



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Province: Mpumalanga**. 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 : Forensic Commercial Investigator Intern (2 Posts)**

**Section : Provincial Office Detectives**

**Location : PHO Nelspruit**

**Ref No: MP INT 1/2021**

**Additional Requirements:**

Be in possession of an applicable three (3) year National Diploma/Degree Cyber law/ Cybercrime and Digital Evidence/ Cybersecurity or Information Systems recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Plan, coordinate, conduct and evaluate special operations and investigations. Conducting of disruptive operations by focusing on commercial crimes. \*Identification, registration and investigation of projects and major investigations against identified criminal groupings.

**Post : Supply Chain Practitioner (1 Post)**  
**Section : Provincial Office: Supply Chain Management**  
**Location : PHO Nelspruit**

**Ref No: MP INT 2/2021**

**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 : Administration Intern (1 Post)**

**Section : Provincial Office: Financial Management: Expenditure and Auxiliary**

**Location : PHO Nelspruit**

**Ref No: MP INT 3/2021**

**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/ 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: Perusal of Middle and Senior Management Services' vehicle claims; \*Monitoring of the telephone and cell phone expenditure; \*Receiving and checking the interdepartmental claims; \*Scanning invoices to the server for certification by the end users; \*Making follow up on the uncertified invoices.

**Post : Library Intern (1 Post)**

**Section : Provincial Office: Human Resource Development: Librarian**

**Location : PHO Nelspruit**

**Ref No: MP INT 4/2021**

**Additional Requirements:**

Be in possession of a three (3) year 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:**

\*Assist with: \*manage the day to day functioning of the library; \*Promote use of information through user education; Furnish reference, bibliographical and reader's advisory services; \*Perform in depth strategic research and synthesize, analyse, edit and filter information; Communicate positively, professionally and effectively with patrons, \*Updating of loose leaf publications; \*Good understanding of Dewey Decimal Classification System.

**Post** : Financial Administrative Intern (1 Post)  
**Section** : Provincial Office: Human Resource Development  
**Location** : PHO Nelspruit

**Ref No:** MP INT 5/2021

**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; \*Co-ordinating the training budget; \*Maintaining the budget and coordinate the expenditure of Component; Verifying payroll printout; \*Observing the utilization of funds; \*Capturing and allocate approved budget; \*Compliance with the prescripts in National Treasury.

**Post** : Photography and Videography Intern (1 Post)  
**Section** : Provincial Office: Corporate Communication  
**Location** : PHO Nelspruit

**Ref No:** MP INT 6/2021

**Additional Requirements:**

Be in possession of a three (3) year National Diploma / Degree in Audio-visual communication/Photography/ Motion Art, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Developing interview questions and storyboards; \*Maintaining a blog to document the team's progression; \*Set up and operate various production equipment including Cameras; \*Audio and video recorders; \*lighting equipment, props and microphones for location and studio production

**Post** : Journalist Intern (1 Post)  
**Section** : Provincial Office: Corporate Communications  
**Location** : PHO Nelspruit

**Ref No:** MP INT 7/2021

**Additional Requirements:**

Be in possession of a three (3) year National Diploma / Degree in Journalism/Media Studies, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Writing, compile, edit and or proof read articles for submission. \*Maintain contact with the communication officers at the stations

**Post : Social Work Intern (3 Posts)**  
**Section : Employee Health & Wellness**  
**Location : PHO Nelspruit (2 Posts)**  
**: Secunda FCS**

**Ref No: MP INT 8/2021**  
**MP INT 9/2021**

**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. 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 : Crime Analysis Graduate Intern (29 Posts)**

**Section : CIMAC Offices**

**Location : Nelspruit SAPS (2 Posts)**

**Ref No: MP INT 10/2021**

**Middelburg SAPS MP INT 11/2021**

**Kwaggafontein SAPS MP INT 12/2021**

**Dullstroom SAPS Detective MP INT 13/2021**

**Witbank SAPS (2 Posts) MP INT 14/2021**

**Breyten SAPS MP INT 15/2021**

**Hazyview SAPS (2 Posts) MP INT 16/2021**

**Maartenshoop SAPS MP INT 17/2021**

**Vaalbank SAPS MP INT 18/2021**

**KwaMhlanga SAPS MP INT 19/2021**

**Vosman SAPS MP INT 20/2021**

**Delmas SAPS MP INT 21/2021**

**Siyabuswa SAPS MP INT 22/2021**

**Kabokweni SAPS MP INT 23/2021**

**Pienaar SAPS MP INT 24/2021**

**White River SAPS MP INT 25/2021**

**Barberton SAPS MP INT 26/2021**

**Lydenburg SAPS MP INT 27/2021**

**Tonga SAPS MP INT 28/2021**

**Elukwatini SAPS MP INT 29/2021**

**Secunda SAPS MP INT 30/2021**

**Balfour SAPS MP INT 31/2021**

**Ermelo SAPS MP INT 32/2021**

**Piet Retief SAPS MP INT 33/2021**

**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:**

\*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; analyze the data to determine why the crime was committed and find ways to predict, detect and prevent further criminal behavior.

**Post : Legal Administrative Intern (1 Post)**  
**Section : Loss Management**  
**Location : Standerton SAPS**

**Ref No: MP INT 36/2021**

**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 (14 Posts)**  
**Section : Supply Chain Management**  
**Location : Tweefontein SAPS**  
**Mmamethlake SAPS**  
**Mhluzi SAPS**  
**Witbank SAPS**  
**Machadodorp SAPS**  
**Fernie SAPS**  
**Embalenhle SAPS**  
**Kinross SAPS**  
**Perdekop SAPS**  
**Standerton SAPS**  
**Daggarakraal SAPS**  
**Chrissiesmeer SAPS**  
**Acornhoek SAPS**  
**Skukuza SAPS**

**Ref No: MP INT 37/2021**  
**MP INT 38/2021**  
**MP INT 39/2021**  
**MP INT 40/2021**  
**MP INT 41/2021**  
**MP INT 42/2021**  
**MP INT 43/2021**  
**MP INT 44/2021**  
**MP INT 45/2021**  
**MP INT 46/2021**  
**MP INT 47/2021**  
**MP INT 48/2021**  
**MP INT 49/2021**  
**MP INT 50/2021**

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

**Section : Financial Services**

**Location : Kriel SAPS**

**Ref No: MP INT 51/2021**

**Hendrina SAPS**

**MP INT 52/2021**

**Laersdrift SAPS**

**MP INT 53/2021**

**Watervalboven SAPS**

**MP INT 54/2021**

**Ogies SAPS**

**MP INT 55/2021**

**Breyten SAPS**

**MP INT 56/2021**

**Leslie SAPS**

**MP INT 57/2021**

**KwaMhlanga SAPS**

**MP INT 58/2021**

**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; \*Co-ordinating 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 (11 Posts)**

**Section : Human Resource Management**

**Location : Verena SAPS**

**Ref No: MP INT 59/2021**

**Hendrina SAPS**

**MP INT 60/2021**

**Hartebeeskop SAPS**

**MP INT 61/2021**

**Ekulindeni SAPS**

**MP INT 62/2021**

**Bethal SAPS**

**MP INT 63/2021**

**Trichardt SAPS**

**MP INT 64/2021**

**Greylingstad SAPS**

**MP INT 65/2021**

**Sakhile SAPS**

**MP INT 66/2021**

**KaMhlushwa SAPS**

**MP INT 67/2021**

**Barberton SAPS**

**MP INT 68/2021**

**Emzinoni SAPS**

**MP INT 69/2021**

**Charl Cilliers SAPS**

**MP INT 70/2021**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Human Resource Management/Human Resource Development/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 level.

**Core Functions:**

\*Assist with: Rendering duties of administrative nature, which will include general administration duties as well as specific administration duties; Assist in rendering duties of administrative nature, which will include general Administration duties as well as specific administration duties; Assist in rendering administrative duties pertaining to HR management and related functions; Assist in managing administrative duties pertaining to HRM utilization and related functions; Ensure accurate record keeping and efficient office management.

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

**Section : Auxiliary Services**

**Location : Schoemansdal SAPS**

**Ref No: MP INT 71/2021**

**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 : Administrative Intern (5 Posts)**

**Section : Management Information and Strategic Planning**

**Location : Badplaas SAPS**

**Ref No: MP INT 72/2021**

**Lothair SAPS**

**MP INT 73/2021**

**Sheepmoor SAPS**

**MP INT 74/2021**

**Masoyi SAPS**

**MP INT 75/2021**

**Hazyview SAPS**

**MP INT 76/2021**

**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 Student Interns (2 Posts)**  
**Section : Human Resource Management**  
**Location : Wakkerstroom SAPS**  
**KaMhlushwa SAPS**

**Ref No: MP INT 77/2021**  
**MP INT 78/2021**

**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.

**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 STATIONS IN MPUMALANGA PROVINCE**

- HRM Offices



Or

**SOUTH AFRICAN POLICE SERVICE**

No: 07 Ferreira Street

2<sup>nd</sup> Floor Human Resource Development

**NELSPRUIT**

Or

**POSTAL ADDRESS:**

For Attention: Col CM Berry

South African Police Service

Private Bag X11299

**NELSPRUIT**

1200

**Enquiries:**

Lt Col Nkosi 013 762 4436/ Capt Marks 013 762 4457

**We welcome applications from persons with disAbilities** 