



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: Management Intervention**. 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 : Communications
 Location : Head Office, Pretoria, Gauteng
 Ref Number : MI 01/2019

Additional Requirements:

- *Be in possession of NQF 6 or higher qualification in Graphic Design/ Multimedia Design/

Core Functions:

*Assist in 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.

Post : Intern
Section : Human Resource Development
Location : Head Office, Pretoria, Gauteng
Ref Number : MI 02/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Human Resource Management/
Public Administration.

Core Functions:

*Assist to coordinate and facilitate the ETD System for employees of Management
Intervention Assist to coordinate and facilitate external and internal skills development
activities. Assist to coordinate and facilitate the provision of bursaries and Internships.

Post : Intern
Section : Human Resource Utilization
Location : Head Office, Pretoria, Gauteng
Ref Number : MI 032019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Human Resource Management
Public Administration.

Core Functions

*Assist in Implementing and maintain performance Management Process and Job
descriptions
Coordinate Employment Equity. Provide Support with correct and effective utilization of
personnel at the Division. Coordinate Implementation of HR Policies

Post : Intern
Section : Complaints Response and Investigation
Location : Head Office, Pretoria, Gauteng
Ref Number : MI 04/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Policing/ Public Management/Office
Administration

Core Functions

*Assist to coordinate and monitor complaints on computerised registration system
Compile letters and reports to relevant Internal and External functionaries
Finalise complaints on weekly basis
Conduct quarterly complaints inspections

Post : Intern
Section : Finance
Location : Head Office, Pretoria, Gauteng
Ref Number : MI 05/2019

Additional Requirements:

*Be in possession of NQF 6 or higher qualification in Finance/ Accounting Science/
Financial Management

Core Functions

*Process claims and standing advances, check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on P Check/monitor telephone accounts and payments thereof.

GENERAL:

- 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 J Esterhuizen: Tel no: 012 393 3246

Sergeant Raphela; Tel no. 012 393 3534

APPLICATIONS POSTED:

The Deputy National Commissioner

Management Intervention

Private Bag x94

Pretoria

0001

APPLICATIONS HAND DELIVERED:

The Skills Development Facilitator, **National Head Office: South African Police Service**
323 Opera Plaza Building: Corner Andries and Pretorius Street.

We welcome applications from persons with disAbilities 