



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

**PROVINCIAL LEVEL: EASTERN CAPE**

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

<b>Post</b>	: Administrative Interns (20 posts)	
<b>Section</b>	: Support Services: Human Resource Management	
<b>Location</b>	:	
PC: OD Zwelitsha	(1 post)	Ref number : EC INT 01/2020
PC: HRU Zwelitsha	(2 posts)	Ref number : EC INT 02/2020
PC: HRD Zwelitsha	(1 post)	Ref number : EC INT 03/2020
PC: PM Zwelitsha	(1 post)	Ref number : EC INT 04/2020
Mthatha	(2 posts)	Ref number : EC INT 05/2020
Mount Fletcher	(1 post)	Ref number : EC INT 06/2020
Mount Ayliff	(1 post)	Ref number : EC INT 07/2020
East London	(1 post)	Ref number : EC INT 08/2020
Fort Beaufort	(1 post)	Ref number : EC INT 09/2020
Joubertina	(1 post)	Ref number : EC INT 10/2020
Bityi	(1 post)	Ref number : EC INT 11/2020
Bethelsdorp	(1 post)	Ref number : EC INT 12/2020
Kwazakele	(1 post)	Ref number : EC INT 13/2020
Cradock	(1 post)	Ref number : EC INT 14/2020

<b>Tsolo</b>	<b>(1 post)</b>	<b>Ref number : EC INT 15/2020</b>
<b>Gelvandale</b>	<b>(1 post)</b>	<b>Ref number : EC INT 16/2020</b>
<b>New Brighton</b>	<b>(1 post)</b>	<b>Ref number : EC INT 17/2020</b>
<b>Aliwal North</b>	<b>(1 post)</b>	<b>Ref number : EC INT 18/2020</b>

**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: Administration of Job Descriptions and Performance Enhancement Process; Capturing and monitoring the placement of personnel to the fixed establishment; Monitoring the utilisation of personnel and administration of grievances; Maintain sound labour relations.

<b>Post</b>	<b>: Administrative Interns (10 post)</b>		
<b>Section</b>	<b>: Support Services: Supply Chain Management</b>		
<b>Location</b>	<b>: Cofimvaba</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 19/2020</b>
	<b>: Elliot</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 20/2020</b>
	<b>: Bethelsdorp</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 21/2020</b>
	<b>: Kwazakele</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 22/2020</b>
	<b>: Gelvandale</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 23/2020</b>
	<b>: Madeira</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 24/2020</b>
	<b>: Ngcobo</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 25/2020</b>
	<b>: Mount Frere</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 26/2020</b>
	<b>: Ngqeleni</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 27/2020</b>
	<b>: Centane</b>	<b>(1 post)</b>	<b>: Ref number : EC INT 28/2020</b>

**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: Perform requisition and acquisition of stock/ service orders from provisioning store; Receive equipment/stock/service and process invoices; Issue and exercise consumable equipment/stock control; Maintain supplier and procurement database.

<b>Post</b>	<b>: Administrative Intern (1post)</b>
<b>Section</b>	<b>: Provincial Head Office</b>
<b>Location</b>	<b>: Provincial Head Office (Media Centre) - Zwelitsha</b>
<b>Ref number</b>	<b>: EC INT 29/2020</b>

**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.

**Core Functions:**

\*Assist with: Registering of reporters at events; Taking of photographs and writing of stories; Administrative duties; Assisting with media monitoring; Printing of reports and electronic updating of files including filing.

**Post** : Administrative Intern (1post)  
**Section** : External Communication  
**Location** : PC, Zwelitsha  
**Ref number** : EC INT 30/2020

**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.

**Core Functions:**

\*Assist with Event management duties; circulation of emails to all email users; Assisting with incoming and outgoing correspondence.

**Post** : Administrative Intern (1post)  
**Section** : Provincial Joint Operations Centre and NODAL POINT  
**Location** : PC, Zwelitsha  
**Ref number** : EC INT 31/2020

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree Public Administration / Risk 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: Capturing data on Operational Planning and Monitoring (OPAM) system and Incident Register Information System (IRIS); Update incident information on the boards and compile incident reports for provincial management and National Joint Operations Centre (NATJOC); Assist in checking the movement; positioning and deployment of vehicles at hot spots; Dispatching critical role-players to crime scenes.

**Post** : Administrative Student Interns (5 posts)  
**Section** : Support Services: Human Resource Management  
**Location** Mthatha (1 post) : Ref number: EC INT 32/2020  
Madeira (1 post) : Ref number: EC INT 33/2020  
Ngcobo (1 post) : Ref number: EC INT 34/2020  
Willowvale (1 post) : Ref number: EC INT 35/2020  
Graaff-Reinet (1 post) : Ref number: EC INT 36/2020

**Additional Requirements:**

\*Be in possession of an applicable N6 Certificate in Human Resource Management / Public Administration and Management / Management Assistant / Business Administration / Office Administration, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with: Capturing and approve performance; Compiling and submit Sec. 21 reports; Handling of pay progression enquiries; Administer correspondence and files. Receive; capture and approve leave applications; Receive; submit; and transfer applications to Provincial Head Office for consideration.

**Post : Administrative Interns (7 posts)**

**Section : Expenditure and Auxiliary Control Services**

**Location :**

<b>PC, Zwelitsha</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 37/2020</b>
<b>Port Alfred</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 38/2020</b>
<b>Ngangelizwe</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 39/2020</b>
<b>Lusikisiki</b>	<b>(2 post)</b>	<b>: Ref number: EC INT 40/2020</b>
<b>Libode</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 41/2020</b>
<b>Bityi</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 42/2020</b>

**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 / / 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: Processing of claims; Processing of payments. Render financial administrative support; render the station revenue funds (cash) and administer advances and claims.

**Post : Administrative Student Interns (7posts)**

**Section : Support Services: Finance**

<b>Mthatha</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 43/2020</b>
<b>Cradock</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 44/2020</b>
<b>Kwaaiman</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 45/2020</b>
<b>Tsolo</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 46/2020</b>
<b>Sterkspruit</b>	<b>(2 post)</b>	<b>: Ref number: EC INT 47/2020</b>
<b>Libode</b>	<b>(1 post)</b>	<b>: Ref number: EC INT 48/2020</b>

**Additional Requirements:**

\* Be in possession of an applicable N6 Certificate in Financial Management / Business Management recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with: Processing of claims; Processing of payments; Render financial administrative support; render the station revenue funds (cash) and administer advances and claims.

**Post : Administrative Interns (3 posts)**  
**Section : Support Services: Registry**  
**Location : Kwaaiman (1 post) : Ref number: EC INT 49/2020**  
**: Libode (1 post) : Ref number: EC INT 50/2020**  
**: Coffee Bay (1 post) : Ref number: EC INT 51/2020**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Archive and Records 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.

**Core functions:**

\*Assist with: Conducting of effective and efficient archive and registration correspondence; Ensuring proper administration and management of files/records; Management of logistical and telephone resources; Conduct regular inspections of all records stored within the Eastern Cape stations; Regulating receipt and the flow of Documents, internally and externally; Management of the registry section (all records must be stored in secure environment).

**Post : Administrative Student Interns (8 posts)**  
**Section : Support Services: Human Resource Management**  
**Location**  
**Graaff-Reinet (1 post) Ref number: EC INT 52/2020**  
**Hlababomvu (1 post) Ref number: EC INT 53/2020**  
**Committees Drift (1 post) Ref number: EC INT 54/2020**  
**Tyefu (1 post) Ref number: EC INT 55/2020**  
**Storm River (1 post) Ref number: EC INT 56/2020**  
**Sulenkama (1 post) Ref number: EC INT 57/2020**  
**PC: Zwelitsha (SDF) (1 post) Ref number: EC INT 58/2020**  
**Bathurst (1 post) Ref number: EC INT 59/2020**

**Additional requirements:**

\*Be in possession of an applicable N6 Certificate in Human Resource Management / Public Administration and Management / Business Administration / Office Administration, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with: Administration of Job Descriptions and Performance Enhancement Process; Capturing and monitoring the placement of personnel to the fixed establishment; Monitoring the utilisation of personnel and administration of grievances. Maintain sound labour relations; Assist with the implementation of work place skills plan; Assist with the compilation of skills audit and the administration of interns; Compile minutes of training committee meetings; Administration of human resource management functions.

**Post** : Administrative Intern (1post)  
**Section** : Human Resource Development: Sports Office  
**Location** : PC, Zwelitsha  
**Ref number** : EC INT 60/2020

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree Sport Management/ Exercise Science / Biokineticist, 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: Sport administration; Implementation of physical fitness of all members in the province; Administration duties and updating of files.

**Post** : Administrative Interns (2 post)  
**Section** : Support Services: Employee Health and Wellness  
**Location** : PC, Zwelitsha  
**Ref number** : EC INT 61/2020

**Additional requirements:**

\* Be in possession of Degree in Social Work (SAQA accredited –NQF 6) and valid registration with the South African Council of Social Service Professions (SACSSP) and submit proof of paid up fees for the 2019/2020 financial year.

**Core Functions:**

Assist with: Rendering of complex and advanced police occupational social work services to the organisation; Render comprehensive occupational social work to clients by means of restorative and promotional work place interventions; Execute standard social work administrative practises and render occupational social work services within the multi-disciplinary organisation.

**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.

**\*Applications can be posted or hand delivered to:**

<u>PROVINCE</u>	<u>NAME</u>	<u>CONTACT</u>	<u>POSTAL ADDRESS</u>	<u>PHYSICAL ADDRESS</u>
EASTERN CAPE	Lt.Col S. Vosloo AC Y. Nomnqa	040 6087395 040 6088441	South African Police Service Human Resource Development Private Bag X7471 King Williams Town 5600	Buffalo Road Old Griffith Mxenge Building Block K, Room 10 Zwelitsha

**We welcome applications from persons with disAbilities** 