The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Free State 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 as determined by the National Commissioner: South African Police Service

**FREE STATE PROVINCE**

**Post** : Financial Administrative Intern (14 Posts)
**Section** : Expenditure, Budget and Accounting
**Location** :
- **PC: Bloemfontein** (4 posts) Ref number: FS INT 1/2020
- **Jagersfontein** (1 post) Ref number: FS INT 2/2020
- **Sasolburg** (1 post) Ref number: FS INT 3/2020
- **Bethlehem** (1 post) Ref number: FS INT 4/2020
- **Tweeling** (1 post) Ref number: FS INT 5/2020
- **Lindley** (1 post) Ref number: FS INT 6/2020
- **Arlington** (1 post) Ref number: FS INT 7/2020
- **Parkweg** (1 post) Ref number: FS INT 8/2020
- **Welkom** (1 post) Ref number: FS INT 9/2020
- **Zamdela** (1 post) Ref number: FS INT 10/2020
- **Kroonstad** (1 post) Ref number: FS INT 11/2020

**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: Processing of claims; Perusal of overtime registers; Handle office inventory tasks; Handle administrative tasks regarding Finance Management; Handle telephone enquiries
Post : Administrative Intern (10 Posts)
Section : Human Resource Management
Location :
PC: PM Bloemfontein (2 post) Ref number: FS INT 12/2020
Roadside (1 post) Ref number: FS INT 13/2020
Fouriesburg (1 post) Ref number: FS INT 14/2020
Clarens (1 post) Ref number: FS INT 15/2020
Sasolburg (1 post) Ref number: FS INT 16/2020
PC HRD, Bloemfontein (2 posts) Ref number: FS INT 17/2020
PC OCC Bloemfontein (1 post) Ref number: FS INT 18/2020
Jagersfontein (1 post) Ref number: FS INT 19/2020

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 Law / 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: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

Post : Administrative Intern (1 Post)
Section : Sport and Recreation
Location : PC HRD, Bloemfontein
Ref no : FS 20/2020

Additional Requirements:
* Be in possession of an applicable three (3) years Diploma/Degree in Sport Management /Exercise Science /Sport Management /Biogenetics, 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: Present Group fitness classes; Maintenance fitness program including summative assessments; General administration in fitness office.

Post : Musician Intern (4 posts)
(Woodwind instruments e.g. Saxophone, Clarinet, Flute)
(Brass instrument e.g. Trumpet, Trombone, Tuba, Euphonium, French horn)
(Rhythm Instrument e.g. Guitar, Bass Guitar, Drum kit, Piano)
Section : PC Communication
Location : Thaba Nchu
Ref no : FS INT 21 /2020

Additional Requirements:
* Be in possession of an applicable Grade Six (6) practical certificate in Music or higher from an Accredited Institution. Be willing to undergo a practical audition prior to appointment.
Core Functions:
*Play a primary and secondary instrument as circumstances dictate in line with the SAPS; mission; Participate in practicing and rehearsing individually, in sections, with a group or with a band; Perform with the band or any other group within the band; Promote and maintain good public relations and inter-relationships, improving the morale and image of the SAPS through the medium of music

Post: Administrative Intern (5 Posts)
Section: Support Services: Supply Chain Management
Location:
- Jagersfontein (1 post) Ref number: FS INT 22/2020
- Sasolburg (1 post) Ref number: FS INT 23/2020
- Phuthaditjhaba (1 post) Ref number: FS INT 24/2020
- Heidedal (1 post) Ref number: FS INT 25/2020
- Tumahole (1 post) Ref number: FS INT 26/2020

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: 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.

Post: Legal Administrative Intern (2 Posts)
Section: Legal Services
Location: PC Bloemfontein
Ref no: FS INT 27/2020

Additional Requirements:
Be in possession of an applicable Degree in LLB / 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: Administration duties with regard to the effective handling of labour litigation matters. Administration duties in relation to eviction, general and discipline matters/files referred for legal opinion. Render administration duties to the Provincial Head Legal Services.

Post: Administrative Intern (2 Posts)
Section: Operational Crime Analysis
Location: PC: Bloemfontein
Ref no: FS INT 28/2020

Additional Requirements:
Be in possession of an applicable three (3) years Criminology / Social Science / Political Science / 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. Computer literacy will be an added advantage.
Core Functions:
*Assist with: Enhancement of the crime information management capacity at all levels of policing. To gather crime statistics in support of prevention, combatting and investigation of crime. To collate, evaluate, analyse, coordinate and disseminate crime information for the purpose of operations and strategic utilization. To ensure reliable and validated crime information. General administration duties within the section.

Post: Communication Intern (2 Posts)
Section: Corporate Communication
Location: Welkom (1 post) Ref number: FS INT 29/2020
                  Ficksburg (1 post) Ref number: FS INT 30/2020

Additional Requirements:
Be in possession of an applicable three (3) year National Diploma / Degree in Communication Science / Public Relations, Journalism 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. A Certificate in Event Management/Protocol course will be an added advantage

Core Functions:
*Assist with: Research stories about the Organization. Conduct interviews as well as record interviews. Organize and co-ordinate community events, public presentation and exhibitions. Promote and maintain good public presentation and exhibition. Render administrative duties pertaining to communication and related function. Maintain and open communication channel with media and improve media liaison.

Post: Administrative Intern (6 Posts)
Section: Crime Information Management
Location: Parkweg (1 post) Ref number: FS INT 31/2020
           Phuthaditjhaba (1 post) Ref number: FS INT 32/2020
           Botshabelo (1 post) Ref number: FS INT 33/2020
           Kagisanong (1 post) Ref number: FS INT 34/2020
           Biothuso (1 post) Ref number: FS INT 35/2020
           Namahadi (1 post) Ref number: FS INT 36/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Information Science / Management Services / Information Resource Management / Business and Information Management / Strategic 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: Development, implementation and management of the operational plan of the Station. Facilitate the development, implementation and management of performance chart of Station. Coordinate the information systems of the Station. Maintain the relevant database necessary to effectively manage all the activities at the Station.

Post: Social Worker Intern (5 Posts)
Section: Social Work
Location: Provincial FCS: Bloemfontein
Ref no: FS INT 37/2020
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 2020/2021 financial year.

Core Functions
*Assist with: Render a comprehensive occupational social work service to the client system by means of Social Work Services, Proactive interventions (programmes, education, information, etc.) Attend Social work restoration interventions. Present awareness programmes and information session. Facilitate health and wellness programmes.

Additional Requirements:
* Be in possession of a 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: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

Additional requirement:
*Be in possession of an applicable N6 certificate in Financial Management /Accounting (18 months) theoretical studies at a TVET / other college and in need practical experience to obtain qualifications, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.
Core Function:
Assist with: Processing of claims and Standing Advances. Administer the budget and coordination of the expenditure of the business unit. Administer and monitor financial claims, payments, standing advances debts and administrative processes. Assist with overtime remunerations and allowances. Check telephone accounts and payments thereof. Compile and submit Early Warning system (EWS).

Post: Communication Intern (1 Post)
Section: Corporate Communication
Location: Mangaung
Ref No: FS INT 53/2020

Additional requirements:
*Be in possession of an applicable N6 certificate in Marketing/ Public Relations/ Communication theoretical studies at a TVET / other college and in need practical experience to obtain qualifications, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

Core Functions:
*Assist with: Compile articles and take photos for Police Magazine (in-house magazine), Compile organisational information e-mail aimed at informing and educating the internal target audience. Compile speeches for management. Media Liaison and Event Management. Compiling of programmes for events. Do branding at events. Compile feedback reports as required by the 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
- All short-listed candidates will be subjected to fingerprint screening.
- 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 Must Be Posted To:
ATT: Col Thulo/LT Col Heilbron / Capt. Lekometsa/SAC Tobo
Private Bag X20501
BLOEMFONTEIN
9300
Hand Delivered To:
Col Thulo / LT Col Heilbron / Capt. Lekometsa / SAC Tobo
TAB Building (3rd Floor)
Corner Charles and East Burger Str
BLOEMFONTEIN
9300

Enquiries Can Be Directed To
Col Thulo / Lt Col Heilbron / Capt. Lekometsa / SAC Tobo (051) 4117839/46

We welcome applications from persons with disabilities