



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month graduate's scheme programme at **Division: Forensic Services**. 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 : Intern (2 posts)
Section : Crime Scene Laboratory: Lab Technician
Location : Limpopo: Modimolle LCRC Ref Number: FSL/LP 01/2019
Limpopo: Thabazimbi LCRC Ref Number: FSL/LP 02/2019

Additional Requirements:

- *Be in possession of NQF 6 or higher qualification in Natural Science.

Core Functions:

*Assist with chemical processing of exhibits in accordance to the set standards, whilst maintain evidence integrity and chain of custody. Capturing of data pertaining to analysis on Case Information Management System (CIMS). Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody. Disposal of exhibits within prescripts and archiving of case files. Control over consumable stock. Maintaining equipment according to prescripts.

Post : Intern
Section : Criminal Record and Crime Scene Management, Exhibit Control and Case IM
Location : Limpopo, Mokopane LCRC
Ref Number : FSL/LP 03/2019

Additional Requirements:

- *Be in possession of NQF 6 or higher qualification in Natural Science/ Criminology.
- *Be computer literate

Core Functions:

- *Assist in receiving, registering and distribute cases to crime scene investigators. Register exhibits collected from crime scenes. Assist to register and update fingerprint identification dockets. Update information and case results on the system. Upload 212 statements on FLM.

Post : Intern
Section : Criminal Record and Crime Scene Management, Investigative Psychology
Location : Western Cape, Investigative Psychology
Ref Number : FSL/WC 04/2019

Additional Requirements:

- *Be in possession of NQF 6 or higher qualification in Psychology/ Criminology.

Core Functions:

- *Assist with writing reports and provide inputs. Type reports. Assist with research projects. Consult with investigating officers dealing with psychologically motivated crimes. Perform administrative duties.

Post : Intern
Section : Criminal Record and Crime Scene Management, Crime Scene Laboratory: Lab Tech
Location : Western Cape, Worcester LCRC
Ref Number : FSL/WP 05/2019

Additional Requirements:

- *Be in possession of NQF 6 or higher qualification in Natural Science.

Core Functions:

- * Assist in chemical processing of exhibits in accordance to the set standards, whilst maintain evidence integrity and chain of custody. Capturing of data pertaining to analysis on Case Information Management System (CIMS). Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody. Disposal of exhibits within prescripts and archiving of case files. Control over consumable stock. Maintaining equipment according to prescripts.

Post : Intern (2 posts)
Section : Criminal Record and Crime Scene Management, Crime Scene Laboratory: Lab Tech
Location : Western Cape, Paarl LCRC
Ref Number : FSL/WC 06/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Natural Science.

Core Functions:

* Assist with chemical processing of exhibits in accordance to the set standards, whilst maintain evidence integrity and chain of custody. Capturing of data pertaining to analysis on Case Information Management System (CIMS). Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody. Disposal of exhibits within prescripts and archiving of case files. Control over consumable stock. Maintaining equipment according to prescripts.

Post : Intern (2 posts)
Section : Criminal Record and Crime Scene Management, Crime Scene Laboratory: Lab Tech
Location : Western Cape, George LCRC
Ref Number : FSL/WC 07/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Natural Science.

Core Functions:

*Assis with chemical processing of exhibits in accordance to the set standards, whilst maintain evidence integrity and chain of custody. Capturing of data pertaining to analysis on Case Information Management System (CIMS). Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody. Disposal of exhibits within prescripts and archiving of case files. Control over consumable stock. Maintaining equipment according to prescripts.

Post : Intern (3 posts)
Section : FSL: Ballistics
Location : Gauteng, Pretoria
Ref Number : FSL/GP 08/2019

Additional Requirements:

*Be in possession NQF 6 or higher qualification in Business Administration, Supply Chain Management, Public Administration, and Logistics.

Core Functions:

*Assist in typing of reports and affidavits, capturing of data onto systems and generic office administration. Assist on handling of exhibits like firearms, ammunition etc. Classifying of Forensic Ballistics case files and processing on PCEM and telephone enquiries.

Post : Intern (3 posts)
Section : FSL: Chemistry
Location : Gauteng, Pretoria
Ref Number : FSL/GP 09/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Business Administration, Supply Chain Management, Public Administration, and Logistics.

Core Functions:

*Assist in typing of reports and affidavits, capturing of data on systems and generic case related and office administration

Post : Intern
Section : FSL: Victim Identification
Location : Gauteng, Pretoria
Ref Number : FSL/GP 10/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Forensic Anthropology/ Archaeology

Core Functions:

*Assisting with the location and exhumation of human remains from clandestine graves.

Post : Intern (3 posts)
Section : Case Management
Location : Western Cape, Cape Town, Platteklouf
Ref Number : FSL/WC/CT 11/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Business Administration, Supply Chain Management, Public Administration, and Logistics.

Core Functions:

*Assist in Case Management: Ensure a registration, archiving and dispatch service. Ensure an accurate inventory of case file archive and dispatch content and traceability of case files and exhibits.

Post : Intern (2 posts)
Section : Nodal Support: SCM: Movable Government Property
Location : Western Cape, Cape Town, Platteklouf
Ref Number : FSL/WC/CT 12/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Business Administration, Supply Chain Management, Public Administration, and Logistics.

Core Functions:

*Assis in Supply Chain Management: Movable Government Property: Administer all functions related to stock taking as well as expendable stores within the post environment. Administration all functions related to Loss Management of state property. Administer the movement of all Government property within the post environment

Post : Intern (2 posts)
Section : Case reception
Location : Eastern Cape, Port Elizabeth
Ref Number : FSL/EC/PE 13/2019

Additional Requirements:

*Be in possession of NQF or higher qualification in Business Administration, Supply Chain Management, Public Administration, and Logistics.

Core Functions:

*Assist to receive cases via PCEM from case reception / analysts. Dealing of cases to analysts. Allocate and assign cases to analysts. Attend to telephonic /emails and walk in enquiries. Scanning of reports. Courier cases to WC/PTA.

Post : Intern
Section : FSL: Biology
Location : Kwazulu Natal, Durban
Ref Number : KZN/DB 14/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Business Administration, Supply Chain Management, Public Administration, and Logistics.

Core Functions:

*Assist in Case Management: Accept cases by hand / per post from the Client. Dealing of cases to analysts.

Post : Intern
Section : FSL: Nodal Support
Location : KwaZulu Natal, Durban
Ref Number : KZN/DB 15/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Business Administration, Supply Chain Management, Public Administration, and Logistics.

Core Functions:

*Assist in Procurement practitioner: Perform requisition and acquisition of goods /services /orders. Receive and process invoice administration. Monthly returns and administration of CSD.

Post : Intern
Section : Support Services: Human Resource Utilisation
Location : Pretoria
Ref Number : FSL/ HO 16A/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Human Resource Management, Labour Law.

Core Functions:

*Labour Relations Officer: Administer finalisation of Grievance management. Administer information systems, compile and submit grievance reports. Provide support related to grievance management. Provide labour relation matters. Monitor the labour activities rendered by the shop stewards. Facilitate the SSSBC Agreements.

Post : Intern
Section : Support Services: Human Resource Utilisation
Location : Pretoria
Ref Number : FSL/HO 16B/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Human Resource Management, Labour Law.

Core Functions:

*HR Strategy Practitioner: Assist to administer Job Descriptions and Career Planning. Administer Diversity Management and Employment Equity. Provide support with correct effective utilisation of personnel (HRP).

Post : Intern
Section : Support Services: Human Resource Utilisation
Location : Pretoria
Ref Number : FSL/HO 16C/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Human Resource Management, Labour Law.

Core Functions:

*Performance Practitioner: Assist to administer Performance Enhancement Systems. PEP doc's to be Capture, extract report from PERSAL and PERSAP systems. Advice on Pay progression, MPPIP and how to compile Job Title.

Post : Intern
Section : Support Services: Personnel Management
Location : Pretoria
Ref Number : FSL/HO 17A/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Human Resource Management, Information Technology

Core Functions:

*Personnel Practitioner: Assist to administer absenteeism and service management. Administer Employee relations. Capture data integrity of the Division. Administer Human Resource Provisioning Administration.

Post : Intern
Section : Support Services: Personnel Management
Location : Pretoria
Ref Number : FSL/HO 17B/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Human Resource Management, Information Technology

Core Functions:

*Management Information Practitioner: Assist to facilitate and compile planning process. Facilitate risk plan within the Division. Assist to facilitate the co-ordination and facilitation of presentations.

Post : Intern
Section : Support Services: Financial Management and Administration
Location : Pretoria
Ref Number : FSL/HO 18A/2019

Additional Requirements:

*Be in possession of a NQF 6 or higher qualification in Financial Management.

Core Functions:

*Budget Management: Assis to co-ordinate the efficient and effective management of the Forensic Budget. Compile effective, efficient and transparent system in respect of financial and internal controls. Co-ordinate the administration of all itineraries for members attached to the Division. Verifying all memorandums within Division Forensic Services.

Post : Intern
Section : Support Services: Financial Management and Administration
Location : Pretoria
Ref Number : FSL/HO 18B/2019

Additional Requirements:

*Be in possession of a NQF 6 or higher qualification in Financial Management.

Core Functions:

*Financial Administration: Assis to administer and monitor telecommunications. Administration of the TMS as the Telephone account manager for Arcadia Premises. Administer and monitor official cellular accounts. Assis to administer accommodation and flight (Foreign and Domestic) bookings for all members. Assis to administer the administration of invoices received from the Travel Agency

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.

Applications can be posted or hand delivered to:

PROVINCIAL DECENTRALIZED CR&CSM DETAILS

1. **PROVINCE WESTERN CAPE**

NAME Lt Col Gaybba

CONTACT: 021 4676267

EMAILADDRESS

wc.prov.crccsm.nodal@saps.gov.za

POSTAL ADDRESS:

Private Bag x9113

Cape Town

8000

PHYSICAL ADDRESS:

Thomas Boydell Building (3rd floor)

22 Parade Street

Cape Town

2. **PROVINCE LIMPOPO**

NAME Lt Col MF Mabotja

CONTACT 015 298 4207

EMAILADDRESS

mprov.crccsm.mabotja@saps.gov.za

POSTAL ADDRESS:

19 Market Street, Albatross Building
No. 8 POLOKWANE, 0700

***Applications can be posted or hand delivered to:**

PROVINCE	NAME	CONTACT	EMAIL	ADDRESS
GAUTENG: Head Office: Pretoria	Col Simon/ Lt Col Daniels	012 421 0428 012 421 0536	SimonJ@saps.gov.za DanielsM@saps.gov.za	Strelitzia Building, 1 st Floor, 730 Pretorius street, Arcadia, Pretoria

***Applications can be posted or hand delivered to:**

PROVINCE	NAME	CONTACT	EMAIL	ADDRESS
GAUTENG: Head Office: Pretoria	Col Simon/ Lt Col Daniels	012 421 0428 012 421 0536	SimonJ@saps.gov.za DanielsM@saps.gov.za	Strelitzia Building, 1 st Floor, 730 Pretorius street, Arcadia, Pretoria
EASTERN CAPE: Regional Laboratory	Lt Col Moses	041 407 6931	MosesCW@saps.gov.za	Eben Donges building 5 th floor , Room 504 Hancock street North End, Port Elizabeth
WESTERN CAPE: Regional Laboratory	Lt Col Nieuwoudt	021 929 0702	NieuwoudtJ@saps.gov.za	Nr 47 Silwerboom Road Plattekloof 7500 Private Bag X9 Panorama Parrow 7506
KWAZULU NATAL: Regional Laboratory	Capt Naidoo	031 9040784	NaidooGonasagree@saps.gov.za	Kings Crest Building, Kingsway 415, Amanzimtoti PO Box 2082, Amanzimtoti, 4125

We welcome applications from persons with disAbilities 