The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at Office of the National Commissioner: Corporate Support. 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 / Senior Certificate / National Certificate Vocational (level 4);
* 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 relevant to the field of the post;
* Proof of residential address to be attached;
* Applicants are restricted to apply for only three (3) positions and complete separate application forms for each post reference number.

**Intern categories with minimum requirements:**
- **Graduate Intern:** Tertiary Qualification is required (Statement of Results must be attached).
- **Student Intern:** Practical experience required by the Tertiary Institution in order for learners to finalise their qualification (letter from the Institution must be attached).

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

**NATIONAL LEVEL: HEAD OFFICE**

The following posts are advertised for consideration in terms of the Graduate Recruitment Scheme into the South African Police Service.

**OFFICE OF THE NATIONAL COMMISSIONER: CORPORATE SUPPORT**

**Post** : Administrative Intern (1 Post)
**Section** : Demand Management: Supply Chain Management
**Location** : Head Office, Pretoria
**Ref Number** : CS INT 01/2020

**Additional Requirements:**
* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**
* Assist with: Conduct market research on items per commodity to be procured; Obtaining suppliers from Treasury’s Centralized Supplier Database (CSD); Verification of applications for completeness and correctness.
Post: Finance Administrative Intern (1 Post)
Section: Finance and Administration Services
Location: Head Office, Pretoria
Ref Number: CS INT 02/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
* Assist with: General administration; Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate. Assisting in verification of overtime claims; Safekeeping and proper management of face value book; Ensuring the safekeeping of all transactions supporting document; Recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of landline, 3G and landline telephone accounts including TMS; Administration of losses.

COMPONENT: CORPORATE COMMUNICATION AND LIAISON

Post: English Language Practitioner Intern (1 Post)
Section: Internal Communication
Location: Head Office, Pretoria
Ref Number: CCL INT 03/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in English Language / Language Practice / Applied Linguistics, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
* Assist with: Translation of document from English into Afrikaans and vice versa; Editing and proofreading of English and Afrikaans documents; Interpreting from Afrikaans into English and vice versa; Transcribing of information recorded in Afrikaans and English only and the development of English and Afrikaans terminology list.

Post: isiXhosa Language Practitioner Intern (1 Post)
Section: Internal Communication
Location: Head Office, Pretoria
Ref Number: CCL INT 04/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Language Practice / Applied Linguistics, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
* Assist with: Translation of document from English into isiXhosa and vice versa; Editing and proofreading of isiXhosa documents; Interpreting from isiXhosa into English and vice versa; Transcribing of information recorded in isiXhosa and English only and the development of isiXhosa and English terminology list.
Post: Sepedi Language Practitioner Intern (1 Post)
Section: Internal Communication
Location: Head Office, Pretoria
Ref Number: CCL INT 05/2019

* Be in possession of an applicable three (3) year National Diploma / Degree in Language Practice / Applied Linguistics, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
* Assist with: Translation of document from English into Sepedi and vice versa; Editing and proofreading of Sepedi documents; Interpreting from Sepedi into English and vice versa; Transcribing of information recorded in Sepedi and English only and the development of Sepedi and English terminology list.

Post: Research and Scriptwriting Intern (1 Post)
Section: Broadcast
Location: Raslouw, Wierda Park, Pretoria
Ref Number: CCL INT 06/2020

Additional Requirements:
Be in possession of an applicable three (3) year National Diploma / Degree in Film and Media Production: Screen Production/ Motion Art, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
* Assist with: Research process in the production of When Duty Calls and related external inserts; Assist Producers with researching of stories and writing of scripts; Participate in the Pre-production of the TV programme; Ensure that presenter scripts are scripted, edited and approved before recording.

Post: Film and Television Intern (1 Post)
Section: Publication and Broadcast Communication
Location: Head Office, Pretoria
Ref Number: CCL INT 07/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Film and Television studies / Film Production / Film and Media Productions: Digital media and Informatics Stream / Film and Media Production – Screen Production/ Motion Art, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
* Assist with: Shooting requests from production companies; Liaise with production companies regarding the progress and or outcome of their request; Ensure that members requested to assist with shoots are informed of the shooting schedule; Keep and maintain a register of requests versus shoots; Always ensure at shoots that SAPS Standards and procedures are strictly adhered to; Monitor television programmes where SAPS is projected in storylines; Administrative support duties.
Post: Heritage Services Intern (1 Post)
Section: Heritage Services
Location: Head Office, Pretoria
Ref Number: CCL INT 08/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Communication Science / Museology / History of Art / Tourism Development and Management / Archives / Fine Arts, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
*Assist with: Tour guide duties for Museum Visitors; Prepare and setup Historical exhibitions at the Museum; Inform and educate the public on the organisational changes in the SAPS. Assist clients visiting the Museum Archives with research; Maintaining a proper record and filing of artefacts and collection documents.

Post: Graphic Design Intern (2 Posts)
Section: Community and Stakeholder Relations
Location: Head Office, Pretoria
Ref Number: CCL INT 09/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Graphic Design, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
*Assist with: Meeting clients to discuss the business and design 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; Creating new ideas and concepts; Use innovation to redefine a design brief within the constraints of cost and time; Present finalised ideas and concepts to managers; Work with a wide range of media, including photography and computer-aided design; Contributing ideas and design artwork to the overall brief; Demonstrate illustrative skills with rough sketches; Work on layouts and artwork pages ready for print; Keep abreast of emerging technologies in new media, particularly 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 the Project Office.

Post: Corporate Identity Intern (1 Post)
Section: Corporate Image
Location: Head Office, Pretoria, Gauteng
Ref Number: CCL INT 10/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Marketing Management / Communication, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. (Be willing to participate in practical test).

Core Functions:
*Assist with: Rendering an internal heraldic service for the SAPS; Maintaining the corporate identity in the SAPS; Rendering advice and guidance to SAPS regarding corporate identity including corporate stationaries, marking of vehicles, uniform and insignia.
Post: Marketing & Advertising Intern (1 Post)
Section: Marketing & Advertising
Location: Head Office, Pretoria
Ref Number: CCL INT 11/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Communication Science, Marketing and Advertising, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
*Assist with: Various media schedules of events through Government Communication Information Systems (GCIS); Be able to liaise and communicate with GCIS for the upcoming events; To assist in the management of marketing operations under the supervision of a marketing manager; To prepare proposals, hosting events and researching marketing trends within SAPS; Be able to operate with other aspects of the department such as protocol and events; Be willing to travel and work under pressure.

Post: Event and Protocol Intern (1 Post)
Section: Community and Stakeholder Relations
Location: Head Office, Pretoria
Ref Number: CCL INT 12/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Communication Science / Public Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. A Certificate in Event Management/Protocol course will be an added advantage to the requirement.

Core Functions:
*Assist with: Event Management and Protocol Services; To prepare proposals, hosting events and researching marketing trends within SAPS; Be able to operate with other aspects of the department such as protocol and events; Be willing to travel and work under pressure.

COMPONENT: ORGANISATIONAL DEVELOPMENT

Post: Work study Intern (5 Posts)
Section: Organisational Development
Location: Head Office, Pretoria
Ref Number: OD INT 13/2019

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Management Services, Work study / Organizational Development / Industrial Engineering / Operational Management / Production Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
*Assist with: Providing assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy; Development and maintenance of organisational, functional and post structures for police stations, and an application to calculate the Theoretical Human Resources Requirements (THRR) for police stations; Development of Business process re-engineering of existing and future business processes and procedures, and design and review forms and registers according to business processes.
**COMPONENT: RESEARCH**

**Post**: Research Intern (5 Posts)
**Component**: Research
**Location**: Head Office, Pretoria
**Ref Number**: R INT 14/2020

**Additional Requirements:**
*Be in possession of an applicable Degree in the field of Law Enforcement / Psychology / Industrial Psychology / Organisational Behavior / Industrial Relation / Sociology / Criminology, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.*

**Core Functions:**
*Assist with: Qualitative and Quantitative research methodologies in research projects; Other different methods of data collection and analysis; Conducting and analysing literature review; Maintain accurate records of interviews; Safeguarding the confidentiality of research subjects as necessary;*

**COMPONENT: STRATEGIC MANAGEMENT**

**Post**: Service Delivery Improvement Intern (1 Post)
**Section**: Service Delivery Improvement
**Location**: Head Office, Pretoria
**Ref Number**: SM INT 15/2020

**Additional Requirements:**
*Be in possession of an applicable three (3) year National Diploma / Degree in Public Management Administration / Information Science / Management Services / Information Resource Management / Business and Information Management / Strategic Management / Policing, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.*

**Core Functions:**
*Assist with: Development and implementation for the Service Delivery Improvement Programme (SDIP); Analyse and interpret key government policies related to service delivery improvement; Co-ordinate the integration of service delivery improvement initiatives into the strategic management processes; Administrative duties regarding the development, facilitation, and implementation and monitoring of the service delivery improvement plans in the broader SAPS; Assist the section to provide support through learning networks and best practices in the implementation of the Service Delivery Improvement Programme (SDIP).*

**Post**: Strategy Development Intern (1 Post)
**Section**: Strategy Development
**Location**: Head Office, Pretoria
**Ref Number**: SM INT 16/2020

**Additional Requirements:**
*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Business Management (with Research as module or Subject)/ Policing (with Strategic Management as a module), recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.*
Core Functions:
*Assist with: Compiling of strategies and plans; Conduct research regarding the relevant topic at hand; Arrange work sessions; Design and layout of strategies and plans (IT functions). Prepare, maintain and update the electronic strategy database; Prepare, maintain and update the Portfolio of evidence; Analyse and interpret key government policies/prescripts/legislation that impact on the strategic direction of the SAPS in the development of business level strategies; Administration regarding the facilitation for the development of business level strategies and high-level plans in support of the strategic direction of the SAPS; Administrative duties surrounding the coordination and facilitation of the business units in problem identification, problem solving methodologies and techniques in the development of business level strategies.

**Post**: Performance Evaluation and Assessment Intern (1 Post)
**Section**: Performance Evaluation and Assessment
**Location**: Head Office, Pretoria
**Ref Number**: SM INT 17/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Business Management / Office Administration (with Research as module or Subject) Policing (with Strategic Management as a module), recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**
*Assist with: Compiling of strategies and plans; Conducting research regarding the relevant topic at hand; Arrange work sessions; Design and layout of strategies and plans (IT functions). Preparing, maintaining and updating the electronic strategy database; Preparing, maintaining and updating the Portfolio of evidence; Analysing and interpreting key government policies/prescripts/legislation that impact on the strategic direction of the SAPS in the development of business level strategies; Administration regarding the facilitation for the development of business level strategies and high-level plans in support of the strategic direction of the SAPS; Administrative duties surrounding the coordination and facilitation of the business units in problem identification, problem solving methodologies and techniques in the development of business level strategies.

**Post**: Monitoring and Evaluation Systems Intern (1 Post)
**Section**: Monitoring and Evaluation Systems
**Location**: Head Office, Pretoria
**Ref Number**: SM INT 18/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Information Technology, Strategic Management / Office Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**
*Assist with: Conducting research on identified projects pertaining to Monitoring and Evaluation System; Conducting monitoring and evaluation analyst on Monitoring and Evaluation Systems; Administration of the Performance Information Systems of the South African Police Service (SAPS) as per the prescripts of the Technology Management Policies and Standard; Office administration functions of the Monitoring and Evaluation environment. Assist in the office of the Section Head: Monitoring and Evaluation with the following duties: Planning and updating the diary entries and booking of the meetings of the Section Head; Render Secretarial support functions to the office of the Section Head; Inform scheduled meeting on the diary to the Section Head; Organising and securing venue for meeting as per request of the Section Head; Type documents, letters and reports. Assist with ad-hoc requests as and when necessary.
Post: Graphic Designer Intern (1 Post)
Section: Strategic Management
Location: Head Office, Pretoria
Ref Number: SM INT 19/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Graphic Design, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
*Assist with: Meeting clients to discuss the business and design 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; Creating new ideas and concepts; Use innovation to redefine a design brief within the constraints of cost and time; Present finalised ideas and concepts to managers; Work with a wide range of media, including photography and computer-aided design; Contributing ideas and design artwork to the overall brief; Demonstrate illustrative skills with rough sketches; Work on layouts and artwork pages ready for print; Keep abreast of emerging technologies in new media, particularly 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 the Project Office.

OFFICE OF THE NATIONAL COMMISSIONER: MOSAC

Post: Editor/ Writer/ Author Intern (1 Post)
Section: Modus Operandi Strategic Analysis Centre (supported by Corporate Communication)
Location: Head Office, Pretoria
Ref Number: MOSAC INT 20/2020

Additional Requirements:
Be in possession of an applicable three (3) year National Diploma / Degree in Language studies / Linguistics / Journalism / Public Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
*Assist with: Design and layout of reports developed at MOSAC; Conducting research using techniques and methodologies; Compile professional reports and documents; Report writing; Prepare professional presentations;

Post: Process Automation Software Engineering Intern (1 Post)
Section: Modus Operandi Strategic Analysis Centre (supported by TMS)
Location: Head Office, Pretoria, Gauteng
Ref Number: MOSAC INT 21/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Process Engineering/ BSc Information Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
* Assist with: Process Engineer who can analyse business methods to advise efficient alternatives; Document business processes; Create databases; Document processes within appropriate software applications; Develop and design business requirements specification; System development within the System Development Life Cycle (SDLC) design approach.
COMPONENT: PROGRAMME AND PROJECT MANAGEMENT

Post : Project Management Intern (1 Post)
Component : Gender and Youth Empowerment
Location : Head Office, Pretoria
Ref Number : PPM INT 22/2019

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Management / Project Management/ Youth Development, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:
* Assist with: Administrative support functions; Good record keeping, filing and bring forward system; Answering and screening all incoming calls to the Section; Arrange and book venues for the meetings in accordance to the number expected to attend; Monitor the flow of documents to and from the Section; Travel and accommodation arrangements including the submission of claims for the Section; Operate standard office equipment: fax, photocopy machine, telephone and computers.

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 specified on the Application Form.
- An updated Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant’s ID document, National Senior Certificate and all post school educational qualifications with statement of results obtained must also be submitted and attached to every application. Certified copies should not be older than 6 months. No faxed or e-mailed applications will be considered.
- Applications must be posted/hand delivered timeously. Late applications will not be accepted or considered. The closing date for all applications is 2020-02-28 2020-03-13.
- All short-listed candidates will be subjected to fingerprint screening.
- All short-listed candidates will undergo a personal interview. Short-listed applicants may be subjected to vetting.
- Correspondence will be conducted with successful candidates only. If you have not been contacted within 4 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.
- Recommended candidates will be expected to sign a 12 months Internship Contract.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
ENQUIRIES:
Lieutenant Colonel MS Mmamadisha: Tel no. (012) 393 4091
Warrant Officer S Ndhlovu; Tel no. (012) 393 4500
PO MP Kgaloshi, (012) 393 3213
PO T Nkunkwana, (012) 393 4298

APPLICATIONS POSTED:
The Section Head: Corporate Support,
South African Police Service,
Private Bag X 94, Pretoria, 0001.
(For attention Lieutenant Colonel MS Mmamadisha)

APPLICATIONS HAND DELIVERED TO:
The Section Head: Corporate Support, National Head Office: South African Police Service
Opera Plaza – Annex Building: Pretorius Street, Pretoria.
(Application must be dropped into the box available at the reception area).

We welcome applications from persons with disAbilities