The South African Police Service hereby invites unemployed graduates who conform to the requirements for participation in a twelve (12) months Graduate Recruitment Scheme at Western Cape Province. The Graduate Recruitment Scheme 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

### Western Cape Province

The following posts are advertised to be considered as part of the Graduate Recruitment Scheme programme into the South African Police Service.

**Post:** Intern (1 post)
**Section:** Provincial Human Resource Development: Skills Development
**Location:** Provincial HRD: SDF (Cape Town)
**Ref Number:** WC 01/2019

**Additional Requirements:**
* Be in possession of a NQF Level 6 or higher qualification in Human Resource Management / Public Relations or Office Administration. *Must be computer literate on MS Word and Excel.

**Core Functions:**
* Database administration, enter data into a system and compile one monthly report of all the interns in Western Cape and email it to National Office. *Assist with RPL process and capturing of applications, as well as the administration of relevant documents. *Processing biographic details (finger prints) *Make calls on behalf of the Commander. *Filling of correspondence. Monitoring the emails and distribute to relevant members
Post: Intern (1 post)
Section: Provincial Human Resource Development: Monitoring and Evaluation
Location: Provincial HRD: Monitoring and Evaluation (Cape Town)
Ref Number: WC 02/2019

Additional Requirements:
*Be in possession of a NQF Level 6 or higher qualification in Human Resource Management / Public Relations or Office Administration. *Must be computer literate on MS Word and Excel.

Core Functions:

Post: Intern (Musicians) (8 POSTS)
Section: Provincial Band
Location: Human Resource Development: Band
Ref Number: WC 03/2019

Additional Requirements:
*Be in possession of a NQF Level 6 or higher qualification in Music

Musical instruments required
*Flute, Piccolo, Clarinet, Alto & Tenor Saxophone, French horn, Tuba, Euphonium Bass guitar, Lead guitar, Keyboard / Piano, Percussion, Trombone and Trumpet.

Core Functions:
*Initiate and participate in projects to promote a positive relationship between SAPS and the communities; maintain and enhance relations between the SAPS and other Government Department at all levels, both Nationally and Internationally, as well as private sector, market the image of the SAPS internally and externally through medium of music. Ensure daily practice individually, sectionals and also with full band. Willingness to work irregular hours and travel with the band. Shortlisted applicants will be expected to play at least two (2) prepared pieces and sight reading.

Post: Intern (4 post)
Section: Paramedics
Location: HRD Centre George
Ref No: WC 04/2019
HRD Pinelands Sport and Recreation WC 05/2019
HRD Centre Paarl WC 06/2019
HRD Centre Faure WC 50/2019

Additional Requirements:
*Be in possession of a NQF Level 5 or higher qualification in Emergency Care
*Must be a level 5 in Basic Life Support.

Core Functions:
*Manage all injuries that occur. *Provide basic life support to all members. *Prepare injured and other members for transport to Hospital.
Post: Intern (2 posts)  
Section: Biokinetics  
Location: George HRDC – Ref No: WC 07/2019  

Pinelands Sport and Recreation: Ref No: WC 08/2019

Additional Requirements:
* Be in possession of a NQF Level 6 or higher qualification Health and Sciences in Biogenetics  
* Must be computer literate on MS Word and Excel.

Core Functions:
* Assist fitness coordinator with assessments.  
* Identify problem areas in movement and body dynamics.  
* Improve wellbeing in the Cluster.  
* Attend Sport meeting in different Sport Codes to address specific injuries.  
* Assist members to improve body dynamics to prevent injuries.

POST: Intern (Dietician) (1 posts)  
Section: Provincial HRD Pinelands  
Location: HRD Sport and Recreation Pinelands  
Ref Number: WC 09/2019

Additional Requirements:
* Be in possession of a NQF Level 6 or higher qualification Dietetics  
* Must be computer literate on MS Word and Excel

Core Function:
* Manage Physical fitness assessments of members.  
* Ensure that not yet competent members are issued with nutritional programs.  
* Administer a Portfolio of Evidence for fitness of members.

Post: Intern (1 post)  
Section: Pinelands Sports and Fitness  
Location: HRD Sport and Recreation Pinelands  
Ref Number: WC 10/2019

Additional Requirements:
* Be in possession of a NQF Level 6 or higher qualification in Sport Management or Public Relations  
* Must be computer literate on MS Word and Excel

Core Functions:
* Manage all calls coming in pinelands and recording of messages for the various.  
* Constant contacting of various sporting codes to bring them up to date on various aspects of the sporting codes.  
* Upkeep daily of various register such as photo-copy register, telephone register and the post book.  
* Recording and typing of minutes from weekly management meeting, month personnel meeting and various sports meeting.
Post: Intern (Food Services Practitioner) (8 posts)
Section: Provincial HRD Mess
Location: HRD Centre Paarl Ref NO: WC 11/2019 (6 post)
HRD Centre Faure WC 12/2019 (2 post)

Additional Requirements:
*Be in possession of a NQF Level 5 or higher qualification in Catering / Hospitality / Food
Hygiene or Nutrition and Food Services

Core Functions:
*Prepare and serve meal & refreshments. *Organize and keep the kitchen & dining Hall
hygienically clean. *Contribute to the purchasing.

Post: Intern (1 post)
Section: Provincial Human Resource Utilization
Location: HRU Performance Management (PEP), Cape Town Ref No: WC 13/2019

Additional Requirements:
*Be in possession of a NQF Level 6 or higher qualification in Human Resource
Management / Public Relations or Office Administration. *Must be computer literate on
MS Word and Excel.

Core Functions:
*Receive training with regards to conducting of PEP inspection (provincial & station
level). *Attend PEP practical & PEP mentorship training session. *Assisting with
monitoring of PEP information pertaining to salary levels 1.-12

POST: Intern (1 post)
Section: Provincial HRU: Labour Relations
Location: HRU Labour Relations, Cape Town
Ref Number: WC 14/2019

Additional Requirements:
*Be in possession of a NQF Level 6 or higher qualification in Human Resource
Management / Public Relations or Office Administration. *Must be computer literate on
MS Word and Excel.

Core Functions:
*Manage the arrangement, scheduling preparation and submission of requisite
document for monthly Human resource committee meeting. *Ensure submission of
feedback document to head office as required. *Monitor, control and analyse data
received from PC components station for the HRU Development and Utilisation
document.
Post: Intern (1 post)  
Section: Provincial Human Resource Utilisation  
Location: HRU Cape Town  
Ref Number: WC INT 15/2019

Additional Requirements:
* Be in possession of a NQF Level 6 or higher qualification in Human Resource Management / Public Relations or Office Administration. *Must be computer literate on MS Word and Excel.

Core Functions:
* Rendering duties of administration nature which will include general administrative duties as well as specific administration duties. *Administer and facilitate the daily activities and general administrative support functions within the components. *Effectively and efficiently manage and utilize all resources allocated to immediately post environment in accordance with relevant directives and legislation

Post: Intern (IT Specialist) (2 post)  
Section: Provincial TMS  
Location: Provincial TMS, Cape Town  
Ref Number: WC 16/2019

Additional Requirements:
* Be in possession of NQF Level 6 or higher qualification in Information Technology/Computer Science  
*Be computer literate in Ms Word and Excel

Core Functions:
* Support the IT team in the maintenance of hardware, software and other systems  
*Troubleshoot issues with equipment like printers, computers and servers *Assist with researching hosting options and report pricing and system options.

Post: Intern (Radio Technician) (4 post)  
Section: Provincial Cape Town  
Location: Maitland ICTU  
Ref No: WC 17/2019(2 posts)  
George ICTU  
Ref No: WC 18/2019(2 posts)

Additional Requirements:
* Be in possession of NQF Level 5 or higher qualification in Electrical Engineering/Radio Communication/Electronics. *Be computer literate in Ms Word and Excel

Core Functions:
* To render electrical support in the technical workshops with regard to emergency equipment. *To render technical support on emergency at police stations and units.
Post: Intern (Public Relations Official Communication) (1 post)
Section: Provincial Corporate Communications
Location: Provincial Media & Liaison, Cape Town
Ref Number: WC 19/2019

Additional Requirements:
* Be in possession of a NQF Level 6 or higher qualification in Public Relations/ Journalism or communication. *Must be computer literate on MS Word and Excel.

Core Functions:
* Research stories (Good Stories) about the Organization. *Conduct interviews as well as record interviews. *Be able to take photos (Quality photos) for the Provincial newsletter.

Post: Intern (Graphic Designer) (1 post)
Section: Provincial Corporate Communications
Location: Provincial Media & Liaison, Cape Town
Ref Number: WC 20/2019

Additional Requirements:
* Be in possession of a NQF Level 6 or higher qualification in Graphic Designing
* Must be computer literate on MS Word and Excel

Core Functions:
* Meeting clients to discuss the business and design the objectives and requirements of the job. Interpreting the client’s business needs and developing a concept to suit their purpose. Estimating the time required to complete the work. Use innovation to redefine a design brief within the constraints of cost and time. Present finalised ideas and concepts to managers. Work with wide range of media, including photography and computer-aided design. Contributing ideas and design artwork to the overall brief. Work on layouts and artwork pages ready for print. Keep abreast of emerging technologies in new media, particular design programs such as InDesign. Illustrator, Photoshop and Acrobat. Develop interactive design. Work as part of a team with other designers. Assist with general administration duties on projects in Project Office.

Post: Intern (Communication Official) (1 post)
Section: Provincial Corporate Communications
Location: Provincial Media & Liaison, Cape Town
Ref Number: WC 21/2019

Additional Requirements:
* Be in possession of a NQF Level 6 or higher qualification in Public Relations/ Journalism or communication. *Must be computer literate on MS Word and Excel.

Core Functions:
* Research stories (Good Stories) about the Organization. *Conduct interviews as well as record interviews *be able to take photos (Quality photos) for the Provincial newsletter
Post: Intern (1 post)
Section: Corporate Communications
Location: Media & Liaison (Marketing), Cape Town
Ref Number: WC 22/2019

Additional Requirements:
*Be in possession of a NQF Level 6 or higher qualification in Marketing
*Must be computer literate on MS Word and Excel

Core Functions:
*Design the content for marketing. *Ensure print out of all marketing materials needed for a specific event. *Do pamphleteering when required to do so. *Render marketing of an event before it takes place to coerce the attendance of the public. *Submit monthly feedback on the amount of marking material (pamphlets, Posters, etc) distributed.

Post: Intern (Videographer) (1 post)
Section: Corporate Communications
Location: Media & Liaison (Videographer), Cape Town
Ref Number: WC 23/2019

Additional Requirements:
*Be in possession of a NQF Level 6 or higher qualification in Videography or film making
*Must be computer literate on MS Word and Excel

Core Functions:
*To initiate, generate and record professional format video material and produce professional programme inserts for broadcast purpose, with the objective to enhance communication in SAPS both externally and internally.

Post: Intern (Media Liaison Official) (1 post)
Section: Corporate Communications
Location: Media & Liaison, Cape Town
Ref Number: WC 24/2019

Additional Requirements:
*Be in possession of a NQF Level 6 or higher qualification in Media/ Journalism or Photography. *Must be computer literate on MS Word and Excel.

Core Functions:
*Conduct interviews as well as record interviews. *Be able to take photos (quality photos) for Provincial newsletter
Post: Intern (1 post)  
Section: Provincial Legal Services: Litigation Section  
Location: Legal Services: Litigation Section, Cape Town  
Ref Number: WC INT 25/2019  

**Additional Requirements:**  
* Be in possession of a NQF Level 6 or higher qualification in Law,  
* Must be computer literate on MS Word and Excel  

**Core Functions:**  
* Advise on merits of claims against and by the state.  
* Draft opinions on possible settlements in claims instituted against the state.  
* Draft correspondence to the office of the State Attorney.  
* Attend consultations with the State Attorney and members of SAPS.

Post: Intern (1 post)  
Section: Provincial Legal Services: Labour Litigation  
Location: Legal Services, Cape Town  
Ref Number: WC INT 26/2019  

**Additional Requirements:**  
* Be in possession of a NQF Level 6 or higher qualification in Law,  
* Must be computer literate on MS Word and Excel  

**Core Functions:**  
* Advise clients on disciplinary investigation, formulation of charges, conduct of disciplinary hearings, suspensions and confirmation of dismissals.

Post: Intern (Secretary) (1 post)  
Section: Provincial Legal Services: Litigation Support Section  
Location: Legal Services: Litigation Section, Cape Town  
Ref Number: WC INT 27/2019  

**Additional Requirements:**  
* Be in possession of a NQF Level 6 or higher qualification in Legal Secretary or paralegal  
* Must be computer literate on MS Word and Excel  

**Core Functions:**  
* To administer civil claims against the State.  
* Administer processes relating to the reporting /recording of civil claims.  
* Conduct and evaluate data integrity on the LCS with regards to claims against the State.
Post: Intern (5 post)
Section: Supply Chain Management
Location: Provincial Supply Chain Management Cape Town Ref no: WC 28/2019 (3 posts)
Worcester SAPS Ref No: WC 29/2019
George HRDC Ref No: WC 30/2019

Additional Requirements:
*Be in possession of a NQF Level 6 or higher qualification in Supply Chain Management or Logistics, Facility Management *Must be computer literate on MS Word and Excel

Core Functions:
*Render general office administration assistance and support. *Administer Supply Chain Management (SCM) and logistical matters. *Compile and monitor financial applications.

Post: Intern (21 posts)
Section: Human Resource Management
Location: Provincial Recruitment Ref No : WC 31/2019
Provincial HRD: Support WC 32/2019
Provincial HRD Workplace and Recreation Development WC 33/2019
Provincial HRD Centre Faure WC 34/2019
Provincial HRD Centre George WC 35/2019
Nyanga SAPS WC 36/2019
Khayelitsha SAPS WC 37/2019 (2 posts)
Milnerton SAPS WC 38/2019
Ladismith SAPS WC 39/2019
Pacalsdorp SAPS WC 40/2019
Cape Town Central SAPS WC 41/2019
Kraaifontein SAPS WC 42/2019
Gugulethu SAPS WC 43/2019
Brackenfell SAPS WC 44/2019
Somerset West WC 45/2019 (2 posts)
Thembaletlu SAPS WC 46/2019
Mitchells Plain SAPS WC 47/2019
Stellenbosch SAPS WC 48/2019
Harare SAPS WC 49/2019

Additional Requirements:
*Be in possession of a NQF Level 6 or higher qualification in Human Resource Management / Public Relations / Public Administration or Office Administration. *Must be computer literate on MS Word and Excel.

Core Functions:
*To maintain all human Resource and Physical Resources functions at the station
*Render administration duties pertaining to HR regarding Personnel Services related function.
*Render administration duties pertaining to HR regarding Human Resource Utilisation and related
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 be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or emailed applications will be considered *only certified copies of qualifications will be accepted, and not a statement of results*.

- All short-listed candidates will be subjected to fingerprint careening.

- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications **2019-05-24**

- 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.

- Recommend 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.

Application must be posted to:

Captain Greeff / Cst Adams: Human Resources Development: SDF
South African Police Service,
Private Bag X9004
Cape Town
8000

Hand Delivered To:

Room 236, 2nd Floor Customs House
Heerengracht Street; Foreshore
Cape Town
8000

Enquiries Can Be Directed To:

Capt Greeff or Cst Adams at (021) 409 6636/39/41/37/38

We welcome applications from persons with disabilities