The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at Division Human Resource Development. 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 AND SAPS ACADEMIES**

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

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<thead>
<tr>
<th>Post</th>
<th>Section</th>
<th>Location</th>
<th>Ref number</th>
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<tbody>
<tr>
<td>Medical Assistant - Student Intern (5 Posts)</td>
<td>Sick Bay</td>
<td>SAPS Academy Tshwane, GP (2 Posts)</td>
<td>HRD INT 01/2020</td>
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<td>SAPS Academy Ulundi, KZN (2 Posts)</td>
<td>HRD INT 02/2020</td>
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<td>SAPS Academy Oudtshoorn, WC (1 Post)</td>
<td>HRD INT 03/2020</td>
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**Additional Requirements:**
- Be in possession of a valid Certificate in Basic Ambulance Assistance (BAA) / Ambulance Emergency Assistant (AEA) / Critical Care Assistant (CCA) higher level or relevant qualification in the field of the post. Submit proof (certified copy) of valid registration with HPCSA for the financial year 2020/2021.

**Core Functions:**
- Assist with: Maintain first aid boxes and medical bags. Provide emergency medical care in a pre-hospital environment. *Ensure the prompt and proper completion of WCL2 forms; Render a stabilization and monitoring service in the sick bay until the injured member/s are transported to hospital for specialized medical treatment.
Post : Hospitality Management Interns (35 Posts)
Section : Mess
Location
SAPS Academy Tshwane,GP (3 Posts) Ref number HRD INT 04/2020
SAPS Academy All Saints, EC (2 Posts) Ref number HRD INT 05/2020
SAPS Academy Arcadia,GP (2 Posts) Ref number HRD INT 06/2020
SAPS Academy Roodeplaat, GP (2 Posts) Ref number HRD INT 07/2020
SAPS Academy Mankwe, NW (4 posts) Ref number HRD INT 08/2020
SAPS Academy Atteridgeville, GP (2 posts) Ref number HRD INT 09/2020
SAPS Academy Chatsworth, KZN (2 Posts) Ref number HRD INT 10/2020
SAPS Academy Thabong, FS (1 Post) Ref number HRD INT 11/2020
SAPS Academy Moloto, MP (2 Posts) Ref number HRD INT 12/2020
SAPS Academy Ulundi, KZN (2 Posts) Ref number HRD INT 13/2020
SAPS Academy Benoni, GP (2 posts) Ref number HRD INT 14/2020
SAPS Academy Graaff Reinet, EC (3 Posts) Ref number HRD INT 15/2020
SAPS Academy Paarl, WC (4 Posts) Ref number HRD INT 16/2020
SAPS Academy Phillipi, WC (1 Post) Ref number HRD INT 17/2020
SAPS Academy Bishop Lavis, WC (2 Posts) Ref number HRD INT 18/2020
SAPS Academy Oudtshoorn, WC (1 post) Ref number HRD INT 19/2020

Additional Requirements:
*Be in possession of an applicable N6 Certificate/ National Certificate in Hospitality Management/ or three (3) years National Diploma/ Degree in Hospitality Management / Food and Beverage Management Services, recorded on the National Learner Record Database (NLRD).

Core Functions:
* Assist with: Planning, preparation and serving of meals; Organising and keeping the kitchen, dining halls and store rooms hygienically clean; contributing to the proper utilization of the resources allocated to the post environment.

Post : Administrative Intern (4 Posts)
Section : Human Resource Management
Location:
SAPS Academy Hammanskraal, GP (1 Post) Ref number HRD INT 20/2020
SAPS Academy Moloto, MP (1 Post) Ref number HRD INT 21/2020
SAPS Academy Oudtshoorn, WC (1 Post) Ref number HRD INT 22/2020
SAPS Academy Bishop Lavis, WC (1 Post) Ref number HRD INT 23/2020

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 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: Receiving, handling, processing and capturing leave applications; Auditing leave files; Processing on and off duty injuries and medical boards for all personnel members at the Academy; Service Termination at the Academy; Administrative duties pertaining to HR regarding Human source Utilization and related functions.
Post: Financial Administrative Intern (7 Posts)
Section: Finance
Location:
SAPS Academy Roodeplaat, GP (1 Post)  Ref number HRD INT 24/2020
SAPS Academy Atteridgeville, GP (1 Post)  Ref number HRD INT 25/2020
SAPS Academy Benoni, GP (2 Posts)  Ref number HRD INT 26/2020
SAPS Academy Tshwane, GP (2 Posts)  Ref number HRD INT 27/2020
SAPS Academy Hammanskraal, GP (1 Post)  Ref number HRD INT 28/2020

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: Monitoring Financial claims payments, standing advances debts and administrative processes; Administering Semi-official institutions; Financial administrative support.

Post: Administrative Intern (5 Posts)
Section: Supply Chain Management
Location:
SAPS Academy Mankwe, NW (1 Post)  Ref number HRD INT 29/2020
SAPS Academy Ulundi, KZN (1 Post)  Ref number HRD INT 30/2020
SAPS Academy Hammanskraal, GP (1 Post)  Ref number HRD INT 31/2020
SAPS Academy Tshwane, GP (1 Post)  Ref number HRD INT 32/2020
SAPS Academy Phillipi, WC (1 Post)  Ref number HRD INT 33/2020

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: Administrative duties pertaining to Supply Chain Management; Loss control related tasks; Administering all matters related to procurement; Receiving and issuing items at the store; Facilitate applications, reports of losses, damages and accidents.

Post: Equine Assistant Intern (2 Posts)
Section: Farm and Stable/Horse management
Location: SAPS Mounted Academy: Potchefstroom
Ref number: HRD INT 34/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Equine Management and Training / Equine Performance coaching / Animal Health Technician / Veterinary Nursing, 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 duties within farm and horse management; Identification of visible signs of horse diseases and liaising with veterinary services; Implement basic ration formulation of horse feed and monitor the horse’s nutrient anal requirements; Monitor the welfare and nutrition of field horses; Handling and taking care of a mare and foal from birth to weaning; Conduct daily inspections to check fodder and concentrates levels as well as the stacking and cleaning of stores; Dipping, grooming and feeding of horses; *Assist with administrative processes within the sub section.

Post : Librarian Assistant (6 Posts)
Section : Library
Location:
SAPS Academy Phillipi, WC (1 Post) Ref number HRD INT 35/2020
SAPS Academy Lavis, WC (1 Post) Ref number HRD INT 36/2020
SAPS Academy Oudtshoorn, WC (1 Post) Ref number HRD INT 37/2020
SAPS Academy Chatsworth, KZN (1 Post) Ref number HRD INT 38/2020
SAPS Academy All Saints, EC (1 Post) Ref number HRD INT 39/2020
SAPS Academy Paarl, WC (1 Post) Ref number HRD INT 40/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Library Information Science/ Information 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: Support service to all library users; Research topics relating to study fields; Library administration; Library collection; Marketing the services of the Divisional Library; Record keeping of lecture and training material.

TSHWANE BAND

STUDENT INTERN

Post : Musician (Woodwind instruments eg Saxophone, Clarinet, Flute) - 4 Posts
Section : SAPS Tshwane Band
Location : SAPS Academy Tshwane, Pretoria
Ref number : HRD INT 41/2020

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: Musician (Brass Instruments eg. Trumpet, Trombone, Tuba, Euphonium, French Horn) – 4 Posts
Section: SAPS Tshwane Band
Location: SAPS Academy Tshwane, Pretoria
Ref number: HRD INT 42/2020

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.

STUDENT INTERN
Post: Musician (Rhythm Instruments eg. Vocalist, Keyboard/piano, Bass Guitar, Drum Kit) – 4 Posts
Section: SAPS Tshwane Band
Location: SAPS Academy Tshwane, Pretoria
Ref number: HRD INT 43/2020

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.

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:
Colonel BM Pitso: Tel no. (012) 334 3551
PO BM Mmekoa Tel no. (012) 334 3695

APPLICATIONS POSTED/HAND DELIVERED:

<table>
<thead>
<tr>
<th>PRIVATE BAG ADDRESS</th>
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<tbody>
<tr>
<td>SAPS ACADEMY ALL SAINTS</td>
<td>R63 KOMGA ROAD BISHO 5605</td>
<td>(040) 608 2200</td>
<td>SAPS ACADEMY ARCADIA</td>
<td>BROADWAY STREET 5605</td>
<td>(012) 334 1868</td>
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<tr>
<td>PRIVATE BAG X001 BHISHO 5605</td>
<td>PLOT 243 JAKKALSDANS MOLOTO ROAD 1002</td>
<td>012 735 9600/13</td>
<td>PRIVATE BAG X 003 BENONI 1500</td>
<td>PRIVATE BAG X 005 CHATSWORTH DURBAN 4092</td>
<td>(011) 746 6300</td>
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<td>SAPS ACADEMY MOLOTO</td>
<td>MYRTLE ROAD BISHOP LAVIS 6499</td>
<td>(021) 935 5500/1</td>
<td>SAPS ACADEMY CHATSWORTH</td>
<td>429 MAIN STREET PAARL 7646</td>
<td>049) 891 0050</td>
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<td>PRIVATE BAG X14872 SINOVILLE 0129</td>
<td>4 COLLEGE WEG GRAAFF-REINET 6280</td>
<td>(012) 334 3551</td>
<td>SAPS TSHWANE BAND POST REF NO 41 TO 43 PRIVATE BAG X 177 PRETORIA 0001</td>
<td>(021) 334 3551</td>
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<tr>
<td>SAPS ACADEMY BISHOP LAVIS</td>
<td>429 SHORBURG BUILDING HELEN JOSEPH STREET PRETORIA 0001</td>
<td>(031) 402 7000</td>
<td>SAPS ACADEMY PAARL</td>
<td>PRIVATE BAG X 3034 PAARL 7620</td>
<td>(021) 807 9000</td>
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<th>SAPS ACADEMY ROODEPLAAT</th>
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<td>PRIVATE BAG X10211 WELKOM 9459</td>
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<td>CHURCH STRRET PRETORIA 0001</td>
<td>SAPS ACADEMY MANKWE</td>
<td>POTION 1 STAND NO 8004 MODIKENG ROAD THABONG 9436</td>
<td>NEW EISLEBAN ROAD PHILLIPI</td>
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<tr>
<td>(012) 808 8600</td>
<td>(012) 353 9400</td>
<td></td>
<td>(057)391 8100</td>
<td>(021) 370 2646</td>
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We welcome applications from persons with disAbilities 🚶‍♂️