Section : Supply Chain Management (X2 POSTS)
Location : Head Office, Pretoria, Gauteng (REF 05/2019 PPS HQ)
: PPS KWAZULU NATAL (REF 06/2019 PPS KZN)

Additional Requirements:

- * Be in possession of NQF 6 or higher qualification in: Procurement, Logistic, Supply chain Management and Fleet Management with computer skills

Core Functions:

- * Administer the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective.
- * Administer the movable government property within the SAPS.
- * Administer the state owned / leased accommodation and facilities.
- * Administer the vehicle fleet within PPS
- * Administer the losses and damages within PPS

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 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 scheme program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

1. ENQUIRIES: FOR HEAD OFFICE PRETORIA PRESIDENTIAL PROTECTION SERVICE

Capt Phahlamohlaka: Tel no. (012) 400 5400
Serg Mogale; Tel no. (012) 400 5516

APPLICATIONS POSTED:

Acting Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 272, Pretoria, 0001.
(For attention Capt Phahlamohlaka)

APPLICATIONS HAND DELIVERED:

Acting Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, **National Head Office: South African Police Service**
03 Troy Street, Maupanaga Building Sunnyside Pretoria.

2. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE: CAPE TOWN OFFICE

Lieutenant Colonel Fourie: Tel no. (021) 506 2136

APPLICATIONS POSTED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 1, Stalplein CAPE TOWN, 8015.
(For attention Lt Col Fourie)

APPLICATIONS HAND DELIVERED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service,
Presidential Protection Service Cape Town: South African Police Service
121 Plein Street, Garmor House 4th Floor CAPE TOWN.

3. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE: KWAZULU NATAL OFFICE

Lieutenant Colonel Nchukana: Tel no. (031) 203 7329
Cell no (066) 303 9333

APPLICATIONS POSTED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service,
South African Police Service, Private Bag X 54306, DURBAN 4000.
(For attention Lt Col Nchukana)

APPLICATIONS HAND DELIVERED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, KZN:
South African Police Service
446 Vusi Mzimela Road Cato Manor
4058

ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE: UMTATA

Lieutenant Colonel Mayekiso: Tel no. (047 531 2373

APPLICATIONS POSTED:

Unit Commander: Presidential Protection Service, South African Police Service, Cnr Leeds and
Owen Street Botha Sigcawu Building 11th Floor Office number 106 UMTATA.
(For attention Lt Col Mayekiso)

We welcome applications from persons with disAbilities 