



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

<b>Post</b>	: Administrative Intern (07 Posts)	
<b>Section</b>	: Supply Chain Management	
<b>Location</b>	: Brits	<b>Ref Number: NW INT 01/2021</b>
	Mahikeng	NW INT 02/2021
	Rustenburg	NW INT 03/2021
	Klerksdorp	NW INT 04/2021
	Potchefstroom	NW INT 05/2021
	Lichtenburg	NW INT 06/2021
	PC HRD, Provincial Office	NW 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;; \*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;; \*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.

<b>Post</b>	: Graduate Intern (Administration) (28 Posts)	
<b>Section</b>	: Social Crime Prevention (Youth Crime Prevention)	
<b>Location</b>	: Rustenburg	Ref Number: NW-INT 08/2021
	Ikageng	NW-INT 09/2021
	Klerksdorp	NW-INT 10/2021
	Potchefstroom	NW-INT 11/2021
	Brits	NW-INT 12/2021
	Jouberton	NW-INT 13/2021
	Mahikeng	NW-INT 14/2021
	Boitekong	NW-INT 15/2021
	Mmabatho	NW-INT 16/2021
	Lichtenburg	NW-INT 17/2021
	Mogwase	NW-INT 18/2021
	Tlhabane	NW-INT 19/2021
	Phokeng	NW-INT 20/2021
	Mooinooi	NW-INT 21/2021
	Hartbeesfontein	NW-INT 22/2021
	Taung	NW-INT 23/2021
	Ventersdorp	NW-INT 24/2021
	Vryburg	NW-INT 25/2021
	Letlhabile	NW-INT 26/2021
	Wolmaransstad	NW-INT 27/2021
	Itsoseng	NW-INT 28/2021
	Marikana	NW-INT 29/2021
	Lomanyaneng	NW-INT 30/2021
	Khuma	NW-INT 31/2021
	Ganyesa	NW-INT 32/2021
	Klipgat	NW-INT 33/2021
	Orkney	NW-INT 34/2021
	Hebron	NW-INT 35/2021

**Additional Requirements:**

Have an applicable 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 with: the development and review of the regulatory frameworks. 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/office compliance visits and compile feedback reports. Consolidate monthly and quarterly reports.

<b>Post</b>	: Graduate Intern (Administration) (CIMAC) (20 Posts)	
<b>Section</b>	: Crime Information Management Analysis Centre	
<b>Location</b>	: Brits	Ref Number: NW-INT 36/2021
	Klerksdorp	NW-INT 37/2021
	Mahikeng	NW-INT 38/2021
	Mmabatho	NW-INT 39/2021
	Potchehstroom	NW-INT 40/2021
	Rustenburg	NW-INT 41/2021
	Boitekong	NW-INT 42/2021
	Hartbeespoortdam	NW-INT 43/2021
	Ikageng	NW-INT 44/2021
	Kanana	NW-INT 45/2021
	Lichtenburg	NW-INT 46/2021
	Sun City	NW-INT 47/2021
	Mogwase	NW-INT 48/2021
	Phokeng	NW-INT 49/2021
	Itsoseng	NW-INT 50/2021
	Taung	NW-INT 51/2021
	Tlhabane	NW-INT 52/2021
	Vryburg	NW-INT 53/2021
	Wolmaransstad	NW-INT 54/2021
	Jouberton	NW-INT 55/2021

**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 Compile daily crime report. \*Updating hotspots and Crime Metrix product. \*Crime analysing and determining the casual factors of crimes and provide measures to be applied. \*Crime scene visits and environmental survey product, specifically of priority crimes. \*Compile modus operandi and crime linkages

<b>Post</b>	: Legal Administrative Intern (02 Posts)	
<b>Section</b>	: Legal Services	
<b>Location</b>	: PC – Potchefstroom Legal Office.	Ref Number: NW INT 56/2021

**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 Student Intern (01 Post)**

**Section : Human Resource Development:**

**Location : PC: Potchefstroom**

**Ref Number: NW INT 57/2021**

**Additional Requirements:**

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

**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 : Graphic Design Intern (01 Post)**

**Section : Communication**

**Location : PC: Potchefstroom**

**Ref Number: NW INT 58/2021**

**Additional Requirements:**

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

**Core Functions:**

\*Assist with: \*Meeting clients to discuss the business and design objectives and requirements of the job; \*Interpreting the client's business needs and developing a concept to suit their purpose; \*Estimating the time required to complete the work; \*Creating new ideas and concepts; \*Use innovation to redefine a design brief within the constraints of cost and time; \*Present finalised ideas and concepts to managers; \*Work with a wide range of media, including photography and computer-aided design; \*Contributing ideas and design artwork to the overall brief; \*Demonstrate illustrative skills with rough sketches; \*Work on layouts and artwork pages ready for print; \*Keep abreast of emerging technologies in new media, particularly design programmes such as InDesign, Illustrator, Photoshop and Acrobat. \*Develop interactive design; \*Work as part of a team with other designers; \*Assist with general administration duties on projects in the Project Office.

**Post : Psychologist Intern (1 Post)**

**Section : Employee Relations & Life Cycle Management**

**Location : Provincial Commissioner: Potchefstroom**

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

**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.

## 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**

## NORTH WEST PROVINCE

### Applications Can Be Couriered To:

Attention: Lt Col Dc Cronje  
PC HRD (Between Pep Stores and Absa ATM)  
Room 14, 1<sup>st</sup> Floor Wilmur Building  
147 Walter Sisulu Street (Between Pep Stores and Absa ATM)  
Potchefstroom 2531

### Back Entrance

PC HRD  
Auto Ave c/o Embert Street next to Labour Office's  
Potchefstroom

### Hand Delivered To:

#### **Potchefstroom**

### Front Entrance

PC HRD  
Room 14, 1<sup>st</sup> Floor  
Wilmur Building (Between Pep Stores and Absa ATM)  
147 Walter Sisulu Street  
Potchefstroom

Back Entrance

PC HRD

Auto Ave c/o Embert Street next to Labour Office's  
Potchefstroom

Or

Hand Delivered To:

1. **Vryburg SAPS**  
**Att: PPO SH Heyman**  
Support Building Room no. 6  
Schweizer Road no. 2  
053 928 4111
2. **Mahikeng SAPS**  
**Att: CPO J Venter**  
Tillard Street no. 5  
Room 17  
018 397 5026
3. **Klerksdorp**  
**Att: Capt. Fritz**  
Cuckoo Street no. 2  
Khotso House 1<sup>st</sup> Floor  
Irene Park  
Room 41 Tel 018 464 5517
4. **Rustenburg SAPS**  
**Att: Capt. MM Masisi**  
94 Beyers Naude  
Room 3 Caravan  
014 590 4407
5. **Brits SAPS**  
**Att: PPO MB Mapheto**  
Court Street no. 3  
Room 102 first floor  
012 381 6060
6. **Lichtenburg SAPS**  
**Att: Sgt PK Molefe**  
Landros Maartens Avenue 24  
Room 206  
018 632 8259

Enquiries Can Be Directed To:

Lt Col Dc Cronje 018-299 7786

**We welcome applications from persons with disAbilities**

