



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **KwaZulu-Natal 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 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 relevant to the field of the post;
- \* Applicant 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) positions and complete separate application forms for each post reference number.

**Intern categories with minimum requirements:**

**Graduate Intern:** Tertiary Qualification is required (Academic record /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: KWAZULU-NATAL**

<b>Post:</b>	<b>CIMAC ADMINISTRATIVE INTERN (58 POSTS)</b>		
<b>Section:</b>	<b>CIMAC OFFICE: SAPS POLICE STATIONS</b>		
<b>Location</b>	<b>Durban Central</b>	<b>(2 posts)</b>	<b>Ref Number: KZN INT 01/2021</b>
	<b>Inanda</b>	<b>(6 posts)</b>	<b>KZN INT 02/2021</b>
	<b>Phoenix</b>	<b>(4 posts)</b>	<b>KZN INT 03/2021</b>
	<b>Plessislaer</b>	<b>(6 posts)</b>	<b>KZN INT 04/2021</b>
	<b>Umlazi</b>	<b>(4 posts)</b>	<b>KZN INT 05/2021</b>
	<b>Newcastle</b>	<b>(2 posts)</b>	<b>KZN INT 06/2021</b>
	<b>Osizwen</b>		<b>KZN INT 07/2021</b>
	<b>Cator Manor</b>	<b>(2 posts)</b>	<b>KZN INT 08/2021</b>
	<b>Sydenham</b>	<b>(2 posts)</b>	<b>KZN INT 09/2021</b>
	<b>Chatsworth</b>		<b>KZN INT 10/2021</b>
	<b>Marianhill</b>		<b>KZN INT 11/2021</b>
	<b>Mpumalanga</b>		<b>KZN INT 12/2021</b>
	<b>Pinetown</b>		<b>KZN INT 13/2021</b>
	<b>Durban North</b>		<b>KZN INT 14/2021</b>
	<b>Kokstad</b>		<b>KZN INT 15/2021</b>
	<b>Empangeni</b>		<b>KZN INT 16/2021</b>

Eshowe		KZN INT 17/2021
Mthunzini		KZN INT 18/2021
Nkandla		KZN INT 19/2021
Kwadukuza	(2 posts)	KZN INT 20/2021
Sundumbili		KZN INT 21/2021
Port Shepstone	(3 posts)	KZN INT 22/2021
Camperdown	(2 posts)	KZN INT 23/2021
Howick	(2 posts)	KZN INT 24/2021
Hluhluwe		KZN INT 25/2021
Mkhuze		KZN INT 26/2021
Pongola	(2 posts)	KZN INT 27/2021
Ulundi	(2 posts)	KZN INT 28/2021
Vryheid	(3 posts)	KZN INT 29/2021

**Additional Requirements:**

\*Be in possession of National Diploma/Degree in Criminology/Policing/ Social Science/ Sociology of which the following subjects are compulsory: Criminology1, 2 and 3/Expert in the scientific study of crime and criminals recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**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 behaviour

**Post: Administrative Intern (14 Posts)**

**Section: Supply Chain Management**

**Location: Durban Central**

Phoenix

Plessislaer

Umlazi

Chatsworth

Kokstad

Empangeni

Eshowe

Pietermaritzburg

Dundee

Estcourt

Vryheid

PHQ SCM (2 posts)

**Ref Number: KZN INT 30/2021**

KZN INT 31/2021

KZN INT 32/2021

KZN INT 33/2021

KZN INT 34/2021

KZN INT 35/2021

KZN INT 36/2021

KZN INT 37/2021

KZN INT 38/2021

KZN INT 39/2021

KZN INT 40/2021

KZN INT 41/2021

KZN INT 42/2021

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree /Bcom Economics and Supply Chain Management/ Supply Chain Management / Logistics /Procurement/ Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**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: Financial Administrative Intern (8 Posts)**

**Section: Finance**

**Location: Durban Central**

**Phoenix**

**Plessislaer**

**Umlazi**

**Pinetown**

**Pietermaritzburg**

**Dundee**

**Estcourt**

**Ref Number: KZN INT43/2021**

**KZN INT 44/2021**

**KZN INT 45/2021**

**KZN INT 46/2021**

**KZN INT 47/2021**

**KZN INT 48/2021**

**KZN INT 49/2021**

**KZN INT 50/2021**

**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.

**Core Functions:**

\* Assist with: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes.

**Post: Administrative Intern (4 Posts)**

**Section: Human Resource Management**

**Location: Kwadukuza**

**Ladysmith**

**Ntabamhlophe**

**Mahlabathini**

**Ref Number: KZN INT 51/2021**

**KZN INT 52/2021**

**KZN INT 53/2021**

**KZN INT 54/2021**

**Additional Requirements:**

\* Be in possession of National Diploma/Degree in the following fields: Human Resource Management recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\* Rendering duties of administration nature which will include general administrative duties as well as specific administration duties. Administer and facilitate the daily activities and general administrative support functions within the components. Facilitate administration process of absenteeism management. Facilitate administration process of recruitment/promotion.

**Post: Administrative Intern (4 posts)**

**Section: Human Resource Development Sports**

**Location: HRDC Durban**

**HRDC Eshowe**

**HRDC Ulundi**

**HRDC Newcastle**

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

**KZN INT 56/2021**

**KZN INT 57/2021**

**KZN INT 58/2021**

**Additional Requirements:**

\*Be in possession of National Diploma/Degree in Sports Science /Sports Management/Biogenetics recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\* Co-ordinate physical fitness assessment. Co-ordinate and administrate sport services. Manage the gym facilities.

**Post: Librarian Intern (1 Post)**

**Section: Human Resources Development**

**Location: Provincial Office**

**Ref Number: KZN INT 59/2021**

**Additional Requirements:**

\* Be in possession of National Diploma/Degree in Library and Information Science recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\* Conduct reference interviews with users and establish exact nature and scope of information needed daily in terms of SAPS prescripts. Conduct online searches on Lexis Nexis, Juta and Sabinet databases. Operate inter-library loan system. Assist with stock taking.

**Post: Legal Administrative Intern (1 Post)**

**Section: Legal Services**

**Location: Provincial Office**

**Ref Number: KZN INT 60/2021**

**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 Intern (1 Post)**  
**Section: Human Resources Utilization**  
**Location: Provincial Office Ref Number: KZN INT 61/2021**

**Additional Requirements:**

\*Be in possession of an applicable three (3) years Diploma/Degree in Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\* Assist with: Implementation and maintaining Performance Management; Coordinate employments equity; Administer Labour Relations matters; Coordinate the administration of Human Resources Utilization component and administer logistic needs.

**Post: Administrative Intern (1 Post)**  
**Section: Communications**  
**Location: Provincial Office Ref Number: KZN INT 62/2021**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Communication Science / Public Relations / Journalism, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Certificate in Event Management/Protocol course will be an added advantage

**Core Functions:**

\*Assist with: Researching stories about the Organization. Conduct interviews as well as record interviews. Organize and co-ordinate community events, public presentation and exhibitions. Promote and maintain good public presentation and exhibition. Render administrative duties pertaining to communication and related function. Maintain and open communication channel with media and improve media liaison.

**Post: Chef Intern (2 posts)**  
**Section: MESS**  
**Location: Pietermaritzburg HRDC Ref Number: KZN INT 63/2021**

**Additional Requirements:**

\*Be in possession of an applicable N6 Certificate/ National Certificate in Hospitality Management/ or three (3) years National Diploma/ Degree in Hospitality Management / Food and Beverage Management Services, recorded on the National Learner Record Database (NLRD). Must have a letter from the Institution of Higher learning /TVET for experiential learning.

**Core Functions:**

\* To render efficient preparation and provision of meals and refreshments for different intervention. Organize and keep the kitchen hygienically clean. Ensure Health and safety requirements are in place and adheres thereof. Stork Management and menu compilation. Responsible for all administration relating to the job.

**Post: Sound Engineering Intern (1 Post)**

**Section: Human Resource Development (MIC Section)**

**Location: Provincial Office Ref Number: KZN INT 64/2021**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Sound Technology/ Sound Engineering/Management recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\* Set up Microphones and Sound System throughout the Province or where required; Check sound levels and equipment functionality, run sound checks, and other tasks using MIDI (Musical Instrument Digital Interface) production Instrument.

**Post: Administrative Intern (1 Post)**

**Section: Human Resource Development (SDF)**

**Location: Provincial Office Ref Number: KZN INT 65/2021**

**Additional Requirements**

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

**Core Functions:**

\*Assist with: Monitor and evaluate the implementation of projects within SAPS; Continuous administration of skills development programmes. Facilitate and conduct research; Co-ordinate management information, Compiling and analysing reports.

**Post: Administrative Intern (3 posts)**

**Section: Provincial Finance Registry**

**Location: Provincial Office Ref Number: KZN INT 66/2021**

**Additional Requirements:**

\* Be in possession of National Diploma/Degree in Record Management/Registry recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Promotion of access to information, registering of files. Update and maintain file information.

**Post:** Administrative Intern (1 Post)  
**Section:** Human Resource Management: Discipline  
**Location:** Durban Central SAPS **Ref Number:** KZN INT 67/2021

**Additional Requirements:**

\*Be in possession of an applicable three (3) years Diploma/Degree in Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\* Assist with: Implementation and maintaining Performance Management; Coordinate employments equity; Administer Labour Relations matters; Coordinate the administration of Human Resources Utilization component and administer logistic needs.

**Post:** Student Administrative Intern (1 post)  
**Section:** Human Resource Management  
**Location:** Durban Central SAPS **Ref Number:** KZN INT 68/2021

**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:**

\* Rendering duties of administration nature which will include general administrative duties as well specific administration duties. Administer and facilitate the daily activities and general administrative support functions within the components. Facilitate administration process of absenteeism management. Facilitate administration process of recruitment/promotion.


**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:**

<b>KwaZulu-Natal:</b>	<b>Lt. Colonel NE Mabhida</b>	<b>0313256163</b>	<b>15 Bram Fischer Road  Servamus Building  Durban  4000</b>
	<b>Lt. Colonel N Nayager</b>	<b>0313254751</b>	

**We welcome applications from persons with disAbilities **