The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at Division Financial Management and Administration. 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.

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<th>Post</th>
<th>Financial Administrative Intern (1 Post)</th>
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<td>Section</td>
<td>Budget Management</td>
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<tr>
<td>Location</td>
<td>Head Office, Pretoria, Gauteng</td>
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<td>Ref Number</td>
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**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: 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; Safekeeping of all transactions supporting document; Recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of losses.
Post: Financial Administrative Intern (3 Posts)
Section: Expenditure Administration
Location: Head Office, Pretoria, Gauteng
Ref Number: FMA INT 2/2020

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 / 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: Perusal of Middle and Senior Management Services’ vehicle claims; Monitoring of the telephone and cellphone expenditure; Receiving and checking the interdepartmental claims; Scanning invoices to the server for certification by the end users; Making follow up on the uncertified invoices.

Post: Financial Administrative Intern (3 Posts)
Section: Loss Management
Location: Head Office, Pretoria, Gauteng
Ref Number: FMA INT 3/2020

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 / Cost Management and Accounting / Public Finance Management and Administration/ Risk 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: Conducting of inspections to evaluate compliance with Loss Management norms and standards; Data integrity on loss control systems in accordance with program operational indicators and annual targets; Evaluation of process and procedures pertaining to civil claims Against the State.

Post: Administrative Intern (2 Post)
Section: Document Centre Management
Location: Head Office, Pretoria, Gauteng
Ref Number: FMA INT 4/2020

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: Receiving and records incoming post and correspondences; Categorise and classify post and correspondences; Provide a reference service for official registered files and documents; Register and update files/records on the Computerized System.
Post: Financial Administrative Intern (3 Posts)
Section: Financial Accounting
Location: Head Office, Pretoria, Gauteng
Ref Number: FMA INT 5/2019

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: Administer filing of payments exhibits; Cash management; Collection of post from the Post Office, National Treasury and bank statements from the different commercial banks; Processing of rejections.

Post: Financial Administrative Intern (2 Posts)
Section: Financial Auxiliary
Location: Head Office, Pretoria, Gauteng
Ref Number: FMA INT 6/2020

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 / 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: Uploading of proceed letters on PERSAP System; Scanning and photocopying of the documents; Capturing of payments and bank details on POLFIN System; Compilation of Departmental Liability Claim form and communicate with ex members regarding amount owing to the State; Capturing of calculations on Template (excel document); General administration at Discharge Sub Section.

Post: Financial Administrative Intern (1 Post)
Section: Financial Auxiliary
Location: Head Office, Pretoria, Gauteng
Ref Number: FMA INT 7/2020

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 / 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: Retrieve service termination documentation in regards to the paperless file; Correspondence, handle enquiries of medical unfit and retired members; Enquiries received and submit feedback to the relevant person/institution on a monthly basis; Retrieving of service termination documentation from PERSAP System in regards to the paperless files.
Post  |   Financial Administrative Intern (3 Posts)
---|---
Section  |   Salary Management and Maintenance
Location  |   Head Office, Pretoria, Gauteng
Ref Number  |   FMA INT 8/2020

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 / 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: Peruse and determine salary notches with regards to Appointments, Promotions and Adjustments of Trainees; Administer personal, telephone and written enquiries pertaining to salary notches; Capture daily outputs and loss of production of production sheet; Make necessary printouts for the completion of adjustment forms; Telephone enquiries.

Post  |   Administrative Intern (1 Post)
---|---
Section  |   National Security Management
Location  |   Head Office, Pretoria, Gauteng
Ref Number  |   FMA INT 9/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in 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: Security administration support services to the Section; Shift and security administration function; Compilation of monthly duty roster and reports; Procurement of security equipment and stationery; Keep records of registers, assets, stationery and security equipment. Drafting of the resource plan and budget monitoring.

Post  |   Administrative Intern (1 Post)
---|---
Section  |   National Security Management
Location  |   Head Office, Pretoria, Gauteng
Ref Number  |   FMA INT 10/2020

Additional Requirements:
Be in possession of an applicable Degree in LLB / Bachelors of Arts in Law, recorded on the National Learner Record Database (NLRD) on at least a NQF 7 or higher level or relevant qualification in the field of the post.

Core Functions:
* Assist with: Development of procedures, process and directives for security functions for SAPS at national and provincial level; Ensuring of implementation of security policies, regulations and instructions; Evaluating and improve security measures and procedures at Head Office, Divisions and Provincial offices.
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 month Internship Contract.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

Applications Must Be Posted To:

Lieutenant Colonel E Mpembe  
Division: Financial Management and Administration  
Private Bag X94  
Pretoria  
0001

Hand Delivered To:

SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria

Enquiries Can Be Directed To:

Lieutenant Colonel E Mpembe: Tel no (012) 393 2894  
PO NB Shirindza Tel no (012) 393 1620  
PO BA Malesa Tel no (012) 393 2273

We welcome applications from persons with disAbilities 🚶‍♀️