



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: Visible Policing**. 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 to be considered as part of the Graduate Recruitment Scheme programme into the South African Police Service.**

**Post** : Intern (2)  
**Section** : Personnel Management  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : VP INT 01/2019

**Additional Requirements:**

- \*Be in possession of a N6- Certificate or higher qualification in: Human Resource Management.
- \*Must have a letter from the Institution for experiential learning.
- \*Must be Computer Literate in MS Word and Excel.

**Core Functions:**

- \*Assist in Performing all Personnel Management, Skills Development and Human Resource Utilisation Functions

**Post** : Intern (1)  
**Section** : Finance and Administration Services  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : VP INT 02/2019

**Additional Requirements:**

\*Be in possession of a N6- Certificate or higher qualification in Financial Management:  
\*Must have a letter from the Institution for experiential learning. \*Must be Computer Literate in MS Word and Excel.

**Core Functions:**

\*Assist in performing all Finance Related functions (e.g. Capturing of allowances, management of Travel Centre, processing of applications for official journeys, etc.)

**Post** : Intern (1)  
**Section** : Supply Chain Management  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : VP INT 03/2019

**Additional Requirements:**

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

**Core Functions:**

\*Assist in Performing Supply Chain Management Related Functions (e.g. Demand and Acquisition, Fleet Management, Movable Government Property, Facility Management, etc.)

**Post** : Intern (1)  
**Section** : Firearms, Liquor and Second Hand Goods Control (Personnel office)  
**Location** : Pretoria, Gauteng  
**Ref Number** : VP INT 04/2019

**Additional Requirements:**

\*Be in possession of a N6- Certificate or higher qualification in: Human Resource Management. \*Must have a letter from the Institution for experiential learning. \*Must be Computer Literate in MS Word and Excel.

**Core Functions:**

\*Assist in Performing all Personnel Management, Skills Development and Human Resource Utilisation Functions

**Post** : Intern (1)  
**Section** : Firearms, Liquor and Second Hand Goods Control (Finance office)  
**Location** : Pretoria, Gauteng  
**Ref Number** : VP INT 05/2019

**Additional Requirements:**

\*Be in possession of a N6- Certificate or higher qualification in: Financial Management.  
\*Must have a letter from the Institution for experiential learning. \*Must be Computer Literate in MS Word and Excel.

**Core Functions:**

\*Assist in performing all Finance Related functions (e.g. Capturing of allowances, management of Travel Centre, processing of applications for official journeys, etc.)

**Post** : Intern (1)  
**Section** : Rapid Rail and Police Emergency Services (Personnel office)  
**Location** : Western Cape  
**Ref Number** : VP INT 06/2019

**Additional Requirements:**

\*Be in possession of a N6- Certificate or higher qualification in: Human Resource Management. \*Must have a letter from the Institution for experiential learning. \*Must be Computer Literate in MS Word and Excel.

**Core Functions:**

\*Assist in Performing all Personnel Management, Skills Development and Human Resource Utilisation Functions

**Post** : Intern (1)  
**Section** : Rapid Rail and Police Emergency Services (Supply Chain Management office)  
**Location** : Western Cape  
**Ref Number** : VP INT 07/2019

**Additional Requirements:**

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

**Core Functions:**

\*Assist in Performing Supply Chain Management Related Functions (e.g. Demand and Acquisition, Fleet Management, Movable Government Property, Facility Management, etc.)

**Post** : Intern (1)  
**Section** : Rapid Rail and Police Emergency Services (Supply Chain Management office)  
**Location** : Eastern Cape  
**Ref Number** : VP INT 08/2019

**Additional Requirements:**

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

**Core Functions:**

\*Assist in Performing Supply Chain Management Related Functions (e.g. Demand and Acquisition, Fleet Management, Movable Government Property, Facility Management, etc.)

**Post** : Intern (1)  
**Section** : Rapid Rail and Police Emergency Services (Finance office)  
**Location** : Eastern Cape  
**Ref Number** : VP INT 09/2019

**Additional Requirements:**

\*Be in possession of a N6- Certificate in: Financial Management. \*Must have a letter from the Institution for experiential learning. \*Must be Computer Literate in MS Word and Excel.

**Core Functions:**

\*Assist in performing all Finance Related functions (e.g. Capturing of allowances, management of Travel Centre, processing of applications for official journeys, etc.)

**Post** : Intern (1)  
**Section** : Rapid Rail and Police Emergency Services (Supply Chain Management office)  
**Location** : Kwazulu Natal  
**Ref Number** : VP INT 10/2019

**Additional Requirements:**

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

**Core Functions:**

\*Assist in Performing Supply Chain Management Related Functions (e.g. Demand and Acquisition, Fleet Management, Movable Government Property, Facility Management, etc.)

**Post** : Intern (1)  
**Section** : Rapid Rail and Police Emergency Services (Finance office)  
**Location** : Kwazulu Natal  
**Ref Number** : VP INT 11/2019

**Additional Requirements:**

\*Be in possession of a N6- Certificate in: Financial Management. \*Must have a letter from the Institution for experiential learning. \*Must be Computer Literate in MS Word and Excel.

**Core Functions:**

\*Assist in performing all Finance Related functions (e.g. Capturing of allowances, management of Travel Centre, processing of applications for official journeys, etc.)

**Post** : Intern (1)  
**Section** : Rapid Rail and Police Emergency Services (Personnel Office)  
**Location** : Johannesburg  
**Ref Number** : VP INT 12/2019

**Additional Requirements:**

\*Be in possession of a N6- Certificate in: Human Resource Management. \*Must have a letter from the Institution for experiential learning. \*Must be Computer Literate in MS Word and Excel.

**Core Functions:**

\*Perform all Personnel Management, Skills Development and Human Resource Utilisation Functions

**Post** : Intern (1)  
**Section** : Rapid Rail and Police Emergency Services (Finance office)  
**Location** : Johannesburg  
**Ref Number** : VP INT 13/2019

**Additional Requirements:**

\*Be in possession of a N6- Certificate in: Financial Management. \*Must have a letter from the Institution for experiential learning. \*Must be Computer Literate in MS Word and Excel.

**Core Functions:**

\*Assist in performing all Finance Related functions (e.g. Capturing of allowances, management of Travel Centre, processing of applications for official journeys, etc.)

**Post** : Intern (1)  
**Section** : Management Information and Strategic Planning  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : VP INT 14/2019

**Additional Requirements:**

\*Be in possession of NQF level 6 or higher qualification in Public Management, Project Management. Postgraduate will be an added advantage.

**Core Functions:**

\*Assist with the facilitation of Annual Performance Plans and Quarterly Reports. \*Assist with the compilation of management information report and documents. \*Assist with the development, maintenance and verification of statistical information and database key performance areas. \*Assist in monitoring, collating, evaluating and coordinating of management information and research.

**Post** : Intern (3)  
**Section** : Social Crime Prevention (Community Awareness Campaigns)  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : VP INT 15/2019

**Additional Requirements:**

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

**Core Functions:**

\* Assist in Compiling of monthly reports and filling. Render support in facilitating management of the effective implementation of community awareness programmes and campaigns. Conduct station compliance visits with the team and compile feedback report. Assist in management of programmes initiated by the SAPS relating to Imbizo/ Public education and outreach programmes. Compile information notes and projects plans for events. Ensure the distribution of procured promotional materials to Provinces and their corresponding events.

**Post** : Intern (3)  
**Section** : Social Crime Prevention (Youth Crime Prevention)  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : VP INT 16/2019

**Additional Requirements:**

\*Be in possession of NQF level 6 or higher qualification Social Science or Youth Development

**Core Functions:**

\*Assist with the development and review of the regulatory frameworks. Assist in managing Youth Crime Prevention Programmes initiated by SAPS on School Based Crime Prevention. Support establishment of Youth Crime Prevention Desks in Provinces. Compile information notes and projects plans. Conduct station compliance visits and compile feedback reports. Consolidate monthly and quarterly reports

**Post** : Intern (1)  
**Section** : Pro-active Policing  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : VP INT 17/2019

**Additional Requirements:**

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

**Core Functions:**

\*Provide assistance in optimising and revising frontline desk. Refer and follow-up complaints against SAPS. Provide assistance to revise SAPS forms and registers utilized within CSC. Visit Police Stations to monitor and evaluate compliance.

**Post** : Intern (2)  
**Section** : Pro-active Policing  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : VP INT 18/2019

**Additional Requirements:**

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

**Core Functions:**

\*Retrieve report on crime successes. Retrieve report on action executed as well as drugs confiscated and compile report. Assist with providing statistics for questions in Parliament. Retrieve information from SAPS system OPAM, CAS, BIS. Create a presentation of crime analysis to highlight CPA and CTA.

**Post** : Intern (3)  
**Section** : Pro-active Policing  
**Location** : Head Office, Pretoria, Gauteng  
**Ref Number** : VP INT 19/2019

**Additional Requirements:**

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

**Core Functions:**

\*Responsible for creating reports, analysing data, troubleshooting, researching and fixing issues. Work closely with management as well as clients or suppliers to determine the type of data analysis necessary. Monitor performance and quality control plans to identify improvements. Assist in preventing, identifying, analysing, handling, tracking, reducing and controlling risks to customers or company.

**Post** : Intern (3)  
**Section** : Vet Services  
**Location** : Roodeplaat, Pretoria, Gauteng  
**Ref Number** : VP INT 20/2019

**Additional Requirements:**

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

**Core Functions:**

\*Administer treatment to animal patients consulting and admitted to hospital. Carry out routine radiographic procedures. Perform anaesthetic and surgical preparation. Monitor anaesthesia during surgery. Manage hospital patient files. Perform after hours hospital duties. Manage hospital pharmacy stock levels. Manage hospital waste removal. Manage general hospital hygiene. Provide basic veterinary training to SAPS dog handlers and horse riders.

## 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:

Lieutenant Colonel Thakanyane: Tel no. (012) 421 8242  
Captain Mashiane: Tel no. (012) 421 8069  
Sergeant Kgosana: Tel no. (012) 421 8073  
PPO Manong: Tel no. (012) 421 8232

## APPLICATIONS POSTED (PRETORIA):

The Divisional Commissioner: Visible Policing, Private Bag x12, Arcadia, 0007 or hand delivered to.  
**(For attention Lieutenant Colonel Thakanyane)**

## APPLICATIONS HAND DELIVERED:

**Visible Policing, 540 Pretorius Street, Arcadia**, for attention Lieutenant Colonel Thakanyane



**APPLICATIONS POSTED (KWAZULU NATAL):**

The Divisional Commissioner: Visible Policing (**For attention: Captain Cele**),  
Private Bag X54348, **Durban**, 4001

**APPLICATIONS HAND DELIVERED:**

**No 65 Masabalala Yengwa Avenue, Suite no. 221 Interside, Durban Station, Durban 4000.** Tel: 031 365 6713/ 6715. (For attention: Captain Cele)

**APPLICATIONS POSTED (PORT ELIZABETH):**

The Divisional Commissioner: Visible Policing, P.O Box 21029, **Port Elizabeth**, 6001. (**For attention: Captain Billett**),

**APPLICATIONS HAND DELIVERED:**

**64 Govern Mbeki Avenue, Central Town, Port Elizabeth.** Tel: 041 508 6244.  
(For attention: Captain Billett)

**APPLICATIONS POSTED (WESTERN CAPE):**

The Divisional Commissioner: Visible Policing, Private Bag X894, **Pinelands**, 7401  
(**For attention: Lieutenant Colonel Groenewald**),

**APPLICATIONS HAND DELIVERED:**

**Pinelands Barracks (Secretary's House), 1 Watlegrove Road**, 5200. Tel: 021 506 8333. (For attention: Lieutenant Colonel Groenewald)

**We welcome applications from persons with disAbilities** 