The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Mpumalanga 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 determined by the Divisional Commissioner Human Resource Development: South African Police Service

The following posts are advertised for the consideration of the graduate scheme programme into the South African Police Service.

**Post** : Social Work Intern (1 Post)
**Section** : PC: VISPOL Social Work
**Location** : Nelspruit
**Ref No** : MP INT 1/2020

**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 2019/2020 financial year.

**Core Functions:**
*Assist with: Gender and children based violence awareness; Counselling of victims of violence; Debriefing of victims within the province; Assists on Antidrug campaigns Social Crime Prevention duties.

**Post** : Administrative Intern (1 Post)
**Section** : PC: VISPOL: Policing
**Location** : Nelspruit
**Ref No** : MP INT 2/2020
Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Policing/ Social Sciences, 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: Administration duties with regard to record keeping to ensure effective communication of labour relations; coordinating grievance administration process; coordinating conflict management process in the Province; Keeping and maintain labour relations database.

Post: Administrative Intern (1 Post)
Section: PC Human Resource Utilisation:
Location: Nelspruit
Ref No: MP INT 3/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in 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: Fitness Coordinator Intern (1 Post)
Section: PC: Fitness Coordinator
Location: Nelspruit:
Ref No: MP INT 4/2020

Additional Requirements:
* Be in possession of an applicable three (3) year Degree/Diploma in Bio Kinetics / Sport Management / Exercise Science or related qualification; 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: coordinating and assessing physical fitness; Coordinate and administrate sports activities. Corporate wellness programme; Deals with injuries (orthopaedic conditions); Promoting health and physical wellness

Post: Intern (1 Post)
Section: PC: Human Resource Development: Librarian
Location: Nelspruit
Ref No: MP INT 5/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Library and Information Science 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; manage the day to day functioning of the library; Promote use of information through user education; Furnish reference, bibliographical and reader’s advisory services; Perform in depth strategic research and synthesize, analyse, edit and filter information; Communicate positively, professionally and effectively with patrons. Updating of loose leaf publications; Good understanding of Dewey Decimal Classification System.

Post: Legal Administrative Intern (1 Post)
Section: PC: Legal and Policy Services
Location: Nelspruit
Ref No: MP INT 6/2020

Additional Requirements:
Be in possession of an applicable three (3) years Diploma/Degree in LLB/Law, 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: 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: Intern (1 Post)
Section: PC: Communications: Graphic Design
Location: Nelspruit
Ref No: MP INT 7/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Graphic Design, 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: Meeting clients to discuss the business and design objectives and requirements of the job; Interpreting the client's business needs and developing a concept to suit their purpose; Estimating the time required to complete the work; Creating new ideas and concepts; Use innovation to redefine a design brief within the constraints of cost and time; Present finalised ideas and concepts to managers; Work with a wide range of media, including photography and computer-aided design; Contributing ideas and design artwork to the overall brief; Demonstrate illustrative skills with rough sketches; Work on layouts and artwork pages ready for print; Keep abreast of emerging technologies in new media, particularly design programs such as InDesign, Illustrator, Photoshop and Acrobat. Develop interactive design; Work as part of a team with other designers; Assist with general administration duties on projects in the Project Office.

Post: Film and Television Intern (1 Post)
Section: PC: Communications: Camera Operator
Location: Nelspruit
Ref No: MP INT 8/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Film and Television / Audio visual Communication/ Film Production/ Motion 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: Basic camera operations and how to download the captured material; projects / events / successes to capture the incidents and write reports for publication.

Post : Fitness Coordinator Intern (1 Post)
Section : PC: Fitness Coordinator
Location : HRDC Secunda
Ref No : MP INT 9/2020

Additional Requirements:
*Be in possession of an applicable three (3) year Degree/Diploma in Bio Kinetics / Sport Management / Exercise Science or related qualification; 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: coordinating and assessing physical fitness; Coordinate and administrate sports activities. Corporate wellness programme; Deals with injuries (orthopaedic conditions); Promoting health and physical wellness

Post : Social Work Intern (5 Posts)
Section : PC: Detectives: Social Work
Location : Nelspruit
Ref No : MP INT 10/2020

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 2019/2020 financial year.

Core Functions:
*Assist with Social Worker conducting the assessment; Opening files; Registration of intake forms; Typing of reports; Consolidation of monthly and quarterly returns; Registration and updating of caseload register.

Post : Dietitian Intern (1 Post)
Section : PC: EHW: Dietitian
Location : Nelspruit
Ref No : MP INT 11/2020

Additional Requirements:
*Be in possession of Degree/Diploma in Nutrition and valid registration 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:
*Identify nutrition problems and assessing the nutritional status of members within the province; Develop diet plans and counselling members on special diet modifications; Assessing, promoting, protecting and enhancing the health of members within the province and providing strategies for prevention of nutrition-related diseases.
Post : Financial Intern (1 Post)
Section : PC: ORS: Finance
Location : Nelspruit
Ref No : MP INT 12/2020

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; *Ensure claims forms are completed accurately before submission to accounting office. *Ensure processing of financial payments, standing advance debts and administration process claims on Polfin. Manage overtime remuneration and allowances. * Ensure compliance with the prescripts in National Treasury.

Post : Financial Intern (1 Post)
Section : PC: Finance: Registration Clerk
Location : Nelspruit
Ref No : MP INT 13/2020

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; *Ensure claims forms are completed accurately before submission to accounting office. *Ensure processing of financial payments, standing advance debts and administration process claims on Polfin. Manage overtime remuneration and allowances. * Ensure compliance with the prescripts in National Treasury.

Post : Financial Intern (1 Post)
Section : PC: Finance: Finance Clerk
Location : Nelspruit
Ref no : MP INT 14/2020

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* Manage and control financial expenditure and auxiliary services within the province. * Administration of the financial authorities. * Administration of outstanding advances.* administration of access to financial mainframe system
Post: Administrative Intern (5 Posts)
Section: Human Resource Management
Location: Witbank
Ref No: MP INT 15 /2020
Perdekop
Ref No: MP INT 16 /2020
KwaMhlanga
Ref No: MP INT 17 /2020
Tweefontein
Ref No: MP INT 18/2020
Mmamethake
Ref No: MP 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:

Post: Administrative Intern (18 Posts)
Section: Supply Chain Management Administration
Location: Belfast
Ref No: MP INT 20 /2020
Hendrina
Ref No: MP INT 21 /2020
Middelburg
Ref No: MP INT 22 /2020
Komatipoort
Ref No: MP INT 23 /2020
Tonga
Ref No: MP INT 24 /2020
Acornhoek
Ref No: MP INT 25 /2020
Mhala
Ref No: MP INT 26 /2020
Trichardt
Ref No: MP INT 27 /2020
Kinross
Ref No: MP INT 28 /2020
Balfour
Ref No: MP INT 29 /2020
Emzinoni
Ref No: MP INT 30 /2020
Val
Ref No: MP INT 31/2020
Leslie
Ref No: MP INT 32 /2020
Lothair
Ref No: MP INT 33 /2020
Fernie
Ref No: MP INT 34 /2020
Verena
Ref No: MP INT 35 /2020
Vosman
Ref No: MP INT 36 /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:
Post: Administrative Intern (13 Posts)
Section: Finance Administration
Location: Belfast
Ref No: MP INT 37/2020
Blinkpan
Ref No: MP INT 38/2020
Machadodorp
Ref No: MP INT 39/2020
Middelburg
Ref No: MP INT 40/2020
Komatipoort
Ref No: MP INT 41/2020
Tonga
Ref No: MP INT 42/2020
Acornhoek
Ref No: MP INT 43/2020
Mhala
Ref No: MP INT 44/2020
Embalenhle
Ref No: MP INT 45/2020
Bethal
Ref No: MP INT 46/2020
Hendrina
Ref No: MP INT 47/2020
Evander
Ref No: MP INT 48/2020
Secunda
Ref No: MP INT 49/2020

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; claims forms are completed accurately before submission to accounting office. Processing of financial payments, standing advance debts and administration process claims on Polfin, overtime remuneration and allowances. Ensure compliance with the prescripts in PFMA

Post: Administrative Intern (2 Posts)
Section: Auxiliary Services
Location: Dullstroom
Ref No: MP INT 50/2020
Secunda
Ref No: MP INT 51/2020

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 (4 Posts)
Section: Management Information and Strategic Planning
Location: Pienaar
Ref No: MP INT 52/2020
Vaalbank
Ref No: MP INT 53/2020
Vosman
Ref No: MP INT 54/2020
KwaMhlanga
Ref No: MP INT 55/2020

Province: Mpumalanga
Additional Requirements:
*Be in possession of a Degree/Diploma in Communication Science / Public Relations / Media Relations / Office Management and Technology / Information Resource Management or relevant qualification in the field of the post.  
*Computer literacy will be an added advantage.

Core Functions:
Assist with; Handle application of access to system and provide support to users. Report fault on systems and IT equipment to provincial Information System management (ISM) office. Conduct system audit for IT equipment. Assist on rectification of Crime Administration System (CAS) faults. Check case dockets on CAS

Post: Administration Intern (1 Post)
Section: Communications
Location: Pienaar
Ref Number: MP INT 56/2020

Additional Requirements:
*Be in possession of a Degree/Diploma in Communication Science / Public Relations / Journalism / Media Relations / Office Management and Technology / Information Resource Management or relevant qualification in the field of the post.  
*Computer literacy will be an added advantage.

Core Functions:
*Create and maintain an effective communication administration system within the station.  
*Process and disseminate general enquiries,  
*Arrange logistical and other resources for events.  
*Maintain record of essential services.  
*Compile annual plan for the events.  
*Communicate information of newsworthy events to cluster office

Post: Administrative Student Intern (4 Posts)
Section: Supply Chain Management
Location: Witbank  
Kriel  
Grootvlei  
Evander  
Ref No: MP INT 57/2020  
Ref No: MP INT 58/2020  
Ref No: MP INT 59/2020  
Ref No: MP INT 60/2020

Additional Requirements:
*Be in possession of an applicable N6 certificate in Supply Chain Management, Logistics / Transport Management recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

Core Functions:
*Assist with: Control of state property monthly; Monitor annual stock taking programmes; Maintain store rooms by receiving and or distributing physical resources daily; Certifying petrol slips for state vehicles;  
Assist with fleet management duties; Assists with administration duties for booking vehicles for service;  
Take minutes during the meetings.

Post: Administrative Student Intern (1 Post)
Section: Human Resource Management
Location: Kriel
Ref No: MP INT 61/2020

Province: Mpumalanga
Additional Requirements:
*Be in possession of an applicable N6 certificate 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) or relevant qualification in the field of the post

Core Functions:
* Assist with: Perform general administration; Assists in managing confidential documents; Administer brought forward files and coordinate target dates for correspondences; Capturing of leave registers and personal files; General filing of all documents related to personal file.

Post : Student Intern (2 Post)
Section : Registry
Location : Balfour Ref No: MP INT 62/2020
          Embalenhle Ref No: MP INT 63/2020

Additional Requirements:
*Be in possession of an applicable N6 Certificate in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management, 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.

Post : Financial Student Intern (2 Posts)
Section : Finance
Location : Kriel Ref No: MP INT 64/2020
          Emzinoni Ref No: MP INT 65/2020

Additional Requirements:
*Be in possession of an applicable N6 Certificate Accounting in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

Core Functions:
*Assist with: completion of claims forms accurately before submission to accounting office; processing of financial payments, standing advance debts and administration process claims on Polfin; overtime remuneration and allowances; compliance with the prescripts in National Treasury.
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:

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<thead>
<tr>
<th>PROVINCE</th>
<th>NAME</th>
<th>CONTACT</th>
<th>ADDRESS</th>
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<tbody>
<tr>
<td>SAPS: MPUMALANGA PROVINCIAL HEAD OFFICE</td>
<td>COL. ML NCHABELENG</td>
<td>013 762 4461</td>
<td>No. 07 Ferreira Street 2nd Floor (HRD) NELSPRUIT 1200</td>
</tr>
<tr>
<td>SAPS: MPUMALANGA PROVINCIAL HEAD OFFICE</td>
<td>LT COL. E NKOSI</td>
<td>013 762 4436</td>
<td>No. 07 Ferreira Street 2nd Floor (HRD) NELSPRUIT 1200</td>
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<tr>
<td>SAPS: MPUMALANGA PROVINCIAL HEAD OFFICE</td>
<td>CAPT. NP MARKS</td>
<td>013 762 4457</td>
<td>No. 07 Ferreira Street 2nd Floor (HRD) NELSPRUIT 1200</td>
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We welcome applications from persons with disabilities 🚶‍♂️