



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Province: North West**. 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 : Administrative Intern (10 Posts)

Section : Supply Chain Management

Location:

Brits	(1 Post)	Ref Number: NW INT 01/2020
Mahikeng	(1 Post)	Ref Number: NW INT 02/2020
Rustenburg	(1 Post)	Ref Number: NW INT 03/2020
Klerksdorp	(1 Post)	Ref Number: NW INT 04/2020
Potchefstroom	(1 Post)	Ref Number: NW INT 05/2020
Lichtenburg	(1 Post)	Ref Number: NW INT 06/2020
Zeerust	(1 Post)	Ref Number: NW INT 07/2020
Vryburg	(1 Post)	Ref Number: NW INT 08/2020
Wolmaransstad	(1 Post)	Ref Number: NW INT 09/2020
Pudimoe	(1 Post)	Ref Number: NW INT 10/2020

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	: Financial Intern (10 Posts)	
Section	: Financial Services	
Location	:	
Mahikeng	(1 Post)	Ref Number: NW INT 11/2020
Klerksdorp	(1 Post)	Ref Number: NW INT 12/2020
Rustenburg	(1 Post)	Ref Number: NW INT 13/2020
Potchefstroom	(1 Post)	Ref Number: NW INT 14/2020
Lichtenburg	(1 Post)	Ref Number: NW INT 15/2020
Zeerust	(1 Post)	Ref Number: NW INT 16/2020
Vryburg	(1 Post)	Ref Number: NW INT 17/2020
Brits	(1 Post)	Ref Number: NW INT 18/2020
Wolmaransstad	(1 Post)	Ref Number: NW INT 19/2020
Pudimoe	(1 Post)	Ref Number: NW INT 20/2020

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 Student Intern (1 Post)	
Section	: Skills Development Facilitator: Human Resource Development	
Location	: Provincial Commissioner: Potchefstroom	
Ref Number	: N/W INT 21/2020	

Additional Requirements:

*Be in possession of an N6 certificate in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

Core functions:

*Assist with receiving data of intern files and ensure monthly updates; receiving bursary and intern applications, screening of bursary and intern applications, capturing on database and open files of individual applications; compile monthly and quarterly reports on the performance of interns. Secretarial duties during all relevant committee meetings; extraction of training needs, compilation of Training Provisioning Plan; co-ordination of training courses

Post	: Administrative Intern (1 Post)	
Section	: Support Services (SCM)	
Location	: Provincial Commissioner: Potchefstroom	
Ref Number	: N/W INT 22/2020	

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 : Administrative (6 Posts)
Section : Support Services: Human Resource Management
Location :
Brits (1 Post) Ref Number: NW INT 23/2020
Klerksdorp (1 Post) Ref Number: NW INT 24/2020
Lichtenburg (1 Post) Ref Number: NW INT 25/2020
Zeerust (1 Post) Ref Number: NW INT 26/2020
Mahikeng (1 Post) Ref Number: NW INT 27/2020
Vryburg (1 Post) Ref Number: NW INT 28/2020

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 pos

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 Student Intern (6 Posts)
Section : Support Services: Human Resource Management
Location:
Potchefstroom (2 Posts) Ref Number: NW INT 29/2020
Rustenburg (2 Posts) Ref Number: NW INT 30/2020
Pudimoe (1 Post) Ref Number: NW INT 31/2020
Wolmaransstad (1 Post) Ref Number: NW INT 32/2020

Additional Requirements:

*Be in possession of an applicable N6 certificate in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management 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: 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 : Musician Intern (5 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 : SAPS Bands
Location : Mahikeng
Ref Number : NW INT 33/2020

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 : Legal Administrative Intern (3 Posts)
Section : Legal Services
Location : Potchefstroom
Ref Number : NW INT 34/2020

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 : Psychologist Intern (3 Posts)
Section : Employee Relations & Life Cycle Management (Psychologist)
Location : Potchefstroom
Ref Number : NW INT 35/2020

Additional Requirements:

*Be in possession of an Honours degree in Psychology (in one of the acknowledged categories); Registered with the Health Professions Council of South Africa as a counselling psychologist and submit proof of valid registration for financial year 2019/2020.

Core functions:

*Assist with; the implementation of SAPS Disability and HIV/AIDS Workplace programs in the Province. Manage Provincial Disability and HIV/Aids Management's budget. Participate in policy project and liaison programs. Advice management on trends and patterns pertaining to disability, HIV/Aids and Wellness related matters impacting on the functioning of members in the province. Manage integrated Employee Health and Wellness programs and projects. Report on Quality of Work Life programs. Conduct and advice senior management and line commanders on Quality of Work Life related matters.

Post : Graphic Designer Intern (1 Post)
Section : Communication Liaison and Marketing Graphic Designer
Location : Potchefstroom
Ref Number : NW INT 36/2020

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 : **Communication Liaison and Marketing Cameramen**
Location : **Potchefstroom**
Ref Number : **NW INT 37/2020**

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree of Arts 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. Assisting with projects / events / successes to capture the incident and write

Post : **Risk Management Intern (1 Post)**
Section : **Risk Management**
Location : **Potchefstroom**
Ref Number : **NW INT 38/2020**

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Risk Management / Business 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 to coordinate, facilitate and monitor risk assessment and combined assurance. Assist provincial risk management strategy. The facilitation of control measures. Assist compilation of risk register. The provision of risk assurance by monitoring risks. Assist the communication of risk management information. Assist the distribution of provincial risk management strategy to stations and other role players.

Post : **Strategic Management Intern (2 Posts)**
Section : **Strategic Management**
Location : **Potchefstroom**
Ref Number : **NW INT 39/2020**

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Business Management/ Policing (with Strategic Management as a module) 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; Facilitation of Annual Operational Plans on Provincial, Cluster and Police Station Level. The Marketing and Implementation of the Annual Performance Plan; Assist the coordinating of tasking emanating from Provincial Management Forum; The interpretation analysis of corrective measures.

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.

NORTH WEST PROVINCE

Applications Can Be Couriered to:

Attention: Lt Col DC Cronje: PC HRD (Between Pep Stores and Absa ATM) Room 14, 1st Floor Wilmur Building 147 Walter Sisulu Street (Between Pep Stores and Absa ATM) Potchefstroom 2531

Back Entrance

PC HRD Auto Ave c/o Embert Str next to Labour Office's Potchefstroom

Hand Delivered to:

Potchefstroom

Front Entrance

PC HRD Room 14, 1st Floor Wilmur Building (Between Pep Stores and Absa ATM) 147 Walter Sisulu Street Potchefstroom

Back Entrance

PC HRD: Auto Ave c/o Embert Str next to Labour Office's Potchefstroom

Hand Delivered To:

Mahikeng SAPS

Att: AC LM Otukile: TTA Vryburg Road Office no 13

018 397 4230

Klerksdorp

Att: Capt. FJS Cronje: Cuckoo Street no. 2 Khotso House 1st Floor Irene Park Room 46
018 464 5515

Rustenburg SAPS

Att: Capt. MM Masisi: 94 Beyers Naude Room 3 Caravan
014 590 4407

Brits SAPS

Att: PPO MB Mapheto: Court Street no. 3 Room 102 first floor
012 381 6060

Lichtenburg SAPS

Att: Capt. EM Van Rooyen: Landros Maartens Avenue 24 Room 110
018 632 8208

Huhudi SAPS (Vryburg Cluster)

AC A Venter Room no 2
018 928 3300

Enquiries Can Be Directed To:

Lt Col Dc Cronje 018-299 7786

We welcome applications from persons with disAbilities 