



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: Operational Response 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 (Provisioning Administration Specialised Fleet)
Section : Mobilisation Support
Location : Pretoria West, Gauteng
Ref Number : ORS 01/2019

Additional Requirements:

- *Be in possession of NQF level 6 or higher qualification in Transport Management. Postgraduate will be an added advantage

Core Functions:

- *Assist in Administering vehicle fleet for the Section; Administer Armoured Vehicle Confirmation; and Administer weekly armoured vehicle returns.

Post : Intern (Provisioning Administration Specialised Fleet)
Section : Mobilisation Support
Location : Pretoria West, Gauteng
Ref Number : ORS 02/2019

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in Transport Management.
Postgraduate will be an added advantage

Core Functions:

*Assist Managing fuel and oil provisioning; Fuel administration; Administrate Log Sheets [SAP 132(b)]; Administrate payment of e-toll; and Inspection of vehicles and other mobile equipment.

Post : Intern (Provisioning Administration Specialised Fleet)
Section : Mobilisation Support
Location : Pretoria West, Gauteng
Ref Number : ORS 03/2019

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in Transport Management.

Core Functions:

*Assist in Administration of transport service files; Administration of Log Sheets [SAP 132(b)] Vehicle inspection; and Administer Fuel Certification.

Post : Intern (Provisioning Administration Specialised Fleet)
Section : Mobilisation Support
Location : Pretoria West, Gauteng
Ref Number : ORS 04/2019

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in Transport Management.
Postgraduate will be an added advantage.

Core Functions:

*Assist in Administering and maintain of Operational vehicles; Administer Armoured Vehicles Confirmation; and Inspection of vehicles.

Post : Intern (Chefs X 02 Posts)
Section : Mobilisation Support
Location : Pretoria West, Gauteng
Ref Number : ORS 05/2019

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in Hospitality Management.
Postgraduate will be an added advantage.

Core Functions:

*Assist in Preparation of refreshments; Maintenance of kitchen; and Preparing of quotations.

Post : Intern
Section : HRM
Location : ORS: Public Order Reserve Unit Mpumalanga
Ref Number : ORS 06/2019

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in Human Resource Management. Postgraduate will be an added advantage.

Core Functions:

*Assist in administering transfers of Personnel. Receive, verify, process and control Service Termination documents for completeness and correctness. Receive, verify, process and control Service Termination documents for completeness and correctness. Identify incorrect placement or personnel at the Unit. Record SAPS 26(A) on the SAPS 47 and SAPS 28 register. Process leave forms and capture them on the system. Issue leave certificate due to. Compile the AR No. file in numeric order according to SAP 26 and keep up to date. Obtain and update member's data integrity.

Post : Intern
Section : HRM
Location : ORS: Public Order Reserve Unit KZN
Ref Number : ORS 07/2019

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in HRM. Postgraduate will be an added advantage.

Core Functions:

*Assist in Administer transfers of Personnel. Receive, verify, process and control Service Termination documents for completeness and correctness. Receive, verify, process and control Service Termination documents for completeness and correctness. Identify incorrect placement or personnel at the Unit. Record SAPS 26(A) on the SAPS 47 and SAPS 28 register. Process leave forms and capture them on the system. Issue leave certificate due to termination. Compile the AR No. file in numeric order according to SAP 26 and keep up to date. Obtain and update member's data integrity.

Post : Intern
Section : HRM
Location : ORS: Public Order Reserve Unit W/CAPE
Ref Number : ORS 08/2019

Additional Requirements:

*Be in possession of NQF level 6 or higher qualification in HRM. Postgraduate will be an added advantage.

Core Functions:

*Assist in administering transfers of Personnel. Receive, verify, process and control Service Termination documents for completeness and correctness. Receive, verify, process and control Service Termination documents for completeness and correctness. Identify incorrect placement or personnel at the Unit. Record SAPS 26(A) on the SAPS 47 and SAPS 28 register. Process leave forms and capture them on the system. Issue leave certificate due to termination. Compile the AR No. file in numeric order according to SAP 26 and keep up to date. Obtain and update member's data integrity.

Post : Intern
Section : Supply Chain Management
Location : ORS: Public Order Reserve Unit Mpumalanga
Ref Number : ORS 09/2019

Additional Requirements:

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

Core Functions:

* Prepare procurement documents as indicated in PFMA Obtaining of quotation Manage the rotation of suppliers. Manage suppliers file. Writing of order forms Payment of suppliers. Follow-up if suppliers did receive payment.

Post : Intern
Section : Supply Chain Management
Location : ORS: Public Order Reserve Unit KZN
Ref Number : ORS 10/2019

Additional Requirements:

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

Core Functions:

*Assist in preparing procurement documents as indicated in PFMA Obtaining of quotation. Manage the rotation of suppliers. Manage suppliers file. Writing of order forms. Payment of suppliers. Follow-up if suppliers did receive payment

Post : Intern
Section : Supply Chain Management
Location : ORS: Public Order Reserve Unit W/CAPE
Ref Number : ORS 11/2019

Additional Requirements:

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

Core Functions:

*Assist in preparing procurement documents as indicated in PFMA Obtaining of quotation. Manage the rotation of suppliers. Manage suppliers file. Writing of order forms. Payment of suppliers. Follow-up if suppliers did receive payment

Post : Intern (Aviation Electrical Engineer X 03 Posts)
Section : Airwing
Location : ORS: Pretoria Wonderboom
Ref Number : ORS 12/2019

Additional Requirements:

*Be in possession of an accredited Trade Test certificate / Diploma or Degree in Electrical Engineering. *Knowledge of Technical manuals and legislation. *Be fluent in two official languages of which one must be English.

Core Functions:

*Maintenance of aircraft. Avionic and electrical defects fault finding. Comprehension of aircraft maintenance manuals. Removal and replacement of aircraft avionic and electrical components. Testing the functioning of the aircraft systems. Maintain Occupational Health and Safety in and outside the hangers

Post : Intern (Aviation Mechanical Engineer X 02 Posts)
Section : Airwing
Location : ORS: Pretoria Wonderboom
Ref Number : ORS 13/2019

Additional Requirements:

*Be in possession of an accredited Trade Test certificate / Diploma or Degree in Electrical Engineering. *Knowledge of Technical manuals and legislation. *Be fluent in two official languages of which one must be English.

Core Functions:

*Maintenance of aircraft. Mechanical defects fault finding. Comprehension of aircraft maintenance manuals. Removal and replacement of aircraft mechanical components. Testing the functioning of the aircraft systems. Maintain Occupational Health and Safety in and outside the hangers

Post : Intern (Aviation Electrical Engineer X 02 Posts)
Section : Airwing
Location : ORS: Pretoria West
Ref Number : ORS 14/2019

Additional Requirements:

*Be in possession of an accredited Trade Test certificate / Diploma or Degree in Electrical Engineering. *Knowledge of Technical manuals and legislation. *Be fluent in two official languages of which one must be English.

Core Functions:

*Assist in Maintenance of aircraft. Avionic and electrical defects fault finding. Comprehension of aircraft maintenance manuals. Removal and replacement of aircraft avionic and electrical components. Testing the functioning of the aircraft systems. Maintain Occupational Health and Safety in and outside the hangers

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 JB Mahape: Tel no. (012) 400 3790

Lieutenant Colonel S Wolfaardt: Tel no. (012) 400 3812

APPLICATIONS POSTED/ HAND DELIVERED:

Applications must be delivered to relevant offices in the provinces and Head Office Pretoria as indicated below:

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| <p>459 Leyds Street, Sunnyside, Pretoria</p> <p>South African Police Service, Private Bag X 30, Sunnyside 0132 Pretoria (Gauteng) For attention Lt Col Wolfaardt Contact: 012 400 3812</p> | <p>Matsulu SAPS Emfuleni Road Nelspruit (Mpumalanga) For attention: Lt Col Manyike Contact: 082 303 9661</p> |
| <p>85 Richmond Road Mariannhill Durban For Attention: Capt Naicker Contact: 031 717 2166</p> | <p>Faure Base, Building 8 Old Faure Road Eersterivier Cape Town For attention : Capt Struwig Contact: 084 581 1556</p> |

We welcome applications from persons with disAbilities 