



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: Legal and Policy 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
 Section : Human Resource Management
 Location : Head Office, Pretoria, Gauteng
 Ref Number : LPS INT 01/2019

Additional Requirements:

- *Be in possession of NQF 6 or higher qualification in Human Resource or other related field of study. Postgraduate qualification will be an added advantage.

Core Functions:

- *The intern must assist with the rendering of maintaining effective strategic human resource management. Administer effective Personnel Management practices within the Division.
- Assist with the implementation of Human Resource Utilisation (HRU) programmes and procedures. Assist with the rendering of relevant Human Resource Development (HRD) programmes and ensure development and utilisation of personnel. Assist with the general office administration to ensure the smooth function of the office.

Post : Intern
Section : Supply Chain Management
Location : Head Office, Pretoria, Gauteng
Ref Number : LPS INT 02/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Supply Chain Management and Computer Literate. Postgraduate qualification will be an added advantage.

Core Functions:

*Assist with the rendering of effective and efficient support by administering the procurement process. Assist with the administration of Cellular phones. Assist with the administration of Vehicle Fleet Management. Assist with the administration of Inventory and Stocktaking for the Division.

Post : Intern
Section : Financial Administration
Location : Head Office, Pretoria, Gauteng
Ref Number : LPS INT 03/2019

Additional Requirements:

* Be in possession of NQF 6 or higher qualification in Accounting or Financial Management and Computer Literate, Postgraduate qualification will be an added advantage.

Core Functions:

*Assist with the administration of the budget and coordinate the expenditure of the Division. Assist with the administration of monitoring all financial claims and overtime allowance payments. Assist with the rendering of financial administrative support.

Post : Intern
Section : Strategic Management
Location : Head Office, Pretoria, Gauteng
Ref Number : LPS INT 04/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Public Administration/ Strategic Management/Policing/Public Postgraduate qualification will be an added advantage.

Core Functions:

*To assist in the facilitation and development of the Divisional Annual Operational Plans. To assist in the facilitation and development of the Divisional Risk Management Processes. To assist in the analysis of quarterly performance reports and the compilation of the quarterly and annual reports. To assist with administrative support during the Divisional quarterly review sessions. To provide administrative support to the Section: Management Information and Strategic Planning.

Post : Intern
Section : Research
Location : Head Office, Pretoria, Gauteng
Ref Number : LPS INT 05/2019

Additional Requirements:

* Be in possession of NQF level 7 LLB or higher qualification. Must be Computer Literate.

Core Functions:

*Administrative support to the Section Heads Governance, Policy and Legislation Management. Research on Legal aspects in preparation of Legal opinions rendered. Research and conducting of Legal Environmental Scan. Support on the development of Legal Policy.

Post : Intern
Section : Contract Drafting
Location : Head Office, Pretoria, Gauteng
Ref Number : LPS INT 06/2019

Additional Requirements:

*Be in possession of NQF level 7 LLB or higher qualification. Must be Computer Literate.

Core Functions:

*Assist with vetting and analysing contracts in relation to TMS, SCM, HRD and HRU. Assist with the rendering of legal opinion on Human Resource, Training, Financial Management and Supply Chain Management policies. Assist with the researching and analysing of court judgments. Assist with drafting of agreements. Assist with the handling of appeals and assist with general Interpretation of Law.

Post : Intern
Section : Legal Support and Arbitration
Location : Head Office, Pretoria, Gauteng
Ref Number : LPS INT 07/2019

Additional Requirements:

* Be in possession of NQF level 7 LLB or higher qualification. Must be Computer Literate.

Core Functions:

*Assist in providing legal assistance in the preparing of legal documents and correspondences. Assist in preparing and compiling documentary exhibits. Assist with the conducting of investigations on the facts of the case. Assist in providing assistance with research on legal matters. Assist in accompanying legal officers during consultations. Assist with the general office administration to ensure the smooth function of the office.

GENERAL:

- Only the official application form for the Graduate Recruitment Scheme (**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 indicated 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 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 Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

ENQUIRIES:

Colonel Roos: Tel no. (012) 393-7002

Chief Personal Officer Mashiane: Tel no. (012) 393-7172

APPLICATIONS POSTED:

Division: Legal and Policy Service, South African Police Service, Private Bag X94, Pretoria, 0001.
(For attention Colonel Roos; Chief Personnel Officer Mashiane)

APPLICATIONS HAND DELIVERED TO:

Division: Legal and Policy Service, **National Head Office: South African Police Service**
255 Presidia Building, Paul Kruger & Pretorius Street, Pretoria

We welcome applications from persons with disAbilities 