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

**PROVINCIAL LEVEL: WESTERN CAPE**

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

**Post** : Administrative Graduate Intern (16 posts)
**Section** : Human Resource Management
**Location** :
- PC Personnel Management, Cape Town (1 post) Ref number: WC INT 01/2020
- Gugulethu (1 post) Ref number: WC INT 02/2020
- Harare (1 post) Ref number: WC INT 03/2020
- Khayelitsha (1 post) Ref number: WC INT 04/2020
- Provincial Detectives: Support Services (1 post) Ref number: WC INT 05/2020
- Thembalethu (1 post) Ref number: WC INT 06/2020
- Villiersdorp (1 post) Ref number: WC INT 07/2020
- POPS, Cape Town (1 post) Ref number: WC INT 08/2020
- Beaufort West (1 post) Ref number: WC INT 09/2020
- Bellville FCS (1 post) Ref number: WC INT 10/2020
- Brackenfell (1 post) Ref number: WC INT 11/2020
- George (1 post) Ref number: WC INT 12/2020
- Hermanus (1 post) Ref number: WC INT 13/2020
- Langebaan (1 post) Ref number: WC INT 14/2020
- Provincial HRDC George (1 post) Ref number: WC INT 15/2020
- Provincial HRDC Faure (1 post) Ref number: WC INT 16/2020
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 with: Handle and maintain all HRM related functions; Update leave registers and leave system; Process leave applications; Maintain a filling system; with nominations and call up instructions with regards to training and skills development of members; Ensure that the Training Committee convene; Receive and register disciplinary and grievance enquiries of members; Maintain all HRM registers; Receive and process transfer applications; Assist with the Performance Enhancement Process and verify information on the SAPS systems; Recruitment and selections process; Service terminations and ill health documentation.

Post: Administrative Student Intern (32 posts)
Section: Human Resource Management
Location:
PC HRD Support (1 post) Ref number: WC INT 17/2020
Cape Town Central (1 post) Ref number: WC INT 18/2020
Genadendal (1 post) Ref number: WC INT 19/2020
Lingelethu West (1 post) Ref number: WC INT 20/2020
Oudtshoorn (1 post) Ref number: WC INT 21/2020
Bishop Lavis (1 post) Ref number: WC INT 22/2020
Steenberg (1 post) Ref number: WC INT 23/2020
Tulbagh (1 post) Ref number: WC INT 24/2020
Wolseley (1 post) Ref number: WC INT 25/2020
Mowbray SAPS (1 post) Ref number: WC INT 26/2020
Bellville (1 post) Ref number: WC INT 27/2020
Cape Town Central Detectives (1 post) Ref number: WC INT 28/2020
Khayelitsha FCS (1 post) Ref number: WC INT 29/2020
Khayelitsha (1 post) Ref number: WC INT 30/2020
Kraaifontein (1 post) Ref number: WC INT 31/2020
Lingelethu West (1 post) Ref number: WC INT 32/2020
Malmesbury (1 post) Ref number: WC INT 33/2020
McGregor CID (1 post) Ref number: WC INT 34/2020
Mitchells Plain (1 post) Ref number: WC INT 35/2020
Nyanga FCS (1 post) Ref number: WC INT 36/2020
Nyanga (1 post) Ref number: WC INT 37/2020
Nyanga: CID (1 post) Ref number: WC INT 38/2020
Parow Visible Policing (1 post) Ref number: WC INT 39/2020
Philippi SAPS (1 post) Ref number: WC INT 40/2020
Philippi East (1 post) Ref number: WC INT 41/2020
Prince Alfred Hamlet (1 post) Ref number: WC INT 42/2020
Beaufort West (1 post) Ref number: WC INT 43/2020
Vredenburg (1 post) Ref number: WC INT 44/2020
Samora Machel (1 post) Ref number: WC INT 45/2020
Worcester (1 post) Ref number: WC INT 46/2020
Convile (1 post) Ref number: WC INT 47/2020
Gugulethu (1 post) Ref number: WC INT 48/2020
Additional Requirements:
* Be in possession of an applicable N6 Certificate in Human Resource Management / Public Management, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

Core Functions:
* Assist with: Handle and maintain all HRM related functions; Update leave registers and leave system; Process leave applications; Maintain a filing system; with nominations and call up instructions with regards to training and skills development of members; Ensure that the Training Committee convene; Receive and register disciplinary and grievance enquiries of members; Maintain all HRM registers; Receive and process transfer applications; Assist with the Performance Enhancement Process and verify information on the SAPS systems; Recruitment and selections process; Service terminations and ill health documentation.

Post: Administrative Student Intern (1 post)
Section: HRD Provisioning
Location: Provincial HRD Provisioning
Ref number: WC INT 49/2020

Additional Requirements:
* Be in possession of an applicable N6 Certificate in Office Management, Public Administration or Office Administration, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post. (A letter from the institution must be attached).

Core Functions:
* Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases of training interventions, attending meetings, taking and typing of minutes; Assist with nominations and call up instructions with regards to training plan and skills development of members. Be exposed to procurement process for training interventions

Post: Administrative Graduate Intern (1 post)
Section: HRD Skills Development
Location: Provincial HRD Skills Development
Ref number: WC INT 50/2020

Additional Requirements:
Be in possession of an applicable three (3) year National Diploma / Degree in Office Management, Public 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. Be computer literate.

Core Functions:
* Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases as per National Projects (bursaries, Recognition of Prior Learning and Internship) attending meetings, taking and typing of minutes; Assist with Skills Audit with regards to training and skills development of members. Ensure that the Training Committee convene.
Post : Administrative Graduate Intern (1 post)
Section : HRD Monitoring and Evaluation
Location : Provincial HRD Monitoring and Evaluation 
Ref number: WC INT 51/2020

Additional Requirements:
Be in possession of an applicable three (3) year National Diploma / Degree in Office Management, Public 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. Be computer literate.

Core Functions:
*Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases for Assessors and Moderators, attending meetings, taking and typing of minutes; Assist with monitoring and evaluation of programmes on Training Plan,

Post : Administrative Graduate Intern (6 posts)
Section : Detective Services
Location

Provincial Detectives: Commercial Crime (1 post)  Ref number: WC INT 52/2020
Provincial Command Centre (1 post)  Ref number: WC INT 53/2020
Provincial Detectives Crime Investigation (1 post)  Ref number: WC INT 54/2020
Provincial Detectives: FCS Investigation (1 post)  Ref number: WC INT 55/2020
Provincial Detectives: Organized Crime (1 post)  Ref number: WC INT 56/2020
Provincial Detectives: Specific Crime (1 post)  Ref number: WC INT 57/2020

Additional Requirements:
Be in possession of an applicable three (3) year National Diploma / Degree in Office Management, Public 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. Be computer literate.

Core Functions:
*Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases for inspections, attending meetings, taking and typing of minutes; Feedbacks to National / Provincial Office regarding crime statistics, Update database for detectives in province, as well development of each member

Post : Administrative Graduate Intern (9 posts)
Section : Support Services: Supply Chain Management
Location

Cape Town Central: Loss Management (1 post)  Ref number: WC INT 58/2020
Cape Town Central (SCM) (1 post)  Ref number: WC INT 59/2020
Oudtshoorn (1 post)  Ref number: WC INT 60/2020
Steenberg (1 post)  Ref number: WC INT 61/2020
POPS Cape Town (1 post)  Ref number: WC INT 62/2020
Ceres SAPS (1 post)  Ref number: WC INT 63/2020
Provincial Inspectorate (1 post)  Ref number: WC INT 64/2020
Provincial Personnel Management: EHW (1 post)  Ref number: WC INT 65/2020
Mowbray SAPS (1 post)  Ref number: WC INT 66/2020
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: the rendering of general office administration services and support; Administering Supply Chain Management and Logistical Matters example vehicle logbooks, licenses of vehicles, quotations for expendable items and updating registers

**Post Administrative Intern (2 posts)**

**Section:** Crime Registrar

**Location:**
- PC Crime Registrar - Statistics and Research (1 post) Ref number: WC INT 67/2020
- PC Crime Registrar - Quality Assurance (1 post) Ref number: WC INT 68/2020

Additional requirements:
Be in possession of an applicable Degree in the following: Criminology / Social Science / Policing which is recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or any relevant qualification in the field of the post. *Data Analysis course / module will be an added advantage.*

Core Functions
Assist with: Studying of the Crimes around the Province; the causes of crime around the Province’s precinct, Study the impact / effects of crime around the area; Analyse the data to determine why the crime was committed and find ways to - Predict-Detect and prevent further criminal behaviour.

**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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<th>PROVINCE/ DIVISION/ COMPONENT</th>
<th>NAME</th>
<th>CONTACT</th>
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<td>Capt Greeff</td>
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We welcome applications from persons with disabilities 🚶‍♂️