The South African Police Service hereby invites unemployed graduate who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division: Legal & Policy 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

### NATIONAL LEVEL

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** : Head Office, Pretoria, Gauteng
**Ref Number** : LPS 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: Maintaining effective strategic human resource management; Administer effective Personnel Management practices within the Division; Implementation of Human Resource Utilisation (HRU) programs and procedures; Human Resource Development (HRD) programmes and ensure development and utilisation of personnel. General office administration.

**Post** : Administrative Intern (1 post)
**Section** : Supply Chain Management
**Location** : Head Office, Pretoria, Gauteng
**Ref Number** : LPS INT 02/2020
Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet 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. *Computer literacy will be an added advantage.*

Core Functions:
* Assist with: Procurement and Acquisition of goods and Services within Supply Chain Management; Administering effective and efficient 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- Legal (2 posts)
Section: Legislation Policy & Governance Management
Location: Head Office, Pretoria, Gauteng
Ref Number: LPS INT 03/2020

Additional Requirements:
* Be in possession of LLB Degree or relevant qualification in the field of the post. *Computer literacy will be an added advantage.*

Core Functions:

Post: Administrative Intern- Legal (1 post)
Section: Operational Legal Support
Location: Head Office, Pretoria, Gauteng
Ref Number: LPS INT 04/2020

Additional Requirements:
* Be in possession of LLB Degree or relevant qualification in the field of the post. *Computer literacy will be an added advantage.*

Core Functions:
* Assist with: Render legal support to the operational environments of the SAPS. Drafting of legal documents and correspondence. Conduct Legal research and general administration support.

Post: Administrative Intern- Legal (3 posts)
Section: Litigation and Administration
Location: Head Office, Pretoria, Gauteng
Ref Number: LPS INT 05/2020

Additional Requirements:
* Be in possession of LLB Degree or relevant qualification in the field of the post. *Computer literacy will be an added advantage.*

Core Functions:
* Assist with: Provide legal assistance in preparing legal documents and correspondence; Preparing and compiling documentary exhibits; Conducting of investigations on the facts of cases; Provide assistance with research on legal matters; Accompany legal officers during consultations; General office administration.
Post: Administrative Intern- Legal (4 posts)
Section: Legal Support: Resources
Location: Head Office, Pretoria, Gauteng
Ref Number: LPS INT 06/2020

Additional Requirements:
* Be in possession of LLB Degree or relevant qualification in the field of the post. Computer literacy will be an added advantage.

Core Functions:
* Assist with: Vetting, analysing and drafting of contracts and agreements in relation to Technology Management, Supply Chain and Human Resources; Rendering of legal opinions on Human Resource, Training, Financial Management and Supply Chain Management policies; Researching and analysing of court judgments; General office administration.

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>DIVISION: LEGAL AND POLICY SERVICES</th>
<th>NAME</th>
<th>CONTACT</th>
<th>EMAIL</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAUTENG: Head Office: Pretoria</td>
<td>Colonel Roos</td>
<td>(012) 393-7002</td>
<td><a href="mailto:RoosM@saps.gov.za">RoosM@saps.gov.za</a></td>
<td>255 Presidia Building; Paul Kruger &amp; Pretorius Street; Pretoria</td>
</tr>
<tr>
<td></td>
<td>Chief Personnel Officer Mashiane</td>
<td>(012) 393-7172</td>
<td><a href="mailto:Mashianel@saps.gov.za">Mashianel@saps.gov.za</a></td>
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We welcome applications from persons with disAbilities 🚶‍♂️