



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: Personnel Management**. 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.

<b>Post</b>	<b>Occupational Health Care Services</b>
<b>Section</b>	<b>Quality of Work Life</b>
<b>Location</b>	<b>Head Office</b>
<b>Ref Number</b>	<b>PM 12/2019 (2 x posts)</b>

**Additional Requirements**

Must be in possession of a certificate in Occupational Health and Safety and or nursing background, administrative work, computer literate, good communication and writing skills, certificate in risk and safety will be an advantage

**Core functions:**

Assist in Compiling Occupational Health Service reports Keep all results (medical surveillance) programme interventions filed per Province. Monitor and report on absenteeism figures. Ensure an overall health and safety consciousness within the organisation Participate in required meetings (SHE Committee). Liaise with Occupational health care specialists. Managing medical surveillance plan and coordinate with relevant stakeholders Conduct walkabouts to inspect environmental hygiene and to identify potential hazards. Manage IOD'S by providing medical support when required. Report any injuries and follow – up.

**Post**            **Psychometrics**  
**Section**       **psychological Services**  
**Location**      **Head Office**  
**Ref Number**   **PM 13/2019 (2 x posts)**

**Additional Requirements**

Must be in possession of an Honours Degree in Psychology or Registered Counselling Qualification. \*Registered with the Health Professions Council of South Africa (HPCSA) as an Intern Psychometrics or Registered Counsellor. \*Proof of valid registration with the HPCSA for 2019/2020 financial year.

**Core Functions:**

Assist in providing psychotherapeutic/counselling services in SAPS. Ensure the rendering of a professional, integrated service by Employee Health and Wellness to SAPS employees.

Improve the mental well-being of members and interventions to assist people with emotional, personal and work-related problems. Facilitation of pro-active and reactive programs/interventions. Trauma debriefing and counselling. Assist in the management of projects and mental health related initiatives. Evaluation and selection of members by means of psychometrics and other psychological measures/tools. Marketing of Psychological services. Assist with the facilitation of Assessment Centres.

**Post**            **Social Work**  
**Section**       **Social Work Services**  
**Location**      **Head Office, Pretoria**  
**Ref Number**   **PM 14/2019 (2 x post)**

**Additional Requirements:**

Applicants must be in possession of a Social Work Degree (SAQA accredited –NQF 6) and valid registration with the South African Council of Social Service Professions (SACSSP) and paid up fees for the 2019/2020 financial year. Must be prepared to work in a multi-disciplinary team and be able to market Social Work Services. Must be medically, physically and mentally fit. Computer literacy which includes Ms Word, Ms Power Point and Ms Office Outlook will be an added advantage to the applicant.

**Core Functions:**

Assist in rendering the advance and complex Police Social Work Services work-focus assessments.

Render comprehensive occupational social work to the client system by means of Social Work Service' capacity building programmes (promotive-, work-person- and workplace interventions). Render comprehensive occupational social work services to the client system by means of Restorative Interventions. Render comprehensive occupational social work services to the client system by means of application of Social Work Community Model. Implement the multi-disciplinary approach interventions within the Employee Health and Wellness environment. Execute standard social work administrative practices

**Post** Human Resource Management  
**Section** Discipline Management  
**Location** Head Office  
**Ref Number** PM 15/2019 (1 x post)

**Additional Requirements:**

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

**Core Functions**

Assist in administering effective Discipline processes. Administer the finalization of investigations, suspensions and cases placed on hearing roll. Administer the finalization of appeals. Administer and ensure that complete appeal documents are submitted. Administer BF files related to enquiries/complaints relevant to discipline.

**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:**

Lieutenant Colonel BP Maluleke Tel no (012) 393 1563  
Captain B Boshomane Tel no. (012) 393 4390  
Sgt T Maphanga Tel no.(012) 393 1563  
Raphela A Tel (012)393 1632

**APPLICATIONS POSTED:**

The Divisional Commissioner: Personnel Management Human Resource Management  
(Training), Private Bag X94, Pretoria, 0001

**APPLICATIONS HAND DELIVERED:**

The Divisional Commissioner: Personnel Management, 231 Pretorius Street, Watchuis  
Building Pretoria (For the attention of Lt Col Maluleke/ Captain Boshomane)

**We welcome applications from persons with disAbilities** 