



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: Supply Chain 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.

Post	MOTOR MECHANIC INTERN
Section	Mechanical Services: East London Garage
Location	East London, Eastern Cape
Ref Number	SCM 1/2019 (2 Posts)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic *Trade Test will be an advantage.

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Bloemfontein Garage
Location Bloemfontein, Free State
Ref Number SCM 2/2019 (3 Posts)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic *Trade Test will be an advantage.

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Welkom SAPS Garage
Location Welkom, Free State
Ref Number SCM 3/2019 (1 Post)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic
*Trade Test will be an advantage.

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Pretoria Central SAPS Garage
Location Pretoria, Gauteng
Ref Number SCM 4/2019 (2 Posts)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic
*Trade Test will be an advantage.

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Benoni SAPS Garage
Location Benoni, Gauteng
Ref Number SCM 5/2019 (2 Posts)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic
**Trade Test will be an advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Johannesburg SAPS Garage
Location Johannesburg, Gauteng
Ref Number SCM 6/2019 (3 Posts)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic
**Trade Test will be an advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Maitland SAPS Garage
Location Maitland, Western Cape
Ref Number SCM 7/2019 (3 Posts)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic
**Trade Test will be an advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Potchefstroom SAPS Garage
Location Potchefstroom, North West
Ref Number SCM 8/2019 (1 Post)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic
**Trade Test will be added as an Advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Polokwane SAPS Garage
Location Polokwane, Limpopo
Ref Number SCM 9/2019 (1 Post)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic
**Trade Test will be an advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Nelspruit SAPS Garage
Location Nelspruit, Mpumalanga
Ref Number SCM 10/2019 (1 Post)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic
**Trade Test will be an advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Middleburg SAPS Garage
Location Middleburg, Mpumalanga
Ref Number SCM 11/2019 (1 Post)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic

**Trade Test will be an advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995)

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Jacobs SAPS Garage
Location Durban, Kwa-Zulu Natal
Ref Number SCM 12/2019 (2 Posts)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic

**Trade Test will be an advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Alexandra Road SAPS Garage
Location Pietermaritzburg, Kwa-Zulu Natal
Ref Number SCM 13/2019 (1 Post)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic

**Trade Test will be an advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Kimberly SAPS Garage
Location Kimberly, Northern Cape
Ref Number SCM 14/2019 (1 Post)

Additional Requirements:

*National Certificate N3 in Motor Mechanic/Mechanical Engineering or N2 in Motor Mechanic / Mechanical Engineering/ NCV level 4 in Motor Mechanic
**Trade Test will be an advantage.*

Core Functions:

*Perform quality and cost effective repairs and maintenance of SAPS vehicles. * Ensure a clean and safe environment. *Diagnose, strip and determine the parts required for services and repairs. *Complete parts request list for the parts required per vehicle. *Complete job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post WELDER INTERN
Section Infrastructure Maintenance Services
Location Silverton, Pretoria, Gauteng
Ref Number SCM 15/2019 (2 Posts)

Additional Requirements:

*Matric or NCV level 4 with welding/ Trade Matric with Welding and Minimum N3 certificate in welding
**Trade Test will be an advantage.*

Core Functions:

*Read and interpret sketches per request, Manufacture steel products.*Obtain material for manufacturing purposes, Install cell doors. *Manufacture palisade fencing, Load and unload of manufactured products. *Transport and install manufactured steel products on site. *Usage and safeguarding of all equipment, material and cleaning of working environment.*Apply occupational health and safety regulations (Act 83 of 1995).

Post BRICKLAYER / TILER INTERN
Section Infrastructure Maintenance Services
Location Silverton, Pretoria, Gauteng
Ref Number SCM 16/2019 (2 Posts)

Additional Requirements:

*Matric or NCV Level 4 with Bricklaying/ Trade Matric with Bricklaying and Minimum N3 certificate in Bricklaying.
**Trade Test will be an advantage.*

Core Functions:

*Check the quantity of building materials of each site. *Building foundation up to floor level, Plastering of specified walls according to plans. *Building of disability ramps at all police stations. *Responsible for demolishing of facilities erected after completion of project. *Usage and safeguarding of all equipment, material and cleaning of working environment.
**Apply occupational health and safety regulations (Act 83 of 1995).*

Post PLUMBER INTERN
Section Infrastructure Maintenance Services
Location Silverton, Pretoria, Gauteng
Ref Number SCM 17/2019 (2 Posts)

Additional Requirements:

*Matric or NCV Level 4 with Plumbing/ Trade Matric with Plumbing and Minimum N3 certificate in Public.

**Trade Test will be an advantage.*

Core Functions:

*Perform relevant plumbing duties on site, Obtain material for installation purpose. *Lay and Join drain pipes, Read and interpret sketches per request. *Clean equipment used and working environment. *Usage and safeguarding of all equipment, material and cleaning of working environment. *Apply occupational health and safety regulations (Act 83 of 1995).

Post ELECTRICIAN INTERN
Section Infrastructure Maintenance Services
Location Silverton, Pretoria, Gauteng
Ref Number SCM 18/2019 (1 Post)

Additional Requirements:

*Matric or NCV level 4 with Electrical/ Trade Matric with Electrical and Minimum N3 certificate in Electrical

**Trade Test will be an advantage.*

Core Functions:

*Read and interpret sketches per request. *Perform electrical maintenance on activities on projects, Obtain material for installation. *Usage and safeguarding of all equipment, material and cleaning of working environment. *Apply occupational health and safety regulations (Act 83 of 1995).

Post CARPENTER JOINER/CABINET MAKER INTERN
Section Infrastructure Maintenance Services
Location Silverton, Pretoria, Gauteng
Ref Number SCM 19/2019 (3 Posts)

Additional Requirements:

*Matric or NCV level 4 with Carpentry/ Trade Matric with Carpentry and Minimum N3 certificate in Carpentry. **Trade Test will be an advantage.*

Core Functions:

*Read and interpret sketches per request. *Set up and operate woodworking machines and use various hand tools. *Set up and operate woodworking machines such as power saws, joiner, mortise, tenner, moulder and shaper, to cut and shape parts from wood. *Obtain material for manufacturing purposes, Manufacture wooden products as per request. *Usage and safeguarding of all equipment, material and cleaning of working environment. *Apply occupational health and safety regulations (Act 83 of 1995).

Post QUANTITY SURVEYOR INTERN
Section Programme & Project Management
Location Silverton, Pretoria, Gauteng
Ref Number SCM 20/2019 (4 Posts)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Quantity Surveying

Core Functions:

Assist with: Prepare and provide cost estimates and cost advice. Prepare and compile contract documentation and specifications for Bid/Tender Committee. Prepare valuations for payment and manage financial aspects on Building project under execution. Audit expenditures on building projects under supervision of external consultants.

Post ELECTRICAL ENGINEER INTERN
Section Programme & Project Management
Location Silverton, Pretoria, Gauteng
Ref Number SCM 21/2019 (2 Posts)

Additional Requirements:

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

Core Functions:

Assist with:

Ensure technical compliance and quality certification on construction/maintenance sites and facilities. Prepare and compile technical documentation and specifications for the Bid/Tender committee. Ensure the implementation of effective, efficient and sustainable energy sources and usage at new construction projects and existing facilities.

Post MECHANICAL ENGINEER INTERN
Section Programme & Project Management
Location Silverton, Pretoria, Gauteng
Ref Number SCM 22/2019 (2 Posts)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Mechanical Engineering

Core Functions:

Assist with:

Co-ordinate mechanical related projects/problems. Briefing and liaising with consultants / contractors and do site inspections/ attend site meetings of building projects. Writing of specifications and evaluation of bids.

Post ARCHITECTURE INTERN
Section Programme & Project Management
Location Silverton, Pretoria, Gauteng
Ref Number SCM 23/2019 (4 Posts)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Architecture

Core Functions:

Consult with end users to determine their needs. *Design and complete sketch plans. Assist with Architectural related administration duties. Assist with: *Plan and design of architectural related projects. Brief and liaise with clients and consultants/ contractors and do site inspections and do attend site meetings of building projects. Completion of contract documentation, including drawings details and specifications. Administer and maintain the activities in the office of PPM.

Post PROJECT MANAGER INTERN
Section Programme & Project Management
Location Silverton, Pretoria, Gauteng
Ref Number SCM 24/2019 (3 Posts)

Additional Requirements:

*Be in possession of NQF Level 6 or higher qualification in Project Management/ Public Administration

Core Functions:

Assist with: Assist with general administration duties on projects in the Project Office. Accurate planning and reporting of all projects. Management of projects in pre-contract & post-contract phase. Ensuring an effective and efficient management of resources. Management of various office administrative activities through efficient communication.

Post ADMINISTRATION INTERN
Section Asset Operations Management
Location Lynnwood, Pretoria, Gauteng
Ref Number SCM 25/2019 (1 Post)

Additional Requirements:

*Be in possession of NQF Level 6 or higher qualification in Real Estate/ Supply Chain Management/ Public Administration/ Financial Management.

Core Functions:

*Administer and prepare the invoices for payments, Updating of the invoice register. *Draw report and handle enquiries from PAS to verify deductions on salaries of members who occupy and vacate official. *Handle enquiries on daily basis from Provinces/Divisions with regard to PAS transactions, Continuous request of PAS reports for statistics required by management. *Assist vehicle fleet manager with petrol slips (consumption) for state vehicles to be captured on POLFIN. *Assist with inspection of state vehicles in terms of SAPS 132 (b). *Administer job description for all personnel.

Post ADMINISTRATION INTERN
Section Asset Operations Management (DPW Portfolio)
Location Lynnwood, Pretoria, Gauteng
Ref Number SCM 26/2019 (1 Post)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Project Management/ Supply Chain Management/ Public Administration/ Financial Management.

Core Functions:

*Monitor and Report Registered Projects by means of: Works Control System (WCS) monthly, Programme Management Schedule (PMS) monthly, Site Delivery Programme (SDP) monthly, Building Programme DPW update on a monthly basis. *Facilitation of VO's submitted by DPW. *Participate in the Budget Re-allocation Meeting at DPW quarterly.

Post ADMINISTRATION INTERN
Section Demand & Infrastructure Planning (UAMP)
Location Lynnwood, Pretoria, Gauteng
Ref Number SCM 27/2019 (1 Post)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in SCM/ Public Administration/ Financial Management.

Core Functions:

*Verify of UAMP information and inputs received from the provinces, consolidation of strategic Template 1 for SAPS and submission for approval by National Commissioner. *Physical verification of immovable Assets per province in compilations of the following UAMP. *Perform key management functions.

Post ADMINISTRATION INTERN
Section Demand & Infrastructure Planning (Specification)
Location Lynnwood, Pretoria, Gauteng
Ref Number SCM 28/2019 (1 Post)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Supply Chain Management/ Public Administration/ Financial Management.

Core Functions:

*Facilitate all specification meetings by preparing of documents and the reviewing, correcting, amending and approving of new and existing specification documents related to Capital Works and R&R projects as well as other Immovable Assets at National Level. *Combine all relevant documents after approval by the specifications committee and forward to Acquisition Management. *File endorsed copies of all specification documents and of all contracts awarded in the SCM environment.

Post ADMINISTRATION INTERNS
Section Procurement & Contract Management (Contract Management)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 29/2019 (2 Posts)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Purchasing Management/ Logistics/ Public Administration.

Core Functions:

*Administering the process of developing, implementation and providing policies, including standards and guidelines for procurement. *Administering the process of arranging training, facilitation and nomination for procurement training. *Administering the training of SAPS members in procurement. *Administering the development and updating of training material for procurement training. *Administering the Contract Management processes in respect of goods and services and responsibility for Contract Management. *Assist with the procurement administrative support to officers and management within Contract Management. *Perform general administrative tasks for various subsections in Contract Management in accordance with relevant directives and legislation.

Post ADMINISTRATION INTERN
Section Procurement & Contract Management (Procurement: MGP)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 30/2019 (1 Post)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Purchasing Management/ Logistics.

Core Functions:

*Ensure an effective and efficient procurement process within SCM with regards to bids.*Ensure an effective and efficient procurement process within SCM with regards to quotations. *Receive applications from Demand Management to invite bids for end users. *Prepare and arrange pre-advert meetings. *Capture bids on Intenda.*Compile submissions to the BAC for recommendation and approval. *Compile contracts for relevant signatures. *Advertise end results in the Tender Bulletin. *Filling of all bid documents received.

Post ADMINISTRATION INTERNS
Section Procurement & Contract Management (Procurement: Facility Management)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 31/2019 (2 Posts)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Purchasing Management/ Logistics.

Core Functions:

*Ensure an effective and efficient procurement process within SCM with regards to bids. *Ensure an effective and efficient procurement process within SCM with regards to quotations. *Receive applications from Demand Management to invite bids for end users. *Prepare and arrange pre-advert meetings. *Capture bids on Intenda. *Compile submissions to the BAC for recommendation and approval. *Compile contracts for relevant signatures. *Advertise end results in the Tender Bulletin. *Filing of all bid documents received.

Post ADMINISTRATION INTERN
Section MGP & Services (Arms & Ammo)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 32/2019 (1 Post)

Additional Requirements:

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

Core Functions:

*Capture and control date on PAS system, record and accounting of new different stock per relevant documentation. *Handle warehouse functions related to stores, Do enquiries on requisitions and lot numbers. *Handle personnel administrative duties, Filing of vouchers in VA files as per stock items for proper correspondence.

Post ADMINISTRATION INTERN
Section MGP & Services (Miscellaneous Stock Management)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 33/2019 (1 Post)

Additional Requirements:

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

Core Functions:

*Assist with replenishment related administration duties. *Responsible for the requisition and acquisition of goods. *Manage and compile reports for the section.

Post ADMINISTRATION INTERN
Section Demand and Asset Management
Location Silverton, Pretoria, Gauteng
Ref Number SCM 34/2019 (2 Posts)

Additional Requirements:

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

Core Functions:

*Register files received from Divisions/Provinces in the relevant registers, *Peruse files to verify correctness of documentation/information required for procurement, *Invite End users and other role players to attend specification meetings, * Perform secretarial duties during Spec meetings, *Compile covering letters for submission to procurement management, *Draft letters, monitor and coordinate feedback and the receipt of letters, receive requirements from provinces/divisions, compile spread sheets, attend meetings, assist with the compilation of the Demand Plan, update demand registers and Operational plan MPAD documents; Weekly, Monthly, Quarterly and Annual reports, update the relevant Registers, *Retrieve files for Auditing, Perform filing duties for record keeping purposes.

Post ADMINISTRATION INTERN
Section Demand and Asset Management (HRM)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 35/2019 (1 Post)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Human Resource Management

Core Functions:

*Update leave files and SAPS 26 Register, monitor planned leave, prepare and assist. *with Z8 register, file all documents on the relevant files, type letters, *assist with messenger duties, *monitor the receipt of project documents and peruse them for correctness, *assist with the coordination and consolidation of the sections Annual Operational Plan, monitor and coordinate the expiration of drivers licences, *update the electronic training database, *assist with secretarial duties.

Post ADMINISTRATION INTERN
Section Clothing and Distribution Management
Location Silverton, Pretoria, Gauteng
Ref Number SCM 36/2019 (1 Post)

Additional Requirements:

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

Core Functions:

*Purchasing and Supply *Public Procurement, *Production and Operation Management, *Strategical Supply Chain Management, *Public Administration

Post ADMINISTRATION INTERN
Section Corporate Support (Performance Management)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 37/2019 (1 Post)

Additional Requirements:

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

Core Functions:

*Provide Administrative support in identification, compilation and development of SCM norms and standards, *Assist with general office administrative duties in the development and updating of evaluation frameworks. *Typing of letters, filling of reports, making copies, taking minutes in meetings when requested, *Handle administrative duties with regards to the development and updating of performance standards, assessment criteria and tools, * Assist with the consolidation of assessment criteria and tools, *Assist with the planning for Performance work session, *Assist with monitoring the effectiveness of the risk monitoring tool as per annual risk register.

Post ADMINISTRATION INTERN
Section Corporate Support (HRM)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 38/2019 (1 Post)

Additional Requirements:

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

Core Functions:

*Handle administration regarding the Performance Enhancement Process., *Handle stationary and furniture applications, Handle administration regarding incoming / outgoing correspondence and files regarding the personnel of HRM: HRU. *Handle administration regarding the SAPS 26: Leave and sick leave register, Z8 register and telephone accounts regarding for HRM: HRU.

Post ADMINISTRATION INTERN
Section Corporate Support (Financial Service)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 39/2019 (1 Post)

Additional Requirements:

* Be in possession of NQF Level 6 or higher qualification in Financial Management/ B Comm Finance

Core Functions:

*Maintain and reconcile the budget of financial year as well as the budget reports and expenditure control, *Create financial authorities on Polfin as well as increase applications are requested, *Shifting of expenditure from an incorrect accounting official to the correct accounting officer on Polfin system.

Post ADMINISTRATION INTERN
Section Corporate Support (Head Office SCM)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 40/2019 (1 Post)

Additional Requirements:

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

Core Functions:

*To ensure effective and efficient monitoring and administration of Logistical losses for all Head Office Accounting Functionaries. *Update the loss control system. *Establish and Implement the Government Immovable Asset Management Act requirement. *Keep record of expiring leases and advice commander of intention to cancel or renew. Liaise with the Component Facility Management & Divisions and related stakeholders. * Monitor acquisition administration and suppliers database effectively and efficiently to improve service delivery within Head Office Divisions. Issuing of order forms and prepare used order books for closure.

Post ADMINISTRATION INTERN
Section Corporate Support (MISP Office)
Location Silverton, Pretoria, Gauteng
Ref Number SCM 41/2019 (1 Post)

Additional Requirements:

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

Core Functions:

*Assist with the Strategic Planning and facilitations services for the Divisional Commissioner Supply Chain Management, *Provide support in respect of design, development and analysis of information, *Assist with the Management of Access to information Act 2000 (Act no 2/2000), *Assist in providing support services to the Management Information and Strategic Planning 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: FOR SILVERTON/LYNWOOD, PRETORIA POSTS

Lieutenant Colonel RM Thokwane, Tel no (012) 841 7666

Captain TS Chauke, Tel no (012) 841 7030

SAC JT Nkwane, Tel no (012) 841 7671

PS: (No email or fax applications will be accepted)

APPLICATIONS POSTED – FOR SILVERTON/LYNWOOD, PRETORIA POSTS

The Divisional Commissioner: SCM, Human Resource Development, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col Thokwane)

APPLICATIONS HAND DELIVERED – FOR SILVERTON/LYNWOOD, PRETORIA POSTS

The Divisional Commissioner: SCM, Section HRD, 117 Cresswell Road (Cnr Cresswell and Pretoria Road), Silverton, Pretoria (Main entrance A-Block) (For attention: Lt Col Thokwane)

ALL APPLICATIONS FOR GARAGES TO BE POSTED OR HAND DELIVERED TO THE FOLLOWING ADDRESSES:

East London SAPS Garage:

Private Bag X9037, East London, 5200 or hand delivered 3 Cotton Road, Gately, East London, 5201

Enquiries: Lt Col N Mpono (043) 731-1500

Port Elizabeth SAPS Garage:

Private Bag X6068, Port Elizabeth, 6000 or hand delivered Lower Main Road, Southern Port Elizabeth

Lt Col Adams (041) 501-9100

Bloemfontein SAPS Garage:

Private Bag X20585, Bloemfontein, 9300 or hand delivered 12 George Lubbe Street, Hamilton, Bloemfontein, 9301

Lt Col Myburg (051) 409 5424

Welkom SAPS Garage:

Private Bag X22, Welkom, 9460 or hand delivered 83 Jan Hofmeyer Street, Welkom, 9460

Lt Col QF Mokhothu (057) 391-6051

Pretoria Central SAPS Garage:

Private Bag X254, Pretoria, 0001 or hand delivered Young and Moreleta Street, Silverton, 0184

Capt Seshabela (012) 841-7434

Benoni SAPS Garage:

Private Bag X003 Northmead, Benoni, 1500 or hand delivered Greater North & Hospital Street, Benoni

Lt Col H Du Plessis (011) 746 6391

Johannesburg SAPS Garage:

Private Bag x 19, Bertfham, 2013 or hand delivered 1 Collinder Road, Diepkloof

Lt Col HF Rheeder (011) 893-4204

Maitland SAPS Garage:

P.O. Box 555, Howard Place, 7450 or hand delivered 14 Jan Smuts Drive, Pinelands

Lt Col Hendricks (021) 506-2235

Oudtshoorn SAPS Garage:

Private Bag X671, Oudtshoorn 6620 or hand delivered Park Road, Oudtshoorn

Lt Col RS Classen (044) 203 2913

Potchefstroom SAPS Garage:

Private Bag X801, Potchefstroom, 2520 or hand delivered 33 Ross Street, Potchefstroom Industrial, Potchefstroom, 2531

Lt Col KJ Oliphant (018) 294-1301

Rustenburg SAPS Garage

Private Bag X82301, Rustenburg, 0300 or hand delivered 2 Wulfse Street, Rustenburg, 0290 (Wolnick

Building)

Captain SS Boko (014) 590-4488

Polokwane SAPS Garage:

Private Bag X2498, Polokwane, 0700 or hand delivered 22nd and 21st Street, Industria, Polokwane

Lt Col Pilusa (015) 633-1252

Nelspruit SAPS Garage:

Private Bag X11251, Nelspruit, Area Lowveld, 1200 or hand delivered 42 Andrew Street, Nelspruit,

12500

Captain Shongwe (013) 759-1163

Middelburg SAPS Garage:

Private Bag X1813, Middleburg, 1050 or hand delivered 9A Dr Nelson Mandela Street,
Middelburg
Lt Col M Olivier (013) 246-2159

Jacobs SAPS Garage:

P.O Box 12319, Jacobs, 4026, Jacobs or hand delivered 256 Balfour Road, Jacobs
Lt Col BP Mkhize (031) 461-9930

Pietermaritzburg SAPS Garage:

Private Bag x 9109, 3200 or hand delivered to 1 Justitia Road, Oribi, Pietermaritzburg
Lt Col AC Sidaki (033) 846 1142

Kimberley SAPS Garage:

Private Bag X5039, Kimberly, 8301 or hand delivered 39 Schmidtsrif, Riviera, Kimberley, 8301
Lt Col Mokgatle (053) 861-3924

We welcome applications from persons with disAbilities 