



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month Graduate Recruitment Scheme at **Division: Detective and Forensic Services**. 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 separate application form for each post reference number.

Special requirements:

- ***All applicants for the posts advertised under the Component: Family Violence, Child Protection and Sexual Offences must be 25 years of age and older.**

Intern category with minimum requirements:

Graduate Intern: Tertiary Qualification is required

NB: Stipend for this 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 : Administrative Graduate Intern (1 post)
Component : Divisional Commissioner`s Office
Section : Anti-Corruption: Intervention
Location : GP: Pretoria

Ref Number: DET INT 1/2021

Additional Requirements:

- * Be in possession of an applicable three (3) year National Diploma / Degree in Law / Forensic Auditing, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

Core Functions:

Assist with rendering of administration functions within the Anti-Corruption environment/section; Typing of memorandums in respect of case docket to DPP; Assist in compiling inspection/intervention reports to the office the Divisional Commissioner Detectives and Forensic services; Compiling of official correspondence e.g., official letters and information notes to the office of the Divisional Commissioner Detectives and Forensic services; Ensure that personal assessment files of Anti-Corruption members are updated and submitted before due date to HRM ; Assist in management of leave schedules and ensure leave register (SAPS26) is updated; Preparation of presentation as desired by the Section Head Anti-Corruption Unit.

Post : Administrative Graduate Intern (1 post)
Component : Divisional Commissioner's Office
Section : Anti-Corruption: Investigation
Location : GP: Pretoria

Ref Number: DET INT 2/2021

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Law / Forensic Auditing, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

Core Functions:

Assist with rendering assistance in terms of Anti-Corruption related cases; Compiling of factual reports to respective line function managers; Drafting of applications in terms of Sec 252A operation to the office of the DPP; Submission of fingerprints (SAPS76) to LCRC within 3 working days; Compiling progress reports of Anti-Corruption related cases; Liaison with prosecutors in respect of cases going to court handled by Anti-Corruption Unit.

Post : Administrative Graduate Intern (2 posts)
Component : Family Violence, Child Protection and Sexual Offences
Section : FCS: Serial and Electronic Crime Investigations (SECI)
Location : GP: Pretoria

Ref Number : DET INT 3/2021

Special requirements:

***All applicants for the posts advertised under the Component: Family Violence, Child Protection and Sexual Offences must be 25 years of age and older.**

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Police Science / Criminal Justice / Public Administration / Information Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

Core Functions:

Assist with administering correspondence and files; preparing monthly and quarterly submissions from provinces; Typing reports, letters memorandums and monitor flow of documents within the section; maintain electronic and manual office filing.

Post : Administrative Graduate Intern (2 posts)
Component : Specific Crime Investigation
Sections : Stock Theft and Endangered Species
: Vehicle Crime Investigation
Location : GP: Pretoria

Ref Number: DET INT 4/2021

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

Core Functions:

Assist with providing effective and efficient administrative function and support to Section Head: Specific Crime Investigations; Administer support regarding the general office administration within the Component Specific Crime Investigations. Compilation of information on the performance of the Component Specific Crime Investigations.

Post : Data and Project Analyst Administrative Intern (8 posts)

Component : Organised Crime Investigation

Sections : Operational Desk and Project Investigations

: Narcotics Investigations

: Trans-National Investigations

: Anti-Gang Investigations

Location : GP: Pretoria

Ref Number: DET INT 5/2021

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in National Diploma/Degree: Mathematics / Computer Science / Finance / Economics / Statistics / Police Administration / Public Administration / Project Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

Assist with developing, implementing database and data systems; Analysing data using statistical techniques and providing reports, Identifying, Initiating, planning ,executing ,monitoring and controlling the projects, network operations, major investigations and project investigations; Centralization of information and investigation on syndicates takedown operations and Track and tracing syndicates, Analyse and interpret data; Assist with general administration duties of the office; Create and maintain spreadsheet and database; Type and process reports, documents and render professional and effective administration services and functions; Record documents in register and deliver documents to various offices; Maintain filing system by sorting and filing general office documents and correspondence; taking minutes in meetings when requested

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, as well as statement of results**.
- 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 **2021-10-15**.
- 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.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- The possible commencement date is **2021-12-01**.

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

PROVINCE/ DIVISION/ COMPONENT	NAME	CONTACT	ADDRESS
HEAD OFFICE PRETORIA Detective Services, Pretoria, Posts no DET INT 1-5/2021	PO Kgwedi PO Lehapana	(012)393 1277 (012)393 1968	Street address: 239 Francis Baard Street Pretoria Postal Address: Divisional Commissioner: Detective and Forensic Services FOR ATTENTION: Lt Col Chauke Private Bag X 302, Pretoria, 0001

We welcome applications from persons with disAbilities 