



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve-month graduate's scheme programme at **Division: Protection and Security Services**. The graduate scheme programme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

**Generic requirements:**

- \*Applicants have to be a South African citizen.
- \*Must be in possession of a National Senior Certificate or equivalent (NCV L4)
- \*Must have no criminal convictions(s) or cases(s) pending
- \*Applicants must be unemployed, never been employed in the field of the advertised post and never participated in an internship programme relevant to the field of the post
- \*Applicants must be residents of the Province in which the post is advertised (**proof of residential address must 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**)

**NB: Stipend for each category will be as determined by the Divisional Commissioner Human Resource Development: South African Police Service**



**NATIONAL AND PROVINCIAL LEVEL**

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

Post	LIBRARY ASSISTANT INTERN (1 POST)
Section	Human Resource Development
Location	Pretoria Head Office
Ref Number	PSS 1/2019/ HQ

**Additional Requirements:**

- \* Be in possession of NQF 6 or higher qualification in Information Management.

**Core Functions:**

- \*Render a support service to all library users
- \*Assist personnel with research topics relating to study fields
- \* Perform library administration
- \* Manage library collection
- \* Market the services of Divisional library
- \* Record keeping of lecture and training material.



**Post** PROJECT MANAGEMENT INTERN (1 POST)  
**Section** VIP (Events Planning Coordination)  
**Location** Pretoria Head Office  
**Ref Number** PSS 2/2019/ HQ

**Additional Requirements:**

\* Be in possession of NQF 6 or higher qualification in Project Management.

**Core Functions:**

\* Assist in facilitating projects in the office of the Section Commander Events Planning Coordination.\* Assist in compiling project plans for events.\* Assist in monitoring the progress of events.\* Render administrative duties in the Section.

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**Post** RISK ASSESSOR INTERNS (6 POSTS)  
**Section** GSR (National Key Points)  
**Location** Pretoria Head Office  
**Ref Number** PSS 3/2019/ HQ

**Additional Requirements:**

\* Be in possession of NQF 6 or higher qualification in Risk or Security Management.

**Core Functions:**

\* Assist in conducting audits and inspections at Government departments, National Key Points and parastatals. \* Administer the implementation, compliance and maintenance of security measures.\* Monitor and maintenance of incident data system.

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**Post** LANGUAGE PRACTITIONER (ENGLISH) INTERN (1 POST)  
**Section** GSR (Security Advisory Services)  
**Location** Pretoria Head Office  
**Ref Number:** PSS 4/2019/ HQ

**Additional Requirements:**

\* Be in possession of NQF 6 or higher qualification in Language Practice (English).

**Core Functions:**

\* Assist in compiling reports for the Section.\* Proof read all submitted reports.\* Assist in record keeping of reports.\* Ensure that reports comply with legal requirements.

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**Post** SECURITY ADVISORY INTERNS (2 POSTS)  
**Section** GSR (Security Advisory Services)  
**Location** Pretoria Head Office  
**Ref Number:** PSS 5/2019/ HQ

**Additional Requirements:**

\* Be in possession of NQF 6 or higher qualification in Electrical Engineering.

**Core Functions:**

\* Assist in conducting inspections at identified premises and evaluate electrical safety measures in place \*Compiling of reports regarding findings on inspection visits\* Submit proposals with regard to electrical security measures



**Post** ELECTRONIC TECHNICIAN INTERNS (4 POSTS)  
**Section** Static (Specialized and Technical Services)  
**Location** Pretoria Head Office  
**Ref Number:** PSS 6/2019/ HQ

**Additional Requirements:**

\* Be in possession of NQF 6 or higher qualification in Electronic Engineering.

**Core Functions:**

\* Maintain and repair faulty 2-way radio equipment\* Install and remove radio equipment.\* Provide technical support in relation to radio communication during special/major events.\* Maintenance of access control and radio technical equipment utilized at events.



**Post** INFORMATION TECHNOLOGY INTERNS (3 POSTS)  
**Section** Static (Specialized and Technical Services)  
**Location** Pretoria Head Office  
**Ref Number** PSS 7/2019/ HQ

**Additional Requirements:**

\* Be in possession of NQF 6 or higher qualification in Information Technology (IT).

**Core Functions:**

\*Render Information Technology support to users\* Maintain and administer Information Technology infrastructure.\* Perform Information Technology related tasks in the Division.



**Post** FINANCE MANAGEMENT INTERN (1POST)  
**Section** Provincial Support  
**Location** Limpopo PSS  
**Ref Number** PSS 8/2019/LIM

**Additional Requirements:**

\* Be in possession of NQF 6 or higher qualification in either Accounting, Financial Management, or Public Finance.

**Core Functions:**

\*Processing of claims \*Perusal of overtime registers \*Handle office inventory tasks \* Handle administrative tasks regarding Finance Management \*Handle telephone enquiries



**Post** SUPPLY CHAIN MANAGEMENT INTERN (1 POST)  
**Section** Supply Chain Management  
**Location** Mpumalanga PSS  
**Ref Number** PSS 9 /2019/MP

**Additional Requirements:**

\* Be in possession of NQF 6 or higher qualification in Supply Chain Management/ Logistics.

**Core Functions:**

\*Perform loss management, procurement and demand functions \*Handle office inventory tasks \*Conduct inspections on Government Property Account \*Perform filing within the section \*Handle telephone enquiries

## 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:

Col HJ Gerber Tel no (012) 400 5669  
PAC N Mphaphuli, Tel no (012) 400 6457

## APPLICATIONS POSTED/ HAND DELIVERED:

**Applications for the various posts in the respective provinces must be submitted to the following addresses:-**

### PSS HEAD OFFICE

Posts: PSS 1, 2, 3, 4, 5, 6, 7/ 2019/ HQ

The Divisional Commissioner  
Protection and Security Services  
Private Bag X784  
Pretoria  
0001

Hand delivery:-  
Maupa Naga Building  
c/o Park and Troye Street  
Sunnyside  
Pretoria

Col Gerber  
PAC Mphaphuli

(012) 400-5669  
(012) 400-6457

## **LIMPOPO**

**Post: PSS 8/2019/LIM**

The Provincial Head  
Protection and Security Services  
Private Bag X9560  
Polokwane  
0700

Hand delivery:-  
28 c/o Market & Rabie Street  
PSS Building  
Polokwane

Colonel Shai  
Capt Purcocks

(015) 284-8545  
(015) 284 5866

## **MPUMALANGA**

**Post: PSS 9 /2019/MP**

The Provincial Head  
Protection and Security Services  
Private Bag X11299  
Nelspruit  
1200

Hand delivery:-  
10 Paul Kruger Street  
Bester Brown Building  
2<sup>nd</sup> Floor Office No 3  
Nelspruit

Colonel Thaver  
Lt Col Maphanga  
PPO Cato

(013) 756-0252  
(013) 756-0261  
(013) 756 0254

**We welcome applications from persons with disAbilities** 