



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

**PROVINCIAL LEVEL: GAUTENG**

**Post: Legal Administrative Intern (8 Posts)**

**Section: Legal Services**

**Location: PHO: Gauteng (Park town)**

**Ref Number: GP INT 01/2021**

**Additional Requirements:**

\*Be in possession of a three (3) year Degree in LLB / B Com Law, recorded on the National Learner Record Database (NLRD) or at least a NQF 7 or higher level. Computer literacy will be an added advantage

**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. Organising and managing files: filing of documents

**Post: Administrative Intern (2 Posts)**  
**Section: Human Resource Development: Skills Development Facilitator**  
**Location: PHO: Gauteng (Park town) Ref Number: GP INT 02/2021**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree Public Administration and Management / Business Administration / Bachelor of Administration/ Project Management/ Human Resource Development recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Ensure management of development, implementation and maintenance of ETD Policies, Systems and Standards in SAPS. \*Ensure management of establishment and maintenance of in-service training and on-the-job skills development in SAPS. \*Ensure management and coordination of external and internal training provision as well as assessment of learners. \*Ensure management and coordination of external and internal training provision as well as assessment of learners. Assist with: Administration of skills audit; Administration of skills Development Projects; Assisting with coordinating 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 (2 Posts)**  
**Section: PHO Finance Administration**  
**Location: PHO Gauteng (Park town) Ref Number: GP INT 03/2021**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Financial Accounting / B Com Financial Management, recorded on the National Learner Record Database (NLRD) or 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: Administrative Intern (6 posts)**  
**Section: Supply Chain Management**  
**Location: Provincial Head Office (Park town) (3 Posts) Ref Number: GP INT 04/2021**  
**Muldersdrift GP INT 05/2021**  
**Randfontein GP INT 06/2021**  
**Tarlton GP INT 07/2021**

**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 quotation 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 Intern (2 Posts)****Section: Financial Management****Location: Stations**

**Bronkhorstspuit  
 Mamelodi East**

**Ref number: GP INT 08/2021  
 GP INT 09/2021**

**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 or higher 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; Co-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 Intern (39 Posts)****Section: Criminal Information Management and Analysis Centre: CIMAC**

<b>Location: Provincial Investigation Unit</b>	<b>(2 Posts)</b>	<b>Ref: GP INT10/2021</b>
<b>Provincial Crime Detection</b>		<b>GP INT 11/2021</b>
<b>Alexandra</b>	<b>(2 Posts)</b>	<b>GP INT 12/2021</b>
<b>Family Violence Children and Sexual Offence</b>	<b>(2 Posts)</b>	<b>GP INT 13/2021</b>
<b>PHO Detective (Park town)</b>	<b>(2 Posts)</b>	<b>GP INT 14/2021</b>
<b>Honeydew</b>	<b>(2 Posts)</b>	<b>GP INT 15/2021</b>
<b>Mamelodi East</b>	<b>(2 Posts)</b>	<b>GP INT 16/2021</b>
<b>Cullinan</b>		<b>GP INT 17/2021</b>
<b>Eldorado Park</b>	<b>(2 Posts)</b>	<b>GP INT 18/2021</b>
<b>Hillbrow</b>	<b>(2 Posts)</b>	<b>GP INT 19/2021</b>
<b>Ivory Park</b>		<b>GP INT 20/2021</b>
<b>Jeppe</b>	<b>(2 Posts)</b>	<b>GP INT 21/2021</b>
<b>Loate</b>		<b>GP INT 22/2021</b>
<b>Rietgat</b>	<b>(2 Posts)</b>	<b>GP INT 23/2021</b>
<b>Wierdaburg</b>		<b>GP INT 24/2021</b>
<b>De Deur</b>		<b>GP INT 25/2021</b>
<b>Johannesburg Central</b>		<b>GP INT 26/2021</b>
<b>Temba</b>		<b>GP INT 27/2021</b>

Daveyton		GP INT 28/2021
Rabieridge	(2 Posts)	GP INT 29/2021
Kagiso	(2 Posts)	GP INT 30/2021
Randfontein	(2 Posts)	GP INT 31/2021
Pretoria Central	(2 Posts)	GP INT 32/2021
Tembisa	(2 Posts)	GP INT 33/2021

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Criminology / Policing / Sociology/ Social Sciences, 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: Studying of the crimes around Station's precinct; studying the causes of crime around 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, detect and prevent further criminal behavior.

<b>Post:</b>	<b>Administrative Intern (35 Posts)</b>	
<b>Section:</b>	<b>Visible Policing Social Crime Prevention</b>	
<b>Location:</b>	<b>Bronkhorstspuit</b>	<b>Ref number: GP INT 34/2021</b>
	<b>Mamelodi East (2 Posts)</b>	<b>GP INT 35/2021</b>
	<b>Honeydew (2 Posts)</b>	<b>GP INT 36/2021</b>
	<b>Alexandra (3 Posts)</b>	<b>GP INT 37/2021</b>
	<b>Temba (2 Posts)</b>	<b>GP INT 38/2021</b>
	<b>Orange Farm (2 Posts)</b>	<b>GP INT 39/2021</b>
	<b>Ekgangala (2 Posts)</b>	<b>GP INT 40/2021</b>
	<b>Johannesburg Central (2 Posts)</b>	<b>GP INT 41/2021</b>
	<b>Olievenhoutbosch (2 Posts)</b>	<b>GP INT 42/2021</b>
	<b>Doornkop (2 Posts)</b>	<b>GP INT 43/2021</b>
	<b>Fochville (2 Posts)</b>	<b>GP INT 44/2021</b>
	<b>Primrose (2 Posts)</b>	<b>GP INT 45/2021</b>
	<b>Bekkersdal (2 Posts)</b>	<b>GP INT 46/2021</b>
	<b>Tokoza (2 Posts)</b>	<b>GP INT 47/2021</b>
	<b>Vereeniging (2 Posts)</b>	<b>GP INT 48/2021</b>
	<b>Mabopane</b>	<b>GP INT 49/2021</b>
	<b>Kameeldrift (2 Posts)</b>	<b>GP INT 50/2021</b>
	<b>Douglasdal (2 Posts)</b>	<b>GP INT 51/2021</b>
	<b>Putfontein</b>	<b>GP INT 52/2021</b>

**Additional Requirements:**

Have a three (3) year National Diploma / Degree in Youth Development / Social Sciences /Human Resource Development/ Policing, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

Assist in managing Youth Crime Prevention Programmes initiated by SAPS on School-Based Crime Prevention. Support establishment of Youth Crime Prevention Desks. Compile information notes and projects plans. Conduct station compliance visits and compile feedback reports. Consolidate monthly and quarterly reports.

**Post:** Psychologist Intern (2 Posts)  
**Section:** Employee Health & Wellness  
**Location:** PHO Gauteng (Park-Town)

**Ref Number:** GP INT 53/2021

**Additional Requirements:**

An Honours degree / B Psych degree in Psychology (in one of the acknowledged categories); Registered with the Health Professions Council of South Africa as a Psychometrics or Registered Counsellor and submit proof of valid registration for financial year 2021/2022.

**Core Functions:**

\*Facilitate organisational diagnosis services; \*Present Mental Health and other EHW programmes. \*Provide integrated EHW services; \*Organise/facilitate Psychological Services and other integrated EHW projects and events. \*Render counselling and debriefing services. \*Render support and care services to SAPS members and their families.

**Post:** Social Work Intern (2 posts)  
**Section:** Employee Health & Wellness  
**Location:** PHO Gauteng (Park-Town)

**Ref Number:** GP INT 54/2021

**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 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. Render comprehensive occupational social work services to the client system by means of application of Social Work Community Model. Implement the multi-disciplinary approach interventions within the Employee Health and Wellness environment. Execute standard social work administrative practices.

**Post:** Administrative Graduate Intern (2 posts)  
**Section:** Inspectorate: Support Inspection Services  
**Location:** PHO Gauteng (Park town)

**Ref Number :** GP INT 55/2021

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma /Degree in Public Administration / Public Management / Business administration / Business management 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: Consolidation of data collection of Assessment tools and Performance Data; Processing, analysis, evaluation and interpretation of gathered data and information of the assessment tools; compilation of assessment reports on intervention activities & outputs based on Division Inspectorate's Assessments

## 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 **2021-11-12**.
- 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.
- The possible Commencement date is **2022-03-01**.

### Applications can be posted or hand delivered to:

PROVINCE	HRDC CENTRE	NAME	CONTACT DETAILS	PHYSICAL ADDRESS
Gauteng	Gauteng: Provincial Head Office	Col Mathabatha Lt Col Pillay SPO Mohlala	011 274 7477 011 274 7508 011 274 7507/7878	16 Empire Road, Parktown, Johannesburg (Office no GE 004)
Gauteng	HRDC Westrand	Sgt Mahlobisa A/C Mokgorong	011 951 1198 011 951 1188	Commissioner St, Krugersdorp, Johannesburg, 2001
Gauteng	HRDC Soweto	SDF SPO N Motshweneng		Umuziwethu Indaba Drive , Protea North
Gauteng	HRDC Pretoria	W/O LE Grange	012 320 3268	12 Loop Street next to Manhattan Hotel Destinatum Building, Pretoria
Gauteng	HRDC Springs	Capt Theron	011 365 5922	The Avenues Shopping Centre, 1 <sup>st</sup> Floor, 5 <sup>th</sup> Avenue Springs.

Gauteng	HRDC Benoni	Cnst Taukobong	011 746 5717 011 746 5726	Kleinfontein Lake Office park, Cnr Lake Vieto Cres & Pioneer Drive, Benoni
Gauteng	HRDC Vaal Rand	A/C D Lehloo		Cnr Marriman & Edward Avenue, Vereeniging

**We welcome applications from persons with disAbilities**

