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

**DETECTIVE SERVICE: HEAD OFFICE**

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

<table>
<thead>
<tr>
<th>Post</th>
<th>Administrative Intern (2 Posts)</th>
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<tbody>
<tr>
<td>Section</td>
<td>Management Information and Strategic Planning</td>
</tr>
<tr>
<td>Location</td>
<td>Head Office, Pretoria</td>
</tr>
<tr>
<td>Ref No</td>
<td>DETEC 01/2020</td>
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</tbody>
</table>

**Additional Requirements:**
*Be in possession of an applicable three (3) year National Diploma / Degree in Administrative Management / Public Administration and Management / Office Management and Technology / Information Resource 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: Rendering of professional and effective administration services and functions; Rendering professional, lawful and reasonable information and system support; Creating and maintaining spreadsheets and databases; Consolidating and compiling reports. Analysing and interpreting data. Typing and processing reports and documents; Maintaining filing system by sorting and filing general office documents and correspondence; Recording documents in register and deliver documents to various offices; Opening and updating general office files; Maintaining logistical aids and distribute physical resources; Photocopy documents and maintain photocopy machine.*
Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Administering effective and efficient of all Movable Government Property; Administering effective coordination and maintenance of vehicle fleet management within the Component; Administering and control distribution and utilization of physical resources.

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management within the Component; Administer and control distribution and utilization of physical resources.

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. Computer literacy will be an added advantage.

Core Functions:
* Assist with: Managing of Human Resource Management, Financial Services and Supply Chain Management functions within the Office of The Divisional Commissioner; Incoming and outgoing correspondence; Administering the mail register system; Recording and dispatching correspondence received; Delivering of documents to other offices within the building or to other buildings; Filing and tracing documents and correspondence; Submission of requested documents to respective Sections; Completing and updating the leave register; Completing and processing leave applications; Maintaining a filing system. Typing of letters, memorandums, reports, making copies and e-mail documents; Taking minutes in meetings when requested; Maintain logistical aids.
**Post**: Administrative Intern (1 Post)  
**Section**: Human Resource Management  
**Location**: Pretoria  
**Ref No**: DETEC 05/2020

**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, 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. Computer literacy will be an added advantage.

**Core Functions:**  
*Assist with: General office administration within Human Resource Utilisation/ Training/ Personnel. Assist with the administration of leave. Assist with the administration of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested. Administration of filling system.

**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**  
- 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:  J Enslin  012 393 1633
Capt:  PP Mboweni  012 393 4478
PO:  Kgwedi  012 393 1277
PO:  Lehapana  012 393 1968

APPLICATIONS POSTED:
The Divisional Commissioner: Detective Service, Human Resource Management, 231 Wachthuis
Building, Francis Baard Street, Pretoria, 0001 (For the attention Lt Col J Enslin)

APPLICATIONS HAND DELIVERED:
231 Wachthuis Building, Francis Baard Street, Pretoria.

We welcome applications from persons with disabilities