The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division: Protection and Security 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 AND PROVINCIAL LEVEL**

The following posts are advertised for consideration in terms of the Graduate Recruitment Scheme into the South African Police Service.

<table>
<thead>
<tr>
<th>Post</th>
<th>Administrative Intern (4 Posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>Location</td>
<td>Western Cape (1 post): Ref Number PSS INT 01/2020</td>
</tr>
<tr>
<td></td>
<td>Eastern Cape (1 post): Ref Number PSS INT 02/2020</td>
</tr>
<tr>
<td></td>
<td>Free State (1 post): Ref Number PSS INT 03/2020</td>
</tr>
<tr>
<td></td>
<td>Mpumalanga (1 post): Ref Number PSS INT 04/2020</td>
</tr>
</tbody>
</table>

**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: Administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations; Update leave files and SAPS 26; Register and monitor planned leave; Prepare and assist with Z8 register; File all documents on the relevant files; Type letters; Messenger duties; Monitor receipt of project documents and peruse them for correctness; coordination and consolidation of the section’s Annual Operational Plan; Monitor and coordinate the expiration of drivers licences; Update electronic training database; Secretarial duties.

Post: Administrative Interns (4 Posts) (STUDENT INTERNS)
Section: Human Resource Management
Location: Pretoria Head Office (1 post): Ref Number PSS INT 5/2020
: Gauteng (1 post): Ref Number PSS INT 6/2020
: North West (1 post): Ref Number PSS INT 7/2020
: Kwazulu Natal (1 post): Ref Number PSS INT 8/2020

Additional Requirements:
*Be in possession of a N6 Certificate in Human Resource Management / Office Management / Public Administration / Management Assistant / Office Administration, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

Core Functions:
*Assist with: Handle administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations; Update leave files and SAPS 26; *Register and monitor planned leave; Prepare and assist with Z8 register; File all documents on the relevant files; Type letters; Messenger duties; Monitor receipt of project documents and peruse them for correctness; Assist with coordination and consolidation of the section’s Annual Operational Plan; Monitor and coordinate the expiration of drivers licences; Update electronic training database; Assist with secretarial duties.

Post: Administrative Intern - Finance (4 Posts)
Section: Provincial Support: Finance Office
Location: Eastern Cape (1 post): Ref Number PSS INT 9/2020
: Free State (1 post): Ref Number PSS INT 10/2020
: KwaZulu Natal (1 post): Ref Number PSS INT 11/2020
: Mpumalanga (1 post: Ref Number PSS 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: Processing of claims; Perusal of overtime registers; Handle office inventory tasks; Handle administrative tasks regarding Finance Management; Handle telephone enquiries.
<table>
<thead>
<tr>
<th>Post</th>
<th>Financial Administrative Intern (4 Posts) (STUDENT INTERN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Provincial Support: Financial Office</td>
</tr>
<tr>
<td>Location</td>
<td>Pretoria Head Office (1 post): Ref Number PSS INT 13/2020</td>
</tr>
<tr>
<td></td>
<td>Gauteng (1 post): Ref Number PSS INT 14/2020</td>
</tr>
<tr>
<td></td>
<td>North West (1 post): Ref Number PSS INT 15/2020</td>
</tr>
<tr>
<td></td>
<td>Western Cape (1 post): Ref Number PSS INT 16/2020</td>
</tr>
</tbody>
</table>

**Additional Requirements:**
*Be in possession of a N6 Certificate in Financial Management / Business Management, recorded on the National Learner Record Database (NLRD) 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.*

<table>
<thead>
<tr>
<th>Post</th>
<th>Administrative Intern (7 Posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>Location</td>
<td>Eastern Cape (1 post): Ref Number PSS INT 17/2020</td>
</tr>
<tr>
<td></td>
<td>Western Cape (1 post): Ref Number PSS INT 18/2020</td>
</tr>
<tr>
<td></td>
<td>Free State (1 post): Ref Number PSS INT 19/2020</td>
</tr>
<tr>
<td></td>
<td>North West (1 post): Ref Number PSS INT 20/2020</td>
</tr>
<tr>
<td></td>
<td>KwaZulu Natal (1 post): Ref Number PSS INT 21/2020</td>
</tr>
<tr>
<td></td>
<td>Limpopo (1 post): Ref Number PSS INT 22/2020</td>
</tr>
<tr>
<td></td>
<td>Mpumalanga (1 post): Ref Number PSS INT 23/2020</td>
</tr>
</tbody>
</table>

**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.*

**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 Intern (2 Posts)
Section: Support / Provincial Head
Location: Gauteng (1 post): Ref Number PSS INT 24/2020
          Northern Cape (1 post): Ref Number PSS INT 25/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in 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: Managing office administrative duties; Filing; Typing of letters and information notes; Handle telephone enquiries.

Post: Fitness Instructor Intern (1 Post)
Section: Human Resource Development
Location: Northern Cape
Ref Number: PSS INT 26/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Sport Management/ Exercise Science / Biokinetics / Sport and Exercise Science/ Physical and Sports coaching/ Sport 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.

Core Functions:
* Assist with: Present Group fitness classes; Maintenance fitness program including summative assessments; General administration in fitness office.

Post: Communication Intern (1 Post)
Section: Management Information and Strategic Planning
Location: Provincial Office, Limpopo
Ref Number: PSS INT 27/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Communication Science / Public Relations / Journalism / Media Relations / Office Management and Technology / Information Resource 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: Compiling presentations; Writing of speeches; Compiling reports on achieving of targets; Monitoring of taskings; General administration in MISP office.
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.

ENQUIRIES:
Col HJ Gerber Tel no (012) 400 5669
PAC N Mphaphuli, Tel no (012) 400 6457

APPLICATIONS CAN BE POSTED/HAND DELIVERED TO:

Applications for the various posts in the respective provinces must be submitted to the following addresses:-

PSS HEAD OFFICE

Posts: PSS INT 5 / 2020,
      PSS INT 13 / 2020

The Divisional Commissioner
Protection and Security Services
Private Bag X784
Pretoria
0001

Hand delivery:-
Maupa Naga Building
c/o Park and Troye Street
Sunnyside
Pretoria

Col Gerber
PAC Mphaphuli
(012) 400-5669
(012) 400-6457

EASTERN CAPE
**Posts:** PSS INT 2 / 2020,  
PSS INT 9 / 2020,  
PSS INT 17 / 2020

**The Provincial Head**  
Protection and Security Services  
Private Bag X0056  
Bhisho  
5605

Colonel Qotoyi  
Captain Ngqamanani  
SAC Ndlebe

Colonel Qotoyi  
Captain Ngqamanani  
SAC Ndlebe

**Hand delivery:**  
49 Amatola road  
King Williams Town

**FREE STATE**

**Posts:** PSS INT 3 / 2020,  
PSS INT 10 / 2020,  
PSS INT 19 / 2020

**The Provincial Head**  
Protection and Security Services  
Private Bag X20615  
Bloemfontein  
9300

Col Molise  
Captain Saaiman

Col Molise  
Captain Saaiman

**Hand delivery:**  
Old Nedbank building 3rd floor room 314  
C/O Sharlotte Maxeke and East Burger St.  
Bloemfontein

**GAUTENG**

**Posts:** PSS INT 6 / 2020,  
PSS INT 14 / 2020,  
PSS INT 24 / 2020

**The Provincial Head**  
Protection and Security Services  
Private Bag X650  
Pretoria  
0001

Lt Col Bonga  
Lt Col Naidoo

Lt Col Bonga  
Lt Col Naidoo

**Hand delivery:**  
Land Affairs Building  
C/O Bosman and Jacob Mare Street  
Pretoria

**KWA-ZULU NATAL**

**Posts:** PSS INT 8 / 2020,  
PSS INT 11 / 2020,  
PSS INT 21 / 2020
The Provincial Head
Protection and Security Services
Private Bag X54302
Durban
4001

Colonel Smith
Capt Naidoo
Lt.Col. Donnelley

Hand delivery:-
143 Maritime House: 13TH FLOOR
Durban

(031) 319-2008
(031) 319-2131/2
(031) 319 2042

LIMPOPO

Posts: PSS INT 22 / 2020,
PSS INT 27 / 2020

The Provincial Head
Protection and Security Services
Private Bag X9560
Polokwane
0700

Colonel Shai
Capt Purcocks

Hand delivery:
28 c/o Market & Rabie Street
PSS Building
Polokwane

(015) 284-8545
(015) 284 5866

NORTHERN CAPE

Posts: PSS INT 25 / 2020,
PSS INT 26 / 2020

The Provincial Head
Protection and Security Services
Private Bag X5006
Kimberley
8300

Colonel Sokoyi
Lt Col Venter
SAC Le Roux

Hand delivery:-
88 Kenilworth Street
De Beers
Kimberley

(053)8369356
(053)8369309
(053 8369338)

NORTH WEST

Post: PSS INT 7 / 2020,
PSS INT 15 / 2020,
PSS INT 20 / 2020

The Provincial Head
Protection and Security Services
Private Bag X2052
Mafikeng
2745

Lt Col Maleka

Hand delivery:-
c/o William Dick and Sarel Eloff
Embassy Complex
Mafikeng

(018) 397-9009
WESTERN CAPE

Posts: PSS INT 1 / 2020,
   PSS INT 16 / 2020,
   PSS INT 18 / 2020

The Provincial Head
Protection and Security Services
Private Bag X1
Stalplein
8015

Colonel Brand
Lt Col Marthinus
Captain de Wet

Hand delivery
21 Plein Street
Garmour House, 5th floor
Cape Town

(021) 467-6518
(021) 467-6535
(021) 467-6413

MPUMALANGA

Posts: PSS INT 4 / 2020,
   PSS INT 12 / 2020,
   PSS INT 23 / 2020

The Provincial Head
Protection and Security Services
Private Bag X11299
Nelspruit
1200

Colonel Thaver
Lt Col Maphanga
SPO Hadebe

Hand delivery:-
10 Paul Kruger Street
Bester Brown Building
2nd Floor Office No 3
Nelspruit

(013) 756-0252
(013) 756-0261
(013) 756-0258

We welcome applications from persons with disAbilities