



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Province: Eastern Cape**. 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 or equivalent (NCV L4)
- *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 in the relevant field of the post
- *Applicants must be residents of the Province where the post is advertised (**proof of residential address to be attached**)
- *Applicants are restricted to apply for only three (3) posts and complete a separate application form for each post reference number.

Intern categories with minimum requirements:

Graduate Intern: Tertiary Qualification is required

Student Intern: Practical experience required by the Tertiary Institution in order for learners to finalise their qualification (letter from the Institution not older than two (2) years 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 consideration in terms of the Graduate Recruitment Scheme in the South African Police Service.

Post : Camera operator / Photographer Intern (1 Post)
Section : Provincial Head Office Communication
Location : King Williams Town : Ref EC 01/2021

Additional Requirements:

*Be in a possession of a 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.

Core functions:

- *Assist with Basic camera operations and how to download the captured materials.
- *Assisting with projects / events / successes to capture the incident and write.

Post : **Administrative Graduate intern (1 Post)**
Section : **Provincial Head Office Communication**
Location : **King Williams Town** : Ref EC 02/2021

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Communication Science, Marketing and Advertising, 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: Various media schedules of events through Government Communication Information Systems (GCIS); Be able to liaise and communicate with GCIS for the upcoming events; To assist in the management of marketing operations under the supervision of a marketing manager; To prepare proposals, hosting events and researching marketing trends within SAPS; Be able to operate with other aspects of the department such as protocol and events; Be willing to travel and work under pressure.

Post : **Administrative Graduate interns (5 posts)**
Section : **Supply Chain Management**
Location : **Provincial Office: King Williams Town (2 posts)** : Ref EC 03/2021
: **Butterworth** : Ref EC 04/2021
: **Queenstown** : Ref EC 05/2021
: **King Williams Town** : Ref EC 06/2021

Additional Requirements:

*Be in possession of a 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. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Monitoring, planning and executing both capital and repairs and renovation projects; *Conducting inspection to assess the conditions of building components such as mechanical components including building structural integrity and civil works; *Ensuring that the supplier database is maintained and suppliers are rotated; *Ensuring the National Transversal term contracts, Specific Period Contract and ad-hoc Contracts are maintained; Maintaining and preparing the invitation of price quotation for quotations applications are received; Ensuring that suppliers are paid on time; *Maintaining procurement of fleet management; *Management and administration of procurement, stocktaking, accounting and the disposal of movable fixed goods

Post : **Administrative Graduate Intern (1 Post)**
Section : **Financial Services**
Location : **Mount Road** : Ref EC 07/2021

Additional Requirements:

*Be in possession of a 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 level. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: *Administrative functions in relation to budget management; *Salaries and maintenance, Claims and expenditure management; *Coordinating the training budget; *Maintaining the budget and coordinate the expenditure of sections and units; Verifying payroll printout; *Observing the utilization of funds; *Capturing and allocate approved budget; *Compliance with the prescripts in National Treasury.

Post : **Administrative Student interns (3 posts)**
Section : **Financial Services**
Location : **Provincial Office: King Williams Town** : **Ref EC 08/2021**
: **Port Alfred** : **Ref EC 09/2021**
: **Queenstown** : **Ref EC 10/2021**

Additional Requirements:

*Be in possession of an applicable N6 certificate in in Financial Management / Business Management / Public Administration. 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: Administrative functions in relation to budget management; Salaries and maintenance, claims and expenditure management; Co-ordinating the station budget; Maintaining the budget and coordinate the expenditure of sections and units; Verifying payroll printout, monitor the utilization of funds; Compliance with the prescripts of National Treasury.

Post : **Social Work Intern (2 posts)**
Section : **Employee Health & Wellness**
Location : **Mthatha** : **Ref EC 11/2021**
: **Motherwell** : **Ref EC 12/2021**

Additional Requirements:

Be in possession of BA Social Work Degree and valid registration with the South African Council of Social Service Professions (SACSSP) and paid up fees for the 2021/2022 financial year. Must be prepared to work in a multi-disciplinary team and be able to market Social Work Services. Must be medically, physically and mentally fit. Computer literacy which includes MS Word, MS Power Point and MS Office Outlook will be an added advantage to the applicant.

Core Functions:

Render the advance and complex Police Social Work Services work-focus assessments; Render comprehensive occupational social work to the client system by means of Social Work Service' capacity building programmes (promoted-, work-person- and workplace interventions); Render comprehensive occupational social work services to the client system by means of Restorative Interventions.. Implement the multi-disciplinary approach interventions within the Employee Health and Wellness environment. Execute standard social work administrative practices.

Post : **Administrative Graduate Intern (3 posts)**
Section : **Legal Services**
Location : **East London** : **Ref EC 13/2021**
: **Port Elizabeth** : **Ref EC 14/2021**
: **Mthatha** : **Ref EC 15/2021**

Additional Requirements:

Be in possession of a three (3) years Bachelor of Laws Degree/ LLB, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

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 : **Administrative Graduate interns (1 post)**
Section : **Auxiliary Security Management**
Location : **Pholile** : **Ref EC 16/2021**

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Archive and Records 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. *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 : **Sports Management Intern (1 post)**
Section : **Human Resource Development**
Location : **Provincial Office: King Williams Town** : **Ref EC 17/2021**

Additional Requirements

*Be in possession of a 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. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: *Coordinating physical Fitness assessment; *Assisting with hosting the SAPS National Championships allocated to the Province; *Co-ordinate and Administrate sports activities.

Post : Administrative Student interns (8 posts)
Section : Human Resource Management
Location : Provincial Office: King Williams Town (4 Posts) Ref EC 18/2021
: Alice Ref EC 19/2021
: Queenstown Ref EC 20/2021
: Libode Ref EC 21/2021
: Ngcobo Ref EC 22/2021

Additional Requirements:

*Be in possession of an applicable N6 certificate in Human Resource Management / Public Administration. 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.

Post : Administrative Graduate Interns (3 posts)
Section : Human Resource Management
Location : Provincial Office: King Williams Town : Ref EC 23/2021
: King Williams Town : Ref EC 24/2021
: Butterworth : Ref EC 25/2021

Additional Requirements:

Be in possession of a three (3) year National Diploma/Degree in Information Science / Management Services / Information Resource Management/Business and Information Management/Strategic Management/Policing, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Analysing and monitoring the station performance; Assist in managing and providing Stations Management Information Function; Assist to secure and facilitate information resources and information communication technologies; Assist in ensuring data integrity audits.

Post : Administrative Graduate interns (58 posts)
Section : Crime Registrar
Location : Queenstown CIMAC : Ref EC 26/2021
: Mlungisi CIMAC : Ref EC 27/2021
: Lusikisiki CIMAC (2 Posts) : Ref EC 28/2021
: Walmer CIMAC : Ref EC 29/2021
: Gelvandale CIMAC : Ref EC 30/2021
: Butteworth CIMAC : Ref EC 31/2021
: Fort Beaufort CIMAC : Ref EC 32/2021
: Msobomvu CIMAC : Ref EC 33/2021
: Alice CIMAC : Ref EC 34/2021
: Cathcart CIMAC : Ref EC 35/2021
: Seafeld CIMAC : Ref EC 36/2021

: Grahamstown CIMAC		: Ref EC 37/2021
: Port Alfred CIMAC		: Ref EC 38/2021
: Humansdorp CIMAC		: Ref EC 39/2021
: Graaff - Reinett CIMAC		: Ref EC 40/2021
: Somerset East CIMAC		: Ref EC 41/2021
: Ngcobo CIMAC		: Ref EC 42/2021
: Cradock CIMAC		: Ref EC 43/2021
: Cofimvaba CIMAC		: Ref EC 44/2021
: Mlungisi CIMAC		: Ref EC 45/2021
: Middelburg CIMAC		: Ref EC 46/2021
: Aliwal North CIMAC	(2 Posts)	: Ref EC 47/2021
: Mount Fletcher CIMAC		: Ref EC 48/2021
: Sterkspruit CIMAC		: Ref EC 49/2021
: Maletswai CIMAC		: Ref EC 50/2021
: Flagstaff CIMAC		: Ref EC 51/2021
: Ngangelizwe CIMAC		: Ref EC 52/2021
: Tsolo CIMAC		: Ref EC 53/2021
: Mqanduli CIMAC		: Ref EC 54/2021
: Madeira CIMAC		: Ref EC 55/2021
: Port St Johns CIMAC		: Ref EC 56/2021
: Mount Ayliff CIMAC		: Ref EC 57/2021
: Matatiele CIMAC		: Ref EC 58/2021
: Mount Frere CIMAC		: Ref EC 59/2021
: Pholile CIMAC		: Ref EC 60/2021
: Ntabankulu CIMAC		: Ref EC 61/2021
: Zwelitsha CIMAC		: Ref EC 62/2021
: King Williams Town CIMAC		: Ref EC 63/2021
: Mdantsane CIMAC	(2 Posts)	: Ref EC 64/2021
: Kwazakele CIMAC		: Ref EC 65/2021
: Uitenhage CIMAC		: Ref EC 66/2021
: Mount Road CIMAC	(2 Posts)	: Ref EC 67/2021
: Motherwell CIMAC	(2 Posts)	: Ref EC 68/2021
: New Brighton CIMAC		: Ref EC 69/2021
: Bethelsdorp CIMAC		: Ref EC 70/2021
: Nqeleni CIMAC		: Ref EC 71/2021
: Kwanobuhle CIMAC		: Ref EC 72/2021
: Algoa Park CIMAC		: Ref EC 73/2021
: Dutywa CIMAC		: Ref EC 74/2021
: Duncan Village CIMAC		: Ref EC 75/2021
: Kabega Park CIMAC		: Ref EC 76/2021
: Kwadesi CIMAC		: Ref EC 77/2021
: Libode CIMAC		: Ref EC 78/2021

Additional Requirements:

Be in possession of Diploma/Degree in Criminology/Policing/ Social Science/ Sociology recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Data Analysis course/module will an added advantage.

Core Functions:

*Study of the crimes around the station's precinct Study the causes of crime around the station'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 and Detect and prevent further criminal behavior

Post : Musician Intern Woodwind Instruments (2 Posts)
Section : Human Resource Development Band
Location : Provincial Office: King Williams Town Ref EC 79/2021

Additional Requirements:

*Be in a possession of a Grade 6 or higher Practical Certificate in Music 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 individual, 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 : Administrative Graduate interns (1 post)
Section : Organisational Development
Location : Provincial Office: King Williams Town : Ref EC 80/2021

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Management Services, Work study / Organizational Development / Industrial Engineering / Operational Management / Production Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Providing assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy; Development and maintenance of organisational, functional and post structures for police stations, and an application to calculate the Theoretical Human Resources Requirements (THRR) for police stations; Development of Business process re-engineering of existing and future business processes and procedures, and design and review forms and registers according to business processes.

GENERAL:

- Only the official application form for the internship programme (**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.**
- A Curriculum Vitae must be submitted together with the application form and ***proof of residence**.
- Certified copies of an applicant's ID document, Senior Certificate and all post school educational qualifications obtained must also be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or e-mailed applications will be considered ***only certificate of qualifications will be accepted, with statement of results attached**.
- All short-listed candidates will be subjected to fingerprint screening.

- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **2021-11-12**.
- If an applicant is short-listed, it can be expected of him/her to undergo a personal interview. Short-listed applicants may be subjected to security clearance.
- Correspondence will be conducted with successful interns only. If you have not been contacted within 2 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.
- A stipend will be paid according to proof of relevant qualification.
- Recommended candidates will be expected to sign a 12 month internship contract.
- The Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- The possible Commencement date is **2022-03-01**.

Applications can be posted or hand delivered to:

NEAREST POLICE STATION IN EASTERN CAPE PROVINCE

or

**King Williams Town
5600 Buffalo Road
Old Griffith Mxenge Building
Block K, Room 10
Zwelitsha**

Or

**Att: Lt Col Vosloo
South African Police Service
Human Resource Development
Private Bag X7471**

Enquires

**PO Mcetywa 040 608 7395
SAC Moraba 040 608 8441**

We welcome applications from persons with disAbilities 