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 Utilization. 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.

**Post** : Administrative Intern (1 post)
**Section** : Human Resource Management
**Location** : Gauteng: Hatfield, Pretoria
**Ref Number** : HRU INT 01/2020

**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: Updating of leave files and SAPS 26; Register and monitor planned leave; Preparing the Z8 register; Filling all documents on the relevant files; Administering Service Termination files; Administering grievances in terms of SSSBC Agreement 3 of 2005; Maintaining leave records, registers and files; Administrative duties pertaining to Human Resource (HR) regarding Personnel Services related functions; Administrative duties pertaining to HR regarding Human Resource Utilisation (HRU) and related functions.
Division: Human Resource Utilization

Post : Administrative Intern (1 post)
Section : Supply Chain Management
Location : Gauteng: Hatfield, Pretoria
Ref Number : HRU INT 02/2020

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; Effective and efficient administration of all Movable Government Property; Administering effective coordination and maintenance of vehicle fleet management within the Component; Administering and control distribution and utilization of physical resources.

Post : Administrative Intern - Finance (1 post)
Section : Financial & Administration Services
Location : Gauteng: Hatfield, Pretoria
Ref Number : HRU INT 03/2020

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: Administering budget and coordinating expenditure of the Division; Administering and monitor financial claims, payments, standing advances, debts and administrative processes; Financial administrative support; Maintain the Division’s revenue fund (cash) and administer advances and claims; Administering financial authorities for expenditure incurred granted in terms of Polfin, Standing Order (F) 23 and Public Finance Management Act 1 of 1999 Section 45; Administering Financial payments, standing advance and debts processed on Polfin in terms of Standing Order (F) 35 (3) (a), 17; Administering telephone accounts, check, verify and certify certificates and payments submitted in terms of Standing Orders (F) 67 and 35 (3) (a).

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.

*Applications can be posted or hand delivered to:

<table>
<thead>
<tr>
<th>HRU: SUPPORT SERVICES COMPONENT</th>
<th>NAME</th>
<th>CONTACT</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAUTENG: Head Office: Pretoria</td>
<td>Lt Col Motsepa</td>
<td>(012)432-7814</td>
<td>The Divisional Commissioner: HRU: P/Bag X 94 Pretoria, 0001.Tulbach Park, 1234 C/O Stanza Bopape &amp; Jan Shoba Street Hatfield, Pretoria, 0083</td>
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</tbody>
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We welcome applications from persons with disabilities 🚶‍♂️