The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month graduate’s scheme programme at **Province: North West.** 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

**PROVINCIAL LEVEL:**

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

<table>
<thead>
<tr>
<th>Post</th>
<th>Section</th>
<th>Location</th>
<th>Ref Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern</td>
<td>Supply Chain Management</td>
<td>Brits (1 Post)</td>
<td>NW 1/2019</td>
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<td></td>
<td></td>
<td>Jouberton (1 Post)</td>
<td>NW 2/2019</td>
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<td></td>
<td></td>
<td>Rustenburg (1 Post)</td>
<td>NW 3/2019</td>
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<td></td>
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<td>Mogwase (1 Post)</td>
<td>NW 4/2019</td>
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<td></td>
<td></td>
<td>Potchefstroom (1 Post)</td>
<td>NW 5/2019</td>
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<td>Taung (1 Post)</td>
<td>NW 6/2019</td>
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</table>

**Additional Requirements:**
* Be in a possession of NQF 6 or higher qualification in Supply Chain Management.

**Core functions:**
* Assist with the administration related matters. Demand Management: Assist with administration of all demands in the Station. Assist with the administration of name badges for all members in the Station. Assist with fuel card & transportation administration related matters. Handling of itineraries in the Station. Administration of Early warning reports and Risk report.
Post: Intern
Section: Financial Services
Location: Lichtenburg (1 Post) Ref Number: NW 7/2019
: Pudimoe (1 Post) Ref Number: NW 8/2019
: Vryburg (1 Post) Ref Number: NW 9/2019
: Hebron (1 Post) Ref Number: NW 10/2019
: Lehurutshe (1 Post) Ref Number: NW 11/2019
: Marikana (1 Post) Ref Number: NW 12/2019

Additional Requirements:
*Be in a possession of NQF 6 or higher qualification in Finance or equivalent qualification.

Core functions:
*To assist with administration of bookkeeping aspects in the Station. Assist to process the payment. Assist with administration and control electronically outstanding debts. Assist with administration to correspondence. To ensure that all the inventory were taken care of within the component. Compiling of cost statement for injuries sustained.

Post: Intern
Section: Skills Development Facilitator
Location: Provincial Commissioner: HRD
Ref Number: NW 13/2019

Additional Requirements:
*Be in a possession of NQF 6 or higher qualification in Public Management, Office Management, Administration or equivalent qualification.

Core functions:
*Must assist with receiving data of intern files and ensure monthly updates. Assist with receiving bursary application and open files of individual applications. Assist to compile monthly and quarterly reports on the performance of interns. Assist with the coordination of Station SDF Officials for the presentation of courses.

Post: Intern
Section: Support Services (SCM)
Location: Provincial Commissioner: HRD
Ref Number: NW 14/2019

Additional Requirements:
*Be in a possession of NQF 6 or higher qualification in Supply Chain Management/Logistic.

Core Functions:
*Assist with administration and maintain procurement related tasks as well as specific duties such as; Physical inspections of movable government property assets. Receive and record procurement applications. Must assist with reviews and submit procurement applications for approval. Certification of assets on PAS. Assis on Updating of room inventories on PAS System. Completion and verification of source documents Fleet Management.
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<tbody>
<tr>
<td>Intern</td>
<td>Personnel Management</td>
<td>Brits (2 Post)</td>
<td>NW 15/2019</td>
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<tr>
<td></td>
<td>Hebron (1 Post)</td>
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<td>NW 16/2020</td>
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<td>Ikageng (1 Post)</td>
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<td>NW 17/2019</td>
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<td>Klerksdorp (2 Post)</td>
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<td>NW 18/2019</td>
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<td>Lethlabile (1 Post)</td>
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<td>NW 19/2019</td>
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<td>Mogwase (1 Post)</td>
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<td>NW 20/2019</td>
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<td>Mmabatho (1 Post)</td>
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<td>NW 21/2019</td>
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<td>Phokeng (3 Post)</td>
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<td>NW 22/2019</td>
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<td></td>
<td>Potchefstroom (2 Post)</td>
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<td>NW 23/2019</td>
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<td></td>
<td>Rustenburg (2 Post)</td>
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<td>NW 24/2019</td>
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<tr>
<td></td>
<td>Stilfontein (1 Post)</td>
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<td>NW 25/2019</td>
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<td>Wolmaransstad (1 Post)</td>
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<td>NW 26/2019</td>
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Additional Requirements:
* Be in a possession of NQF 6 or higher qualification in Human Resource Management.

Core functions:
* Assist with the administration related matters demand management: The administration of all demands in the Province. Administration of name badges for all members in the Station. Handling of itineraries in the Station. Administration of Early warning reports and Risk report.

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<tbody>
<tr>
<td>Intern</td>
<td>SA PS Bands (8 Posts)</td>
<td>Mahikeng</td>
<td>NW 27/2019</td>
</tr>
</tbody>
</table>

Additional Requirements:
* Be in a possession of a Musical Qualification: Grade 6 Practical and Grade 5 theory

Core functions:
* Be able to play a Primary instrument and a Secondary Instrument will be of good advantage within the Band. Study music theory and oral training at an advanced level. Maintain musical instrument, music files and equipment in the band. Promote the image of the SAPS by performing professional, multi-cultural music while maintaining SAPS standard. Play background music, performing in public for Government projects which are in line with SAPS mission and objectives. Be able to read sheet music and be musical versatile.

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<tbody>
<tr>
<td>Intern</td>
<td>Legal Services</td>
<td>Rustenburg (1 Post)</td>
<td>NW 28/2019</td>
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<tr>
<td></td>
<td></td>
<td>Mahikeng (1 Post)</td>
<td>NW 29/2019</td>
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</tbody>
</table>

Additional Requirements:
* Be in a possession of NQF 7 LLB or higher qualification

Core functions:
* Assist with Administration duties with regard to the effective handling of labour litigation matters. Administration duties in relation to eviction, general and discipline matters/files referred for legal opinion. Render administration duties to the Provincial Head Legal Services.
Post: Intern  
Section: Employee Relations & Life Cycle Management (Psychologist)  
Location: Provincial Commissioner EHW (3 Post)  
Ref Number: NW 30/2019

**Additional Requirements:**  
* Relevant honors / Degree in psychology (in one of the following categories:;) Registered at the Health Professions Council of South Africa as a Counselor and submit proof of valid registrations for financial year 2018/2019

**Core functions:**  

Post: Intern  
Section: Communication Liaison and Marketing Graphic Designer  
Location: Provincial Commissioner Communication  
Ref Number: NW31/2019

**Additional Requirements:**  
* Be in a possession of NQF 6 or higher qualification Graphic Designer or related qualification.

**Core functions:**  
* Understanding of basic graphic designing software. Assisting with projects to design programmes, invitations, posters etc. Be willing to work irregular hours and after normal working hours. Assist the Provincial Head with any other administrative duties

Post: Intern  
Section: Communication Liaison and Marketing Cameramen  
Location: Provincial Commissioner Communication  
Ref Number: NW32/2019

**Additional Requirements:**  
* Be in a possession of NQF 6 or higher qualification Graphic Designer or related qualification.

**Core functions: Camera operator / Photographer**  
* Understanding of basic camera operations and how to download the captured material. Assisting with projects / events / successes to capture the incident and write
Post: Intern (2 post)  
Section: Risk Management  
Location: Provincial Head: OD & SM Potchefstroom  
Ref Number: NW 33/2019  

Additional Requirements:  
*Be in a possession of a NQF 6 or higher qualification in Risk Management, Project Management or relevant qualification.

Core functions: Risk Management  

Post: Intern (1 post)  
Section: Strategic Planning  
Location: Provincial Head: OD & SM Potchefstroom  
Ref Number: NW 34/2019  

Additional Requirements:  
*Be in a possession of a NQF 6 or higher qualification Project Management or relevant qualification.

Core functions: Strategic Planning  
*Assist to coordinate, facilitate and monitor risk assessment and combined assurance. Assist provincial risk management strategy. The facilitation of control measures. Assist compilation of risk register. The provision of risk assurance by monitoring risks. Assist the communication of risk management information. Assist the distribution of provincial risk management strategy to stations and other role players.
GENERAL:

- Only the official application form for the internship programme (available on DPSA website and at SAPS Official 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 application form and proof of residence.
- Certified copies of an application’s ID, Senior Certificates 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, and not a statement of result.
- No faxed or e-mailed applications will be considered.
- Applicants will be subjected to fingerprint screening and reference checking.
- 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 a security clearance.
- Correspondence will be conducted with successful interns only. If you have not been contacted within 3 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.
- Internship program in the SAPS may not be regarded as a guarantee of automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 months internship contract.

NORTH WEST PROVINCE

Applications Can Be Couriered To:

Attention: Lt Col Dc Cronje
PC HRD (Between Pep Stores and Absa ATM)
Room 14, 1st Floor Wilmur Building
95 Walter Sisulu Street (Between Pep Stores and Absa ATM)
Potchefstroom 2531

Back Entrance
PC HRD
Auto Ave c/o Embert Str next to Labour Office’s
Potchefstroom
Hand Delivered To:

1. **Potchefstroom**
   Front Entrance
   PC HRD
   Room 14, 1st Floor
   Wilmur Building (Between Pep Stores and Absa ATM)
   
   95 Walter Sisulu Street
   Potchefstroom
   
   Back Entrance
   PC HRD
   Auto Ave c/o Embert Str next to Labour Office’s
   Potchefstroom

Hand Delivered To:

2. **Vryburg SAPS**
   Att: Capt M Van Der Linde
   Support Building Room no. 6
   Schweizer Road no. 2
   053 928 4111

3. **Mahikeng SAPS**
   Att: CPO J Venter
   Tillard Street no. 5
   Room 17
   018 397 5026

4. **Klerksdorp**
   Att: Capt FJS Cronje
   Cuckoo Street no. 2
   Khotso House 1st Floor
   Irene Park
   Room 46 Tel 018 464 5515

5. **Rustenburg SAPS**
   Att: Capt MM Masisi
   94 Beyers Naude
   Room 3 Caravan
   014 590 4407

6. **Brits SAPS**
   Att: PPO MB Mapheto
   Court Street no. 3
   Room 102 first floor
   012 381 6060

7. **Lichtenburg SAPS**
   Att: Capt EM Van Rooyen
   Landros Maartens Avenue 24
   Room 110