



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve-month graduate's scheme programme at **Office of the National Commissioner: Corporate Support**. The graduate scheme programme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

**Generic requirements:**

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\*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**

**COMPONENT: CORPORATE COMMUNICATION AND LIAISON**

The following posts are advertised for the consideration of the graduate scheme programme into the South African Police Service.

Post : HERITAGE SERVICES INTERN  
 Section : Heritage Services  
 Location : Head Office, Pretoria  
 Ref Number : CCL 1/2019 (4 x posts)

**Additional Requirements:**

Be in a possession of NQF 6 or higher qualification in Museology / Museums and Heritage Studies / Tourism, Archives / Fine Arts or Education.

**Core Functions:**

\*Assist in Carrying tour guide duties for Museum Visitors. Prepare and setup Historical exhibitions at the Museum. Inform and educate the public on the organisational changes in the SAPS. Assist clients visiting the Museum Archives with research. Maintain a proper record and filing of artefacts and collection documents.

**Post** : LANGUAGE PRACTITIONER isiZulu INTERN  
**Section** : Internal Communication  
**Location** : Head Office, Pretoria  
**Ref Number** : CCL 2/2019 (1x posts)

**Additional Requirements:**

\* Be in a possession of NQF 6 or higher qualification in in Language Practice

**Core Functions:**

\*Translate, edit, interpret and transcribe from English to isiZulu and or vice versa.

**Post** : BROADCAST (FILM AND TELEVISION)  
**Section** : Publication and Broadcast Communication  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : CCL 3/2019 (2 post)

**Additional Requirements:**

\* Be in a possession of NQF 6 or higher qualification in) in Film and TV-Broadcasting and Communication.

**Core Functions:**

Assist in handling and processing shooting requests from production companies. Liaise with production companies regarding the progress and or outcome of their request. Ensure that members requested to assist with shoots are informed of the shooting schedule. Keep and maintain a register of requests versus shoots. Always ensure at shoots that SAPS Standards and procedures are strictly adhered to. Monitor television programmes where SAPS is projected in storylines. Assist with rendering administrative support duties.

**Post** : EVENTS AND PROTOCOL INTERN  
**Section** : Community and Stakeholder Relations  
**Location** : Head Office, Pretoria  
**Ref Number** : CCL 4/2019 (2 x posts)

**Additional Requirements:**

\* Be in a possession of NQF 6 or higher qualification in Communication Science / Events Management / Protocol.

**Core Functions:**

\*Event management and Protocol services

**Post** : GRAPHIC DESIGN INTERN  
**Section** : Corporate Image  
**Location** : Head Office, Pretoria  
**Ref Number** : CCL 5/2019 (3 x posts)

**Additional Requirements:**

\* Be in a possession of NQF 6 or higher qualification in Graphic Design

**Core Functions:**

\*Meeting clients to discuss the business and design objectives and requirements of the job. Interpreting the client's business needs and developing a concept to suit their purpose. Estimating the time required to complete the work. Think creatively to produce new ideas and concepts. Use innovation to redefine a design brief within the constraints of cost and time. Present finalised ideas and concepts to managers. Work with a wide range of media, including photography and computer-aided design. Contributing ideas and design artwork to the overall brief. Demonstrate illustrative skills with rough sketches. Work on layouts and artwork pages ready for print. Keep abreast of emerging technologies in new media, particularly design programs such as InDesign, Illustrator, Photoshop and Acrobat. Develop interactive design. Work as part of a team with other designers. Assist with general administration duties on projects in the Project Office



**COMPONENT: ORGANISATIONAL DEVELOPMENT**

**Post** WORKSTUDY INTERN  
**Section** Organisational Development  
**Location** Head Office, Pretoria  
**Ref Number** OD 1/2019 (5 x posts)

**Additional Requirements:**

\* Be in a possession of NQF 6 or higher qualification in Management Services, Work study. Organisational Development, Industrial Engineering, Operational Management, GIS

**Core Functions:**

\*Provide assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy \*Provide assistance in the development and maintenance of organisational, functional & post structures for police stations, and an application to calculate the theoretical human resources requirements (THRR) for police stations \*Provide assistance in the maintenance of the Fixed Establishment database for SAPS according to approved work study investigations recommendations \*Provide assistance in the development of Business process re-engineering of existing & future business processes and procedures, and design and review forms and registers according to business processes.



## **COMPONENT: STRATEGIC MANAGEMENT**

**Post** STRATEGIC MANAGEMENT GRAPHIC DESIGNER INTERN  
**Section** Strategic Management  
**Location** Pretoria: Head Office  
**Ref Number** SM 1/2019 (1 post)

**Additional Requirements:**

Be in a possession of NQF 6 or higher qualification in Graphic Design

**Core Functions:**

\*Handle Graphic Design tasks of the Component

## **COMPONENT: RESEARCH**

**Post** : Research Intern  
**Component** : Research  
**Location** : Head Office, Pretoria  
**Ref Number** : R 01/2019 (4 x posts)

**Additional Requirements:**

\* Be in a possession of NQF 7 or higher qualification in in the field of Law enforcement, Psychology, Industrial Psychology, Organisation Behaviour, Industrial Relation, Sociology, Criminology or any relevant field to Policing

**Core Functions:**

\*Understand and be able to use both qualitative and quantitative research methodologies in research projects. Under different methods of data collection and analysis. Understand how to conduct and analyse literature review. Understand how to maintain accurate records of interviews, safeguarding the confidentiality of research subjects as necessary. Have sound report writing skills. Have sound communication skills.

## 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.

## ENQUIRIES:

Lieutenant Colonel MS Mmamadisha: Tel no. (012) 393 4091  
Warrant Officer S Ndhlovu; Tel no. (012) 393 4500  
PO MP Kgaloshi, (012) 393 3213  
PO T Nkunkwana, (012) 393 4298

## APPLICATIONS POSTED:

The Section Head: Corporate Support, South African Police Service, Private Bag X 94,  
Pretoria, 0001.  
**(For attention Lieutenant Colonel MS Mmamadisha)**

## APPLICATIONS HAND DELIVERED:

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

**We welcome applications from persons with disAbilities** 