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

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**NATIONAL LEVEL: HEAD OFFICE**

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

**CRIMINAL RECORD AND CRIME SCENE MANAGEMENT**

<table>
<thead>
<tr>
<th>Post</th>
<th>Section</th>
<th>Location</th>
<th>Number</th>
<th>Ref Number</th>
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<tbody>
<tr>
<td>Graduate Intern (10 posts)</td>
<td>Crime Scene Laboratory</td>
<td>WC: Bellville LCRC</td>
<td>2 posts</td>
<td>FSL INT 1/2020</td>
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<tr>
<td></td>
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<td>WC: Cape Town LCRC</td>
<td>2 posts</td>
<td>FSL INT 2/2020</td>
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<td>WC: George LCRC</td>
<td>2 posts</td>
<td>FSL INT 3/2020</td>
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<td>WC: Mitchells Plain LCRC</td>
<td>2 posts</td>
<td>FSL INT 4/2020</td>
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<td></td>
<td></td>
<td>WC: Worcester LCRC</td>
<td>1 post</td>
<td>FSL INT 5/2020</td>
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<td>WC: Paarl LCRC</td>
<td>1 post</td>
<td>FSL INT 6/2020</td>
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</tbody>
</table>

**Additional Requirements:**
* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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 and added advantage.**
Core Functions:
*Assist with: Capturing of data pertaining to analysis on Case Information Management System (CIMS); Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody; Disposal of exhibits within prescripts and archiving of case.

Post: Graduate Intern (4 posts)
Section: Crime Scene Investigation - Facial Identification
Location: WC: Bellville LCRC (2 posts) Ref Number: FSL INT 7/2020
: WC: Mitchells Plain LCRC (2 posts) Ref Number: FSL INT 8/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Fine Arts / Graphic 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: Administrative duties of the section by means of managing and scheduling Facial identification appointments with Complainants or witnesses; Register cases received at the Facial Identification Section on CIMS and ensure optimal utilization of resources; Accompany the expert as an observer to a Facial Identification appointments observing the compilation of faces using computer software and providing modus operandi of wanted persons by interviewing of witnesses; Sketching of different items as requested; Marketing and research of the Facial Identification functions.

Post: Graduate Intern (6 posts)
Section: Crime Scene Laboratory
Location: FS: Bethlehem LCRC (1post) Ref Number: FSL INT 9/2020
: FS: Kroonstad LCRC (1post) Ref Number: FSL INT 10/2020
: FS: Phuthaditjhaba LCRC (1post) Ref Number: FSL INT 11/2020
: FS: Selosesha LCRC (1post) Ref Number: FSL INT 12/2020
: FS: Welkom LCRC (1post) Ref Number: FSL INT 13/2020
: FS: Zamdela LCRC (1post) Ref Number: FSL INT 14/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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: Maintaining evidence integrity and chain of custody; Capturing of data pertaining to analysis on Case Information Management System (CIMS); Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody; Disposal of exhibits within prescripts and archiving of case. Control over consumables; Maintaining equipment according to prescripts.
Post: Graduate Intern (1 post)
Section: Crime Scene Laboratory
Location: Mpumalanga: Provincial Criminal Record and Crime Scene Management
Ref Number: FSL INT 15/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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: Maintaining evidence integrity and chain of custody; Capturing of data pertaining to analysis on Case Information Management System (CIMS); Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody; Control over consumables; Disposal of exhibits within prescripts and archiving of case.

Post: Graduate Intern (2 posts)
Section: Crime Scene Laboratory
Location: Mpumalanga: Witbank LCRC
Ref Number: FSL INT 16/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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: Maintaining evidence integrity and chain of custody; Capturing of data pertaining to analysis on Case Information Management System (CIMS); Digital scanning or capturing and enhancement and archiving of developed images; whilst maintaining evidence integrity and chain of custody; Disposal of exhibits within prescripts and archiving of case; Control over consumables and maintaining equipment according to prescripts.

Post: Graduate Intern (5 posts)
Section: Crime Scene Laboratory
Location: EC: Fort Beaufort LCRC (1 post) Ref Number: FSL INT 17/2020
: EC: Middelburg LCRC (1 post) Ref Number: FSL INT 18/2020
: EC: Port Alfred LCRC (1 post) Ref Number: FSL INT 19/2020
: EC: Jeffrey's Bay LCRC (1 post) Ref Number: FSL INT 20/2020
: EC: Uitenhage LCRC (1 post) Ref Number: FSL INT 21/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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: Chemical processing of exhibits in accordance to the set standards, whilst maintain evidence integrity and chain of custody; Capturing of data pertaining to analysis on Case Information Management System (CIMS); Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody; Disposal of exhibits within prescripts and archiving of case.

Post : Graduate Intern (2 posts)
Section : Criminal Record and Crime Scene Management: Facial Identification
Location : Eastern Cape: Provincial Criminal Record and Crime Scene Management
Ref Number : FSL INT 22/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Fine Arts / Graphic 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: Administrative duties of the section by means of managing and scheduling Facial identification appointments with Complainants or witnesses; Register cases received at the Facial Identification Section on CIMS and ensure optimal utilization of resources; Accompany the expert as an observer to a Facial Identification appointments observing the compilation of faces using computer software and providing modus operandi of wanted persons by interviewing of witnesses; Sketching of different items as requested; Marketing and research of the Facial Identification functions.

Post : Graduate Intern (5 posts)
Section : Exhibit Control / Case information management
Location : Limpopo: Groblersdal LCRC (1 post) Ref Number: FSL INT 23/2020
: Limpopo: Phalaborwa LCRC (1 post) Ref Number: FSL INT 24/2020
: Limpopo: Lephalale LCRC (1 post) Ref Number: FSL INT 25/2020
: Limpopo: Giyani LCRC (1 post) Ref Number: FSL INT 26/2020
: Limpopo: Thabazimbi (1 post) Ref Number: FSL INT 27/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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 and added advantage.

Core Functions:
*Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification dockets; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM).
FORENSIC SCIENCE LABORATORY

Post : Graduate Intern (2 posts)
Section : Chemistry
Location : KwaZulu-Natal (Amanzimtoti)
Ref Number : FSL INT 28/2020

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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: Receiving, registering of all Drug related exhibit material and crime scenes; Completion of information on PCHEM and FSL Systems; Completion of case files and exhibits on the FSL computer system; Verification of cases after registration and ensure that errors are corrected; Allocation of exhibit material and case files to the analyst/s; Case completion and Database completion of all completed cases; Scanning of all finalised cases; Handling of customer’s enquiries; General Administration duties.

Post : Graduate Intern (5 posts)
Section : Ballistics
Location : KwaZulu-Natal (Amanzimtoti)
Ref Number : FSL INT 29/2020

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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: Receiving and registering of all Ballistics related exhibit material and crime scenes; Completion of all information on PCHEM and FSL Systems; Completion of case files and exhibits on the FSL computer system; Verification of cases after registration and ensure that errors are corrected; Allocation of exhibit material and case files to the analyst/s; Case completion and Database completion of all completed cases; Scanning of all finalised cases; Handling of customer’s enquiries; General Administration duties.

Post : Graduate Intern (2 posts)
Section : Biology
Location : KwaZulu-Natal (Amanzimtoti)
Ref Number : FSL INT 30/2020

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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: Receiving and registering of all Biology related exhibit material and crime scenes; Capturing information on PCHEM and FSL Systems; Completion of case files and exhibits on the FSL computer system; Verification cases after registration and ensure that errors are corrected; Allocation of exhibit material and case files to the analyst/s; Case completion and Database completion of all completed cases; Scanning of all finalised cases; Handling of customer's enquiries; General Administration duties.

Post: Graduate Intern (5 posts)
Section: Biology
Location: Pretoria: National Head Office
Ref Number: FSL INT 31/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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: Receiving and registering of all Biology related exhibit material and crime scenes; Capturing information on PCHEM and FSL Systems; Completion of case files and exhibits on the FSL computer system; Verification cases after registration and ensure that errors are corrected; Allocation of exhibit material and case files to the analyst/s; Case completion and Database completion of all completed cases; Scanning of all finalised cases; Handling of customer's enquiries; General Administration duties.

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:

<table>
<thead>
<tr>
<th>PROVINCE/ DIVISION/ COMPONENT</th>
<th>NAME</th>
<th>CONTACT</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Cape</td>
<td>Captain Botha</td>
<td>(021) 467 6248</td>
<td>Postall address: Private Bag x9113 8000 Cape Town</td>
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<tr>
<td></td>
<td>WO de Goede</td>
<td></td>
<td>Address for hand delivery and Courier Services: Thomas Boydell Building</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(Room 328, 3rd Floor) 22 Parade Street 8000 Cape Town</td>
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<tr>
<td>Free State</td>
<td>Lt Col Botha</td>
<td>(051) 507 6648</td>
<td>Address for hand delivery and Courier Services: C/O Fontein and Aliwal</td>
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<td></td>
<td>Street, Fountain Building CBD, Bloemfontein</td>
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<tr>
<td>Mpumalanga:</td>
<td>Lt Col Theledi</td>
<td>(013) 655 5394</td>
<td>CR &amp;CSM MP Corner Paul Kruger And Botha (Old Mutual Building) 1st Floor</td>
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<td>Witbank Mpumalanga</td>
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<tr>
<td>Eastern Cape:</td>
<td>WO Mtabateni</td>
<td>(043) 704 9767</td>
<td>EL LCRC First floor 15 Phillip Frame Road Waverly Office Park Chiselhurts</td>
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<tr>
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<td>PPO Mahlelehlele</td>
<td>(043) 704 9782</td>
<td>East London 5247</td>
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<tr>
<td>Province</td>
<td>Localisation</td>
<td>Contact Person</td>
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<tr>
<td><strong>Limpopo</strong></td>
<td><strong>Criminal Record &amp; Crime Scene Management</strong> Polokwane</td>
<td>AC Makgeru</td>
<td>(015) 298 4213</td>
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<tr>
<td></td>
<td>Post no FSL INT 23/2020 TO FSL INT 27/2020</td>
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<tr>
<td><strong>KwaZulu-Natal</strong></td>
<td><strong>Forensic Science Laboratory: Human Resource Management, AMANZIMTOTI</strong></td>
<td>Capt ST Dlungwana</td>
<td>(031) 904 0750/51</td>
</tr>
<tr>
<td></td>
<td>Post no FSL INT 28/2020 TO FSL INT 30/2020</td>
<td></td>
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<tr>
<td><strong>Gauteng</strong></td>
<td><strong>Division Forensic Services, Pretoria.</strong></td>
<td>Capt du Preez</td>
<td>(012) 845 5615</td>
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<td>Post no FSL INT 31/2020</td>
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We welcome applications from persons with disAbilities 🚶‍♂️