The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at Northern Cape 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

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**NORTHERN CAPE PROVINCE**

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

**Post**: Legal Administrative Intern (1 post)
- **Section**: Frances Baard Cluster Legal Services
- **Location**: Kimberley
- **Ref Number**: NCGI 1/2020

**Additional Requirements**:
* Be in possession of an applicable three (3) year Degree in Law/ LLB, recorded on the National Learner Record Database (NLRD) on at least a NQF 7 or higher level or relevant qualification in the field of the post.

**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**: Social Work Intern (1 post)
- **Section**: Provinicial Personnel Management: Employee Health and Wellness
- **Location**: Kimberley: Psychological Services
- **Ref Number**: NCGI 2/2020

**Additional Requirements**:
* Be in possession of a recognized Social Work Degree (SAQA accredited NQF level 6) registered as a Social worker with the South African Council of Social Service Professions (SACSSP) and submit proof (certified copy) of valid registration for the 2020/2021 financial year.
Core Functions:
* Assist with: Implementation of the Disability Workplace Programme in the Division; Actualization of Divisional Disability Management's budget; Participate in policy, Project planning and liaison programmes; Advise Management on trends and patterns pertaining to disability; Integrated Employee Health and Wellness programmes and projects. Report Disability Programmes

Post: Social Work Intern (1 post)
Section: Provincial Personnel Management: Employee Health and Wellness
Location: Kimberley: Social Work Services
Ref Number: NCGI 3/2020

Additional Requirements:
* Be in possession of a recognized Social Work Degree (SAQA accredited NQF level 6) registered as a Social worker with the South African Council of Social Service Professions (SACSSP) and submit proof (certified copy) of valid registration for the 2020/2021 financial year

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 (1 post)
Section: Human Resource Utilization: Labour Relations
Location: Provincial Office: Kimberley
Ref Number: NCGI 4/2020

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 in handling labour relations matters in respect. Dispute resolution. Assist in handling grievance procedures. The planning of human resource utilization in the SAPS. The management of human resource performance in the SAPS. The management of labour and industrial relations in the SAPS. The proper management and utilization of all resources allocated to the immediate post environment in accordance with relevant directives and legislation.

Post: Sports Management Intern (1 post)
Section: Human Resource Development:
Location: Provincial Sports Office: Kimberley
Ref Number: NCGI 5/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sports Management / Sports Science/ Physical Education and Sports Coaching/ Sports Administration/ Sports Development and 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: Co-ordinating physical Fitness assessment; Assisting with hosting the SAPS National Championships allocated to the Province; Co-ordinate and Administrate sports activities.
Northern Cape Province

Post: Administrative Intern (5 posts)
Section: Human Resource Development:
Location: Springbok HRDC: Springbok
Upington HRDC: Upington
De Aar HRDC: De Aar
Galeshewe HRDC: Galeshewe
Kuruman HRDC: Kuruman

Ref Number: NCGI 6/2020
Ref Number: NCGI 7/2020
Ref Number: NCGI 8/2020
Ref Number: NCGI 9/2020
Ref Number: NCGI 10/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Human Resource Development/ Public Administration and Management / Business Administration / Office Administration / Office Management and Technology, 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: Rendering duties of administrative nature, which will include general administration duties as well as specific administration duties; Assist in rendering duties of administrative nature, which will include general Administration duties as well as specific administration duties; Assist in rendering administrative duties pertaining to HR management and related functions; Assist in managing administrative duties pertaining to HRM utilization and related functions; Ensure accurate record keeping and efficient office management.

Post: Administrative Intern (1 post)
Section: Human Resource Development:
Location: Provincial SDF Office: Kimberley

Ref Number: NCGI 11/2020

Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Human Resource Development/ Public Administration and Management / Business Administration / Office Administration / Office Management and Technology, 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: Administration of skills audit; Administration of skills Development Projects; Assisting with co-ordinating and monitor the implementation of the Courses; Monitoring the TAS (Training Administration System) Capturing of courses; Co-ordinate call up instruction process of Detective courses presented by National Head Office.

Post: Administrative Intern (1 post)
Section: Human Resource Management:
Location: Provincial HRM: Kimberley

Ref Number: NCGI 12/2020

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, 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: Rendering duties of administrative nature, which will include general administration duties as well as specific administration duties; Assist in rendering duties of administrative nature, which will include general Administration duties as well as specific administration duties; Assist in rendering administrative duties pertaining to HR management and related functions; Assist in managing administrative duties pertaining to HRM utilization and related functions; Ensure accurate record keeping and efficient office management.
Post: Administrative Intern (1 post)
Section: Human Resource Development
Location: Band: Kimberley
Ref Number: NCGI 13/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration and Management / Business Administration / Office Administration / Office Management and Technology, 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: Rendering duties of administrative nature, which will include general administration duties as well as specific administration duties. Assist in managing the band schedule and appointments, arrangements of travelling. Liaising with stakeholder on behalf of the band.

Post: Administrative Intern (1 post)
Section: Visible Policing
Location: Youth Desk: Kimberley
Ref Number: NCGI 14/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Youth Development / Social Sciences / Policing, 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 (22 Posts)
Section: Support Services
Location: Alexandra Bay SAPS: Alexandra Bay
Mothibistad SAPS: Mothibistad
Batharos SAPS: Batharos
Aggeneys SAPS: Aggeneys
Kakamas SAPS: Kakamas
Kuruman SAPS: Kuruman (2 posts)
Hopetown SAPS: Hopetown
Nieuwoudtville SAPS: Nieuwoudtville
Keimoes SAPS: Keimoes
Groblershoop SAPS: Groblershoop
Witdraai SAPS: Witdraai
Kenhardt SAPS: Kenhardt
Colesberg SAPS: Colesberg
Hartswater SAPS: Hartswater
Hartswater FCS: Hartswater
Loeriesfontein SAPS: Loeriesfontein
Delporshoop SAPS: Delporshoop
Deben SAPS: Deben
Britstown SAPS: Britstown
Prieska SAPS: Prieska
Van Zylsrus SAPS: Van Zylsrus
Ref Number: NCGI 15/2020
NCGI 16/2020
NCGI 17/2020
NCGI 18/2020
NCGI 19/2020
NCGI 20/2020
NCGI 21/2020
NCGI 22/2020
NCGI 23/2020
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NCGI 32/2020
NCGI 33/2020
NCGI 34/2020
NCGI 35/2020

Northern Cape Province
Additional Requirements:
*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Human Resource Development/ Public Administration and Management / Business Administration / Office Administration / Office Management and Technology, 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: Rendering duties of administrative nature, which will include general administration duties as well as specific administration duties; Assist in rendering administrative duties pertaining to HR management and related functions; Assist in managing administrative duties pertaining to HRM utilization and related functions; Ensure accurate record keeping and efficient office management.

Post : Financial Services Intern (1 post)
Section : Provincial Finance
Location : Kimberley
Ref Number : NCGI 36/2020

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. Computer Literacy will be an added advantage.

Core Functions:
Assist with: Receiving, opening, sorting and date stamping of incoming mail; Keeping records of money and valuable articles; The proper maintenance and application of the approved Records Classification System; Proper filing of records, which includes assigning of the correct reference number to all, incoming correspondence, indexing of the records, the opening of the relevant files and the neat correct placing of records on files.

Post : Administrative Student Intern (12 posts)
Section : Human Resource Management
Location : Port Nolloth SAPS: Port Nolloth
          Douglas SAPS: Douglas
          Roodepan SAPS: Roodepan
          De Aar SAPS: De Aar
          Springbok SAPS: Springbok (2 Posts)
          Kimberley SAPS: Kimberley
          Rosedale SAPS: Rosedale (2 Posts)
          Pabalelo SAPS: Pabalelo
          Upington SAPS: Upington
          Kathu SAPS: Kathu
          Ref Number : NCSI 01/2020
          Ref Number : NCSI 02/2020
          Ref Number : NCSI 03/2020
          Ref Number : NCSI 04/2020
          Ref Number : NCSI 05/2020
          Ref Number : NCSI 06/2020
          Ref Number : NCSI 07/2020
          Ref Number : NCSI 08/2020
          Ref Number : NCSI 09/2020
          Ref Number : NCSI 10/2020

Additional Requirements:
*Be in possession of an applicable N6 certificate in in Human Resource Management / Public Administration / Financial Management / Business Management. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. Computer Literacy will be an added advantage.

Core Functions:
*Assist with: Maintaining effective strategic human resource management; Administer effective Personnel Management practices within the province; Implementation of Human Resource Utilization (HRU) programs and procedures; General office administration and duties.
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:

<table>
<thead>
<tr>
<th>PROVINCE</th>
<th>NAME</th>
<th>CONTACT</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Cape:</td>
<td>Colonel Markgraaff</td>
<td>053 807 0110</td>
<td>16 Warren Street, De Beers, Kimberley</td>
</tr>
<tr>
<td>Provincial HRD:</td>
<td>Lt Col Van Wyk</td>
<td>053 807 0123</td>
<td>16 Warren Street, De Beers, Kimberley</td>
</tr>
</tbody>
</table>

We welcome applications from persons with disAbilities 🚶‍♀️