The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at Division: Crime Intelligence. 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.

**Post** : Administrative Intern (1 post)  
**Section** : Crime Intelligence: Supply Chain Management  
**Location** : Pretoria, Head Office  
**Ref Number** : CI 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: Rendering supportive duties regarding Supply Chain Management; 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** : Administrative Intern (1 post)  
**Section** : Crime Intelligence (Human Resource Management)  
**Location** : HQ Pretoria  
**Ref Number** : CI INT 02/2020
Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filing system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.

Post: Financial Administrative Intern (1 post)
Section: Crime Intelligence: Financial Administration
Location: HQ Pretoria
Ref Number: CI INT 03/2020

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; Verification of overtime claims; Safekeeping and proper management of face value book; Ensuring the safekeeping of all transactions supporting document; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of losses.

Post: Administrative Intern (1 post)
Section: Crime Intelligence: Intelligence Plan & Monitoring
Location: Pretoria, Head Office
Ref Number: CI INT 04/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Project 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: Collation and consolidation of performance related information; Verification and validation of performance information; Compilation of monthly-, quarterly- and annual performance reports and presentations; Risk management related tasks; Monitoring of project due dates and obtaining and processing of project feedback; Compilation of strategic-, annual performance- and annual operation plans for the Division, Crime Intelligence.

Post: Administrative Intern (11 posts)
Section: Crime Intelligence: Intelligence Analysis & Coordination
Location: HQ Pretoria
Ref Number: CI INT 05/2020
Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sociology, Criminology or Political Science, 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: Collation and consolidation of crime and stability related information in support of analysts with the Division, Crime Intelligence; Generating of pro-active intelligence reports / products (threat and risk assessments and early warnings) on crime and stability issues with SAPS; Generating of re-active intelligence reports / products (profiles and intelligence analysis) on crime and stability issues within SAPS.

CRIME INTELLIGENCE: EASTERN CAPE

Post : Administrative Intern (1 post)
Section : Crime Intelligence: Human Resource Management
Location : King Williams Town
Ref Number : CI INT 06/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.

CRIME INTELLIGENCE: FREE STATE

Post : Administrative Intern (1 post)
Section : Crime Intelligence: Human Resource Management
Location : Bloemfontein
Ref Number : CI INT 08/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sociology / Criminology/ Political Science, 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: Collation and consolidation of crime and stability related information in support of analysts with the Division, Crime Intelligence; Generating of pro-active intelligence reports / products (threat and risk assessments and early warnings) on crime and stability issues with SAPS; Generating of re-active intelligence reports / products (profiles and intelligence analysis) on crime and stability issues within SAPS.
Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filing system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.

Post : Administrative Intern (2 posts)
Section : Crime Intelligence: Intelligence Analysis & Coordination
Location : Bloemfontein
Ref Number : CI INT 09/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sociology / Criminology/ Political Science, 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: Collation and consolidation of crime and stability related information in support of analysts with the Division, Crime Intelligence; Generating of pro-active intelligence reports / products (threat and risk assessments and early warnings) on crime and stability issues with SAPS; Generating of re-active intelligence reports / products (profiles and intelligence analysis) on crime and stability issues within SAPS.

CRIME INTELLIGENCE: GAUTENG

Post : Administrative Intern (1 post)
Section : Crime Intelligence: Human Resource Management
Location : Johannesburg
Ref Number : CI INT 10/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filing system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.

Post : Administrative Intern (2 posts)
Section : Crime Intelligence: Intelligence Analysis & Coordination
Location : Johannesburg
Ref Number : CI INT 11/2020
Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sociology / Criminology/ Political Science, 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: Collation and consolidation of crime and stability related information in support of analysts with the Division, Crime Intelligence; Generating of pro-active intelligence reports / products (threat and risk assessments and early warnings) on crime and stability issues with SAPS; Generating of re-active intelligence reports / products (profiles and intelligence analysis) on crime and stability issues within SAPS.

**CRIME INTELLIGENCE: KWA- ZULU NATAL**

Post : Administrative Intern (1 post)
Section : Crime Intelligence: Human Resource Management
Location : Durban
Ref Number : CI INT 12/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.

**CRIME INTELLIGENCE: LIMPOPO**

Post : Administrative Intern (2 posts)
Section : Crime Intelligence: Intelligence Analysis & Coordination
Location : Durban
Ref Number : CI INT 13/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sociology / Criminology/ Political Science, 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: Collation and consolidation of crime and stability related information in support of analysts with the Division, Crime Intelligence; Generating of pro-active intelligence reports / products (threat and risk assessments and early warnings) on crime and stability issues with SAPS; Generating of re-active intelligence reports / products (profiles and intelligence analysis) on crime and stability issues within SAPS.
Division: Crime Intelligence

Post: Administrative Intern (1 post)
Section: Crime Intelligence: Human Resource Management
Location: Polokwane
Ref Number: CI INT 14/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filing system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.

Post: Administrative Intern (2 posts)
Section: Crime Intelligence: Intelligence Analysis & Coordination
Location: Polokwane
Ref Number: CI INT 15/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sociology / Criminology/ Political Science, 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: Collation and consolidation of crime and stability related information in support of analysts with the Division, Crime Intelligence; Generating of pro-active intelligence reports / products (threat and risk assessments and early warnings) on crime and stability issues with SAPS; Generating of re-active intelligence reports / products (profiles and intelligence analysis) on crime and stability issues within SAPS.

CRIME INTELLIGENCE: Mpumalanga

Post: Administrative Intern (1 post)
Section: Crime Intelligence: Human Resource Management
Location: Nelspruit
Ref Number: CI INT 16/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filing system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.
**CRIME INTELLIGENCE: NORTHERN CAPE**

Post: Administrative Intern (1 post)  
Section: Crime Intelligence: Human Resource Management  
Location: Kimberley  
Ref Number: CI INT 18/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filing system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.

---

**Post** : Administrative Intern (2 posts)  
**Section** : Crime Intelligence: Intelligence Analysis & Coordination  
**Location** : Kimberley  
**Ref Number** : CI INT 19/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sociology / Criminology/ Political Science, 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: Collation and consolidation of crime and stability related information in support of analysts with the Division, Crime Intelligence; Generating of pro-active intelligence reports / products (threat and risk assessments and early warnings) on crime and stability issues with SAPS; Generating of re-active intelligence reports / products (profiles and intelligence analysis) on crime and stability issues within SAPS.

---

**Post** : Administrative Intern (2 posts)  
**Section** : Crime Intelligence: Intelligence Analysis & Coordination  
**Location** : Nelspruit  
**Ref Number** : CI INT 17/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sociology / Criminology/ Political Science, 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: Collation and consolidation of crime and stability related information in support of analysts with the Division, Crime Intelligence; Generating of pro-active intelligence reports / products (threat and risk assessments and early warnings) on crime and stability issues with SAPS; Generating of re-active intelligence reports / products (profiles and intelligence analysis) on crime and stability issues within SAPS.
**CRIME INTELLIGENCE: NORTH WEST**

Post: Administrative Intern (1 post)
Section: Crime Intelligence: Human Resource Management
Location: Potchefstroom
Ref Number: CI INT 20/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.

**CRIME INTELLIGENCE: WESTERN CAPE**

Post: Administrative Intern (1 post)
Section: Crime Intelligence: Human Resource Management
Location: Cape Town
Ref Number: CI INT 22/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation.

Post: Administrative Intern (2 posts)
Section: Crime Intelligence: Intelligence Analysis & Coordination
Location: Cape Town
Ref Number: CI INT 23/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sociology / Criminology/ Political Science, 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: Collation and consolidation of crime and stability related information in support of analysts with the Division, Crime Intelligence; Generating of pro-active intelligence reports / products (threat and risk assessments and early warnings) on crime and stability issues with SAPS; Generating of re-active intelligence reports / products (profiles and intelligence analysis) on crime and stability issues within SAPS.

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:
Lt. Col Y. Niemann, Tel no (012) 360 1346
AC M Motau, Tel no (012) 360 1458

APPLICATIONS HAND DELIVERED:
HEAD OFFICE:
463 Prieska Street, Erasmuskloof, Pretoria, 0153 (For the attention of Lt. Col. Niemann)

LIMPOPO:
Cnr Market & Jorisson Streets, Polokwane (For Att. ML Magoro)

EASTERN CAPE:
Old Griffits Mxenge Building, 1 Buffalo Road, Zwelitsha (For Att. Capt. Mntwaphi)

FREE STATE:
Fountain Building, Cnr Aliwal & Fountain Streets, Bloemfontein (For Att. Capt. Msindo)

GAUTENG:
17 Diagonal Street, New Town, Johannesburg (For Att. Lt. Col. Ngcenwa)

MPUMALANGA:
Old Standardbank Building, 31 Brown Street, Nelspruit (For Att. Lt. Col. Lukhele)

NORTHERN CAPE:
Old United Building, Cnr Chapel & Du Toitspan Road, Kimberley, 8301 (For Att. Lt. Col. Malope)

NORTH WEST:
Santam Trust Building, 41 Nelson Mandela Drive, Potchefstroom (For Att. Lt. Col. Phakedi)

KWAZULU-NATAL:
Servamus Building, 15 Bram Fischer Road, Durban (For Att. Col. Ngqulunga)

WESTERN CAPE:
Disa Court, 100 Myrtle Road, Bishop Lavis (For Att. Lt. Col. Lourens)

APPLICATIONS POSTED:
HEAD OFFICE:
The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001 (For Att. Lt. Col. Niemann)

LIMPOPO:
The Provincial Head: Crime Intelligence, Private Bag X9702, Polokwane, 0700 (For Att. ML Magoro)

EASTERN CAPE:
The Provincial Head: Crime Intelligence, Private Bag X7471, Zwelitsha, 5608 (For Att. Capt. Mntwaphi)

FREE STATE:
The Provincial Head: Crime Intelligence, Private Bag 20521, Bloemfontein, 9300 (For Att. Capt. Msindo)

GAUTENG:
The Acting Provincial Head: Crime Intelligence, PO Box 30607, Johannesburg, 2001 (For Att. Lt. Col. Ngcenwa)

MPUMALANGA:
The Provincial Head: Crime Intelligence, Private Bag X11323, Nelspruit, 1200 (For Att. Lt. Col. Lukhele)
NORTHERN CAPE:
The Provincial Head: Crime Intelligence, Old United Building, Cnr Chapel & Du Toitspan Road, Kimberley, 8301 (For Att. Lt. Col. Malope)

NORTH WEST:
The Provincial Head: Crime Intelligence, Private Bag X1260, Potchefstroom, 2531 (For Att. Lt. Col. Phakedi)

KWAZULU-NATAL:
The Provincial Head: Crime Intelligence, Private Bag X54320, Durban, 4000 (For Att. Col. Ngqulunga)

WESTERN CAPE:
The Provincial Head: Crime Intelligence, PO Box 17519, Bishop Lavis, 7465 (For Att. Lt. Col. Lourens)

We welcome applications from persons with disAbilities