



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Division: Financial Management and Administration**. The internship programme 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 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 (PRETORIA)**

The following posts are advertised for the consideration of the Graduate Scheme Programme into the South African Police Service

Post	Financial Intern
Section	Budget Management
Location	Head Office, Pretoria, Gauteng
Ref Number	FMAI 1/2019 (1 x POSTS)

**Additional Requirements:**

- \* Be in a possession of NQF 6 or higher qualification in either Financial Management/Accounting or related.

**Core Functions:**

- \* Administration functions at Budget Section.



**Post** Financial Intern  
**Section** Expenditure Administration  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 2/2019 (1 X POSTS)

**Additional Requirements:**

\* Be in a possession of NQF 6 or higher qualification in either Financial Management/Accounting or related.

**Core Functions:**

\*Peruse the MMS vehicle claims. \*Monitoring of the telephone and cellphone expenditure. \*Receiving and checking the interdepartmental claims. \* Scanning invoices to the server for certification by the end users. \*Making follow up on the uncertified invoices.



**Post** Financial Intern  
**Section** Loss Management  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 3/2019 (2 X POSTS)

**Additional Requirements:**

\* Be in a possession of NQF 6 or higher qualification in either Financial Management/Accounting or related.

**Core Functions:**

\*Conducting of inspections to evaluate compliance with Loss Management norms and standards and data integrity on loss control systems in accordance with program operational indicators and annual targets. \*Evaluation of process and procedures pertaining to civil claims Against the State.



**Post** Financial Student Intern  
**Section** Financial Accounting  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 4/2019 (2 X POSTS)

**Additional Requirements:**

\*Be in possession of a N6 Certificate in the Financial Management/Accounting or related.  
\*Need practical experience in order to finalize qualification  
\*Must have a letter from the Institution of higher learning /TVET for experiential learning

**Core Functions:**

\*Perform a supporting function with regard to all Auditor General's matters from the National Nodal Point. \*Investigate and monitor Ledger Accounts. \*Authorize and monitor Journals. \*Administration of telephone accounts for Miscellaneous Accounting and Reporting section. \*Perform support function to enhance the general administration of the section. \*Administration of all Semi-official Institutions established within SAPS department.



**Post** Financial Intern  
**Section** Financial Accounting  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 5/2019 (2 X POSTS)

**Additional Requirements:**

\* Be in a possession of NQF 6 or higher qualification in either Financial Management/Accounting or related.

**Core Functions:**

\*Administer filing of payments exhibits. \*Cash management. \*Administer the collection of post from the Post Office and National Treasury and bank statements from the different commercial banks. \*Processing of rejections.



**Post** Financial Student Intern  
**Section** Financial Auxiliary  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 6/2019 (2 X POSTS)

**Additional Requirements:**

\*Be in possession of a N6 Certificate in the Financial Management/Accounting or related.  
\*Need practical experience in order to finalize qualification  
\*Must have a letter from the Institution of higher learning /TVET for experiential learning

**Core Functions:**

\*Uploading of proceed letters on Persap System. \*Scanning and photocopies of the documents. \*Capturing of payments and bank details on Polfin System. \*Compilation of Departmental Liability Claim form and communicate with ex members regarding amount owing to the State. \*Capturing of calculations on Template (excel document)  
General administration at Discharge Sub Section.



**Post** Financial Intern  
**Section** Financial Auxiliary  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 7/2019 (2 X POSTS)

**Additional Requirements:**

\*Be in a possession of NQF 6 or higher qualification in either Financial Management/Accounting or related.

**Core Functions:**

\*Retrieve service termination documentation in regards to the paperless file.  
\*Administrate correspondence, handle enquiries of medical unfit and retired members.  
\*Administering the enquiries received and submits feedback to the relevant person/institution on a monthly basis. \*Retrieving of service termination documentation from Persap System in regards to the paperless files.



**Post** Financial Student Intern  
**Section** Medical Payment  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 8/2019 (3 X POSTS)

**Additional Requirements:**

- \*Be in possession of a N6 Certificate or higher qualification in Financial Management/Accounting.
- \*Need practical experience in order to finalize qualification
- \*Must have a letter from the Institution of higher learning /TVET for experiential learning

**Core Functions:**

- \*To administer the payment of medical accounts for persons detained in police custody.
- \*Schedule and attach documentation. \*Send faxes and e-mails. \*Scan uncaptured SAPS 70's and e-mail it to provinces.



**Post** Administrative Intern  
**Section** National Security Management  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 9/2019 (1 X POST)

**Additional Requirements:**

- \* Be in a possession of NQF 6 or higher qualification in Public Management/Administration.

**Core Functions:**

- \*Assisting in rendering security administration support services to the Section. \*Assisting in investigating and report on security breaches and incidents to management. \*Attend to shift and security administration function. \*Assist with the compilation of monthly duty roster and reports. \*Assist in the procurement of security equipment and stationery. \*Keep records of registers, assets, stationery and security equipment. \*Assist in the drafting of the resource plan and budget monitoring.



**Post** Administrative Intern  
**Section** National Security Management  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 10/2019 (1 X POST)

**Additional Requirements:**

- \* Be in possession of NQF 7 in LLB or higher qualification

**Core Functions:**

- \*Assist in development of procedures, process and directives for security functions for SAPS at national and provincial level. \*Assist in ensuring of implementation of security policies, regulations and instructions. \*Assist in evaluating and improve security measures and procedures at Head Office, Divisions and Provincial offices. \*



**Post** Administrative Intern  
**Section** National Security Management  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 11/2019 (1 X POST)

**Additional Requirements:**

\*Be in a possession of NQF 6 or higher qualification in Public Management/Administration

**Core Functions:**

\*Assist in correct posting of security personnel at all security sites. \*Assist in issuing of access cards to qualifying employees. \*Assist in investigating all reported security breaches within 10 working days of report. \*Assist in compiling investigation report, distribute accordingly and file.



**Post** Administrative Intern  
**Section** Administration Services  
**Location** Head Office, Pretoria, Gauteng  
**Ref Number** FMAI 12/2019 (3 X POSTS)

**Additional Requirements:**

\* Be in possession of NQF 7 LLB or higher qualification

**Core Functions:**

\*Dispatch and receive documents to and from the sub section. \*Administer the use and maintenance of the fax machine used by the sub-section. \*The co-ordination and preparation of training material for information sessions. \*Deal with request and appeals in accordance with the provisions of the: \*Constitution of SA, 1996 (Act No. 108 of 1996); \*Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); \*Regulations to the Promotion of Access to Information Act as published on 2003-09-22; \*National Instruction on the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and relevant policy; and \*Public Finance Management Act, 1999 (Act No. 1 of 1999).



## 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

### **NATIONAL OFFICE:**

#### **Applications Must Be Posted To:**

Lieutenant Colonel E Mpembe  
Division: Financial Management and Administration  
Private Bag X94  
Pretoria  
0001

#### **Hand Delivered To:**

SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria

#### **Enquiries Can Be Directed To**

Lieutenant Colonel E Mpembe: Tel no (012) 393 2894  
PO NB Shirindza Tel no (012) 393 1620  
PO BA Malesa Tel no (012) 393 2273

**We welcome applications from persons with disAbilities** 