



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve-month graduate's scheme programme at **Division: Human Resource Development**. The graduate scheme 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 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:** 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**)

**DIVISION: HUMAN RESOURCE DEVELOPMENT: SAPS ACADEMIES**

**BASIC POLICE DEVELOPMENT ACADEMIES**

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

**Post** : Medical Assistant (Graduate Intern)  
**Section** : Sick Bay  
**Location** : SAPS Academy Bisho  
**Ref Number** : Ref 1/2019 HRD (1 Post)

**Additional Requirements:**

- \* Be in possession of Basic Ambulance Assistant certificate/ First Aid Level 1-3 Certificate or equivalent qualification
- \* Valid Registration at HPCSA

**Core Functions:**

- \*Maintain first aid boxes and medical bags
- \*Provide emergency medical care in a pre-hospital environment.
- \*Ensure the prompt and proper completion of WCL2 forms.
- \*Render a stabilization and monitoring service in the sick bay until the injured member/s are transported to hospital for specialized medical treatment.

## **DIVISION: HUMAN RESOURCE DEVELOPMENT: SAPS ACADEMIES**

<b>Post</b>	<b>Hospitality Management (Graduate Interns)</b>	
<b>Section</b>	<b>Mess</b>	
<b>Location</b>	<b>SAPS Academy All Saints</b>	<b>Ref 2/2019 HRD (2 Posts)</b>
	<b>SAPS Academy Bishop Lavis</b>	<b>Ref 3/2018 HRD (1 Post)</b>
	<b>SAPS Academy Graaff Reinet</b>	<b>Ref 4/2018 HRD (2 Posts)</b>
	<b>SAPS Academy Tshwane</b>	<b>Ref 5/2018 HRD (6 Posts)</b>

### **Additional Requirements:**

\* Be in possession of NQF level 6 or higher qualification in Hospitality Management or equivalent qualification.

### **Core Functions:**

- \* The planning, preparation and serving of meals.
- \* Organise and keep the kitchen, dining halls and store rooms hygienically clean.
- \* Contribute to the proper utilization of the resources allocated to the post environment

## **IN-SERVICE POLICE ACADEMIES**

<b>Post</b>	<b>Hospitality Management (Graduate Interns)</b>	
<b>Section</b>	<b>Mess</b>	
<b>Location</b>	<b>SAPS Academy Arcadia</b>	<b>Ref 6/2019 HRD (2 Posts)</b>
	<b>SAPS Academy Atteridgeville</b>	<b>Ref 7/2019 HRD (1 Post)</b>
	<b>SAPS Academy Benoni</b>	<b>Ref 8/2019 HRD (3 Posts)</b>
	<b>SAPS Academy Chatsworth</b>	<b>Ref 9/2019 HRD (2 Posts)</b>
	<b>SAPS Academy Reitondale</b>	<b>Ref 10/2019 HRD (1 Post)</b>
	<b>SAPS Academy Roodeplaat</b>	<b>Ref 11/2019 HRD (3 Posts)</b>
	<b>SAPS Academy Paarl</b>	<b>Ref 12/2019 HRD (3 Posts)</b>

### **Additional Requirements:**

\* Be in possession of NQF level 6 or higher qualification in Hospitality Management or equivalent qualification.

### **Core Functions:**

- \* The planning, preparation and serving of meals.
- \* Organise and keep the kitchen, dining halls and store rooms hygienically clean.
- \* Contribute to the proper utilization of the resources allocated to the post environment.

**Post** Administration Clerk (Graduate Intern)  
**Section** HRM  
**Location** SAPS Academy Atteridgeville  
**Ref 13/2019 HRD (1 Post)**

**Additional Requirements:**

\* Be in possession of NQF level 6 or higher qualification in Human Resource Management or equivalent qualification.

**Core Functions:**

- \*Receive, handle, process and capture leave applications.
- \*Responsible for auditing leave files.
- \*Process on and off duty injuries and medical boards for all personnel members at the Academy.
- \*Administer Service Termination at the Academy.
- \*Render Administrative duties pertaining to HR regarding Human Resource Utilization and related functions.

**Post** Administration Clerk (Graduate Intern)  
**Section** ETDP Centre  
**Location** SAPS Academy ETDP Centre Ref 14/2019 HRD (1 Post)

**Additional Requirements:**

\* Be in possession of NQF level 6 or higher qualification Public Management/Office Administration/Management or equivalent qualification

**Core Functions:**

- \*Render an administrative support service to the section.
- \*Maintain of outgoing and incoming correspondence
- \*Perform typing functions and compile reports
- \*Update and maintain administration filing system
- \*Administer telephone inquiries
- \*Make photocopies

**Post** Intern (Graduate)  
**Section** SAPS Tshwane Band  
**Instrument** Drum kit  
**Ref number** 15/2019 HRD (1)

**Additional Requirements:**

- \*A relevant qualification in music (Grade 6 minimum) from an accredited tertiary institution, e.g. Unisa, Royal School of Music, Trinity College, etc.
- \*Be willing to undergo a practical audition prior to appointment.

**Core Functions:**

\*Play a primary or secondary instrument as circumstances dictate in line with the SAPS mission. Participate in practicing and rehearsing individually, in sections, with a group or with a band. Perform with the band or any other group within the band. Promote and maintain good public relations and inter-relationships, improving the morale and image of the SAPS through the medium of music.

**Post** Intern (Graduate)  
**Section** SAPS Tshwane Band  
**Instrument** Clarinet  
**Ref number** 16/2019 HRD (1)

**Additional Requirements:**

- \* A relevant qualification in music (Grade 6 minimum) from an accredited Tertiary Institution, e.g. Unisa, Royal School of Music, Trinity College, etc.
- \* Be willing to undergo a practical audition prior to appointment.

**Core Functions:**

- \*Play a primary or secondary instrument as circumstances dictate in line with the SAPS mission.
- \*Participate in practicing and rehearsing individually, in sections, with a group or with a band.
- \*Perform with the band or any other group within the band.
- \*Promote and maintain good public relations and inter-relationships, improving the morale and image of the SAPS through the medium of music.

**Post** Intern (Graduate)  
**Section** SAPS Tshwane Band  
**Instrument** Saxophone  
**Ref number** 17/2019 HRD (1)

**Additional Requirements:**

- \*A relevant qualification in music (Grade 6 minimum) from an accredited tertiary institution, e.g. Unisa, Royal School of Music, Trinity College, etc.
- Be willing to undergo a practical audition prior to appointment.

**Core Functions:**

- \*Play a primary or secondary instrument as circumstances dictate in line with the SAPS mission.
- \*Participate in practicing and rehearsing individually, in sections, with a group or with a band.
- \*Perform with the band or any other group within the band.
- \*Promote and maintain good public relations and inter-relationships, improving the morale and image of the SAPS through the medium of music.

**Post** Intern (Graduate)  
**Section** SAPS Tshwane Band  
**Instrument** Flute  
**Ref number** 18/2019 HRD (1)

**Additional Requirements:**

- \*A relevant qualification in music (Grade 6 minimum) from an accredited tertiary institution, e.g. Unisa, Royal School of Music, Trinity College, etc.
- \*Be willing to undergo a practical audition prior to appointment.

**Core Functions:**

- \*Play a primary or secondary instrument as circumstances dictate in line with the SAPS mission.
- \*Participate in practicing and rehearsing individually, in sections, with a group or with a band.
- \*Perform with the band or any other group within the band.
- \*Promote and maintain good public relations and inter-relationships, improving the morale and image of the SAPS through the medium of music.

**Post:** Intern (Graduate)  
**Section:** SAPS Tshwane Band  
**Instrument:** Clarinet  
**Ref number:** 19/2019 HRD (1)

**Additional Requirements:**

- \*A relevant qualification in music (Grade 6 minimum) from an accredited tertiary institution, e.g. Unisa, Royal School of Music, Trinity College, etc.
- \*Be willing to undergo a practical audition prior to appointment.

**Core Functions:**

- \*Play a primary or secondary instrument as circumstances dictate in line with the SAPS mission.
- \*Participate in practicing and rehearsing individually, in sections, with a group or with a band.
- \*Perform with the band or any other group within the band.
- \*Promote and maintain good public relations and inter-relationships, improving the morale and image of the SAPS through the medium of music.

## 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:

**Colonel BM Pitso: Tel no. (012) 334 3551**  
**Captain RM Arries Tel no. (012) 334 3695**

APPLICATIONS POSTED/ HAND DELIVERED:

	<u>SAPS ACADEMY BISHO</u>	<u>SAPS ACADEMY ALL SAINTS</u>	<u>SAPS ACADEMY BISHOP LAVIS</u>	<u>SAPS ACADEMY GRRAFF-REINET</u>	<u>SAPS ACADEMY TSHWANE</u>
<u>PRIVATE BAG ADDRESS</u>	PRIVATE BAG X4822 KING WILLIAMS TOWN 5600	PRIVATE BAG X0001 BHISHO 5605	PRIVATE BAG X6 PAROW 7499	PRIVATE BAG X723 GRAAFF-REINET 6280	PO BOX 435 PRETORIA 0117
	Ref 1/2019 HRD	Ref 2/2019 HRD	Ref 3/2019 HRD	Ref 4/2019 HRD	Ref 5/2019 HRD
<u>PHYSICAL ADDRESS</u>	R63 KOMGA BISHO 5606  (040) 608 8201	R63 KOMGA ROAD BISHO 5605  (040) 608 2200	MYRTLE ROAD BISHOP LAVIS 6499  (021) 935 5500/1	4 COLLEGE WEG GRAAFF-REINET 6280  (049) 891 0050	NO 1 REBECCA STREET PRETORIA 0117  (012) 353 9001
<u>PRIVATE BAG ADDRESS</u>	<u>SAPS ACADEMY ARCADIA</u>  PO BOX 26170 ARCADIA 0083  Ref 6/2019 HRD	<u>SAPS ACADEMY ATTERIDGEVILLE</u>  PRIVATE BAG X651 PRETORIA 0001  Ref 7/2019 HRD Ref 13/2019 HRD	<u>SAPS ACADEMY BENONI</u>  PRIVATE BAG X 003 BENONI 1500  Ref 8/2019 HRD	<u>SAPS ACADEMY CHATSWORTH</u>  PRIVATE BAG X005 CHATSWORTH DURBAN 4092  Ref 9/2019 HRD	<u>SAPS ACADEMY RIETONDALE</u>  PRIVATE BAG X94 PRETORIA 0001  Ref 10/2019 HRD
<u>PHYSICAL ADDRESS</u>	640 SCHOEMAN STREET PRETORIA 0001  (012) 334 1868	CHURCH STRET PRETORIA 0001  (012) 353 9400	CNR GREAT NORTH & HOSPITAL ROAD NORTH MEAD BENONI 1500  (011) 746 6300	241 MORTON DRIVE CHATSWORTH DURBAN 4092  (031) 402 7000	CHAMBERLAIN STREET 661 ALBEN BUILDING RIETONDALE  (012) 329 6860

<b><u>PRIVATE BAG ADDRESS</u></b>	<b><u>SAPS ACADEMY ROODEPLAAT</u></b>  PRIVATE BAG X651 PRETORIA 0001  Ref 11/2019 HRD	<b><u>SAPS ACADEMY PAARL</u></b>  PRIVATE BAG X 3034 PAARL 7620  Ref 12/2019 HRD	<b><u>SHORBURG BUILDING</u></b>  PRIVATE BAG X177 PRETORIA 0001  Ref 14/2019 HRD Till Ref 19/2019 HRD
<b><u>PHYSICAL ADDRESS</u></b>	<b>KWAMHLANGA ROAD ROODEPLAAT</b>          (012) 808 8600	<b>429 MAIN STREET PAARL</b>          (012) 807 9000	<b>429 HELLEN JOSEPH STREET SHORBURG BUILDING PRETORIA 6<sup>TH</sup> FLOOR HRM</b>          (012) 334 3695

**We welcome applications from persons with disAbilities **