The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division Visible Policing**. 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 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: HEAD OFFICE**

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

**Post** : Administrative Student Intern (2 post)
**Section** : Human Resource Management
**Location** : Head Office, Pretoria, Gauteng
**Ref Number** : VP INT 01/2020

**Additional Requirements:**
*Be in possession of an applicable N6 in Human Resource Management / Public Administration 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.
Post: Financial Administrative Intern (1 post)
Section: Finance and Administration Services
Location: Head Office, Pretoria, Gauteng
Ref Number: VP INT 02/2020

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: Finance Related functions such as Capturing of allowances; Duties in the Travel Centre; Processing of applications for official journeys, etc.

Post: Administrative Intern (1 post)
Section: Supply Chain Management
Location: Head Office, Pretoria, Gauteng
Ref Number: VP INT 03/2020

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.

Core Functions:
* Assist with: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases ect).

Post: Administrative Intern (3 Post)
Section: Second Hand Goods Control Section
Location: Head Office, Pretoria, Gauteng
Ref Number: VP INT 04/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Computer Sciences/ Quantitative 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: Working on the OPAM system and assist to analyze information received and to identify statically information received; Identifying mistakes and address the incorrect information with province. Keep proper statistical information and prepare presentations.
**Post** : Administration Intern (1 Post)
**Section** : Rapid Rail and Police Emergency Services (Human Resource Management)
**Location** : Western Cape
**Ref Number** : VP INT 05/2020

**Additional Requirements:**
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

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**Post** : Administrative Intern (1 Post)
**Section** : Rapid Rail and Police Emergency Services (Supply Chain Management)
**Location** : Western Cape
**Ref Number** : VP INT 06/2020

**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.

**Core Functions:**
* Assist with: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

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**Post** : Administrative Intern (1 Post)
**Section** : Rapid Rail and Police Emergency Services (Supply Chain Management)
**Location** : Eastern Cape
**Ref Number** : VP INT 07/2020

**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.

**Core Functions:**
* Assist with: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).
Post: Financial Administrative Intern (1 Post)  
Section: Rapid Rail and Police Emergency Services (Finance)  
Location: Eastern Cape  
Ref Number: VP INT 08/2020  

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: Finance Related functions such as Capturing of allowances; Duties in the Travel Centre; Processing of applications for official journeys, etc.

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Post: Administrative Intern (1 Post)  
Section: Rapid Rail and Police Emergency Services (Human Resource Management)  
Location: Kwa-Zulu Natal  
Ref Number: VP INT 09/2020  

Additional Requirements:  
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

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Post: Financial Administrative Intern (1 Post)  
Section: Rapid Rail and Police Emergency Services (Finance)  
Location: Kwa-Zulu Natal  
Ref Number: VP INT 10/2020  

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: Finance Related functions such as Capturing of allowances; Duties in the Travel Centre; Processing of applications for official journeys, etc.
Division: Visible Policing

Post: Administrative Intern (1 Post)  
Section: Rapid Rail and Police Emergency Services (Human Resource Management)  
Location: Johannesburg  
Ref Number: VP INT 11/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / 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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

Post: Financial Administrative Intern (1 Post)  
Section: Rapid Rail and Police Emergency Services (Finance)  
Location: Johannesburg  
Ref Number: VP 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: Finance Related functions such as Capturing of allowances; Duties in the Travel Centre; Processing of applications for official journeys, etc.

Post: Administrative Intern (1 Post)  
Section: Rapid Rail and Police Emergency Services (Supply Chain Management)  
Location: Silverton, Pretoria, Gauteng  
Ref Number: VP INT 13/2020

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.

Core Functions:
* Assist with: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases ect).
Post: Financial Administrative Intern (1 Post)
Section: Rapid Rail and Police Emergency Services (Finance)
Location: Silverton, Pretoria, Gauteng
Ref Number: VP 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: Finance Related functions such as Capturing of allowances; Duties in the Travel Centre; Processing of applications for official journeys, etc.

Post: Administrative Intern (2 Post)
Section: Management Information and Strategic Planning
Location: Head Office, Pretoria, Gauteng
Ref Number: VP INT 15/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Policing / Information Science / Management Services / Information Resource Management / Business and Information Management / Strategic 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: the facilitation of Annual Performance Plans and Quarterly Reports; Compilation of management information report and documents; The development, maintenance and verification of statistical information and database key performance areas; Monitoring, collating, evaluating and coordinating of management information and research.

Post: Administrative Intern (3 Posts)
Section: Social Crime Prevention (Youth Crime Prevention)
Location: Head Office, Pretoria, Gauteng
Ref Number: VP INT 16/2020

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 (5 Posts)
Section : Pro-active Policing
Location : Head Office, Pretoria, Gauteng
Ref Number : VP INT 17/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Policing / Criminology, 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: Assistance in optimising and revising frontline desk; Referring and follow-up complaints against SAPS; Revising of SAPS forms and registers utilized within CSC; Visiting Police Stations to monitor and evaluate compliance.

Post : Animal Health Technician Intern (1 Posts)
Section : Veterinary Services
Location : Roodeplaat, Pretoria, Gauteng
Ref Number : VP INT 18/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Animal Health, 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: Administering treatment to animal patients consulting and admitted to hospital; Patient Preparation for radiographic and surgical procedure; Management of hospital patient files; Management of Pharmacy stock levels; Management of Hospital Waste removal and general hospital hygiene.

Post : Animal Health Technician Intern (1 Post)
Section : Veterinary Services
Location : Potchefstroom, North West
Ref Number : VP INT 19/2020

Additional Requirements:
* Be in possession of an applicable three (3) year National Diploma / Degree in Animal Health, 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: Administering treatment to animal patients consulting and admitted to hospital; Patient Preparation for radiographic and surgical procedure; Management of hospital patient files; Management of Pharmacy stock levels; Management of Hospital Waste removal and general hospital hygiene.
Post: Veterinary Nursing Intern (1 Post)
Section: Veterinary Services
Location: Roodeplaat, Pretoria, Gauteng
Ref Number: VP INT 20/2020

Additional Requirements:
Be in possession of an applicable three (3) year National Diploma / Degree in Veterinary Nursing, 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: Administering treatment to animal patients consulting and admitted to hospital; Carrying out routine radiographic procedures; Performing anaesthetic and surgical preparation; Monitoring anaesthesia during surgery; Managing hospital patient files; Performing after hours’ hospital duties; Managing hospital pharmacy stock levels; Managing hospital waste removal. Managing general hospital hygiene; Providing basic veterinary training to SAPS dog handlers and horse riders.

Post: Veterinary Nursing Intern (1 Post)
Section: Veterinary Services
Location: Potchefstroom, North West
Ref Number: VP INT 21/2020

Additional Requirements:
Be in possession of an applicable three (3) year National Diploma / Degree in Veterinary Nursing, 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: Administering treatment to animal patients consulting and admitted to hospital; Carrying out routine radiographic procedures; Performing anaesthetic and surgical preparation; Monitoring anaesthesia during surgery; Managing hospital patient files; Performing after hours’ hospital duties; Managing hospital pharmacy stock levels; Managing hospital waste removal. Managing general hospital hygiene; Providing basic veterinary training to SAPS dog handlers and horse riders.

Post: Animal Health Technician Intern (1 Post)
Section: Veterinary Services
Location: Durban, Kwa-Zulu Natal
Ref Number: VP INT 22/2020

Additional Requirements:
Be in possession of an applicable three (3) year National Diploma / Degree in Animal Health, 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: Administering treatment to animal patients consulting and admitted to hospital; Patient Preparation for radiographic and surgical procedure; Management of hospital patient files; Management of Pharmacy stock levels; Management of Hospital Waste removal and general hospital hygiene.
Post: Fitness Instructor Intern (1 Post)
Section: Human Resource Development
Location: Head Office, Pretoria, Gauteng
Ref Number: VP INT 23/2020

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.

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:

Lieutenant Colonel Thakanyane: Tel no. (012) 421 8242
Captain Mashiane: Tel no. (012) 421 8069
Sergeant Kgosana: Tel no. (012) 421 8073
PPO Manong: Tel no. (012) 421 8232

APPLICATIONS POSTED (PRETORIA):
The Divisional Commissioner: Visible Policing, Private Bag x12, Arcadia, 0007 or hand delivered to. (For attention Lt Col Thakanyane)

APPLICATIONS HAND DELIVERED:
Visible Policing, 540 Pretorius Street, Arcadia, for attention Lieutenant Colonel Thakanyane

APPLICATIONS POSTED (KWAZULU NATAL):
The Divisional Commissioner: Visible Policing (For attention: Captain Cele), Private Bag X54348, Durban, 4001

APPLICATIONS HAND DELIVERED:
No 65 Masabalala Yengwa Avenue, Suite no. 221 Interside, Durban Station, Durban 4000. Tel: 031 365 6713/ 6715. (For attention: Captain Cele)

APPLICATIONS POSTED (PORT ELIZABETH):
The Divisional Commissioner: Visible Policing, Private Bag X9079, East London, 5200. (For attention: Lt Col Sihlangu),

APPLICATIONS HAND DELIVERED:
No 3 Station Street, East London Tel: 043 704 8442, (For attention: Lt Col Sihlangu)

APPLICATIONS POSTED (WESTERN CAPE):
The Divisional Commissioner: Visible Policing, Private Bag X894, Pinelands, 7401 (For attention: Lt Col Groenewald),

APPLICATIONS HAND DELIVERED:
Pinelands Barracks (Secretary’s House), 1 Watlegrove Road, 5200. Tel: 021 506 8333. (For attention: Lt Col Groenewald)

APPLICATIONS HAND DELIVERED:
SAPS Dog Unit, Veterinary Hospital, 262 Somtsue Avenue, Durban Central, 4001. Tel: 031 325 5302. (For attention: SAC MA King)

APPLICATIONS HAND DELIVERED:
Potchefstroom Animal Clinic, C/O SAPS Mounted Academy, Ventersdorp Road (R53), Welgegund Farm, Potchefstroom, 2531. Tel: 018 299 0156. (For attention: PPO JM Pitso)

We welcome applications from persons with disAbilities