



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 a separate application form for each post reference number.

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.

DIVISIONAL COMMISSIONER: DETECTIVE AND FORENSIC SERVICES

Post : Administrative Graduate Intern (2 posts)
Section : Divisional Commissioner Office
Location : GP: Pretoria

Ref Number: FSL INT 1/2021

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 an added advantage.*

Core Functions:

*Assist with: provide general administrative support; attend to telephonic and e-mail enquiries; handling incoming and outgoing correspondence; the filing system; arranging meetings and hosting of internal/external role players; readiness of the venue and refreshments.

Post : Case Administrative Intern (1 post)
Component : Forensic Science Laboratory
Section : Scientific Analysis Unit
Location : GP: Pretoria

Ref Number: FSL INT 2/2021

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 an added advantage.*

Core Functions:

* Assist with: General administration; Archiving and Docufile Records Management; Efficient record control in the unit; record control in the unit; Arrange courier services, Recording incoming and outgoing post/parcels; Monitoring of incoming parcels.

Post : **Administrative Intern (5 posts)**
Component : **Criminal Record & Crime Scene Management**
Section : **Centralized Criminal Record Centre**
Location : **GP: Pretoria**

Ref Number: FSL INT 3/2021

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 an added advantage.*

Core Functions:

* Assist with: Administrate applications for Police Clearance certificates Capture information on CRIM System; Perform quality assurance on Applications and Certificates; Provide Client Service at Clients Service Centre to the applicants.

Post : **Administrative Graduate Intern (2 posts)**
Component : **Criminal Record & Crime Scene Management**
Section : **Adjudication and Expungement**
Location : **GP: Pretoria**

Ref Number: FSL 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 an added advantage.*

Core Functions:

* Assist with: Drawing / requesting folders from Archives for preparation of expungement of criminal records. Prepare documents in criminal record files for computerization of expungement information; Send and receive CR folders and completion of control sheet and fault sheet.; Typing of Expungement letters; Liaise with Department of Justice regarding the expungement of previous convictions; Liaising with internal and external stakeholders as well as individual clients by way of telephone, email correspondences and direct contact regarding expungement of criminal records; Distributing correct completed files to the relevant Sections; Ensure that expungement letters are mailed timeously to the relevant clients.

Post : Administrative Graduate Intern (2 posts)
Component : Criminal Record & Crime Scene Management
Section : Investigative Psychology
Location : GP: Pretoria

Ref Number: FSL INT 5/2021

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 level 6. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Typing of reports, letters, memorandums and monitor flow of documents; Verifying and consolidating office returns for monthly/ quarterly submission; Maintaining stationery stores and office inventory; Maintaining leave records, personal files and office registers; Compiling and consolidating and verify all overtime claims/applications.

Post : Case Administrative Graduate Intern (8 posts)
Section : Regional Forensic Science Laboratory
Location : EC FSL Case Management, Gqeberha

Ref Number: FSL INT 6/2021

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 level 6. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receive cases via FEM from case reception / analysts; Dealing of cases to analysts; Allocate and assign cases to analysts; Attend to telephonic /emails and walk in enquiries; Scanning of reports; General Administration.

Post : Administrative Graduate Intern (20 posts)
Section : Regional Forensic Science Laboratory
Location : WC FSL Case Management, Platteklouf

Ref Number: FSL INT 7/2021

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. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receive cases via FEM from case reception / analysts; Dealing of cases to analysts; Allocate and assign cases to analysts; Attend to telephonic /emails and walk in enquiries; Scanning of reports; General Administration.

Post : Case Administration Intern (14 posts)
Section : Forensic Science Laboratory: Biology
Location : Pretoria: National Head Office

Ref Number: FSL INT 8/2021

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. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Receiving and registering of all Biology related exhibit material and crime scenes; Capturing information on FEM and FSL Systems; Scanning of reports; Allocation of exhibit material and case files to the analyst/s; Completion of case files and exhibits on the FSL computer system; Verification cases after registration and ensure that errors are corrected; Case completion and Database completion of all completed cases; Scanning of all finalised cases; Handling of customer's telephonic/email enquiries; General Administration.

Post : Case Administration Intern (4 posts)
Section : Forensic Science Laboratory: Biology
Location : Amanzimtoti: Kwa-Zulu Natal

Ref Number: FSL INT 9/2021

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 level. *Computer literacy will be an added advantage.*

Core Functions:

*Assist with: Receiving and registering of all Biology related exhibit material and crime scenes; Capturing information on FEM and FSL Systems; Scanning of reports; Allocation of exhibit material and case files to the analyst/s; Completion of case files and exhibits on the FSL computer system; Verification cases after registration and ensure that errors are corrected; Case completion and Database completion of all completed cases; Scanning of all finalised cases; Handling of customer's telephonic/email enquiries; General Administration.

QUALITY MANAGEMENT: TECHNICAL MANAGEMENT

Post : Technical Intern (1 post)
Component : Quality Management
Section : Technical Management: Criminal Record & Crime Scene Management
Location : Pretoria, Gauteng

Ref Number: FSL INT 10/2021

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Electrical Engineering / Electronic Engineering, 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: Inspection electronic equipment and systems to identify issues; Repair faulty equipment units up to component level and compile detailed reports; the Development and implementation of preventative maintenance procedures; Planning and scheduling repairs; periodic quality checks on equipment and systems to ensure handling of equipment is in line with adopted ISO standards within the organisation; Assist in maintaining the inventory records for faulty equipment and replacement components supplies; perform preventative maintenance tasks including active daily inspection of laboratory facility equipment's and repair diagnosis when applicable; Learn how to maintain different electronic equipment; Assist the mentor with day-to day procedures, consisting of equipment inspections; Maintain cleanliness and neatness of workshop; Adhere to all safety protocols of the environment; Electronic and software reprogramming of instrument.

Post : Technical Intern (1 post)
Component : Quality Management
Section : Technical Management: Forensic Science Laboratory
Location : Platteklouf, Western Cape **Ref Number: FSL INT 11/2021**

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Electrical Engineering / Electronic Engineering, 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: Inspection electronic equipment and systems to identify issues; Repair faulty equipment units up to component level and compile detailed reports; the Development and implementation of preventative maintenance procedures; Planning and scheduling repairs; periodic quality checks on equipment and systems to ensure handling of equipment is in line with adopted ISO standards within the organization; Assist in maintaining the inventory records for faulty equipment and replacement components supplies; perform preventative maintenance tasks including active daily inspection of laboratory facility equipment's and repair diagnosis when applicable; Learn how to maintain different electronic equipment; Assist the mentor with day-to day procedures, consisting of equipment inspections; Maintain cleanliness and neatness of workshop; Adhere to all safety protocols of the environment; Electronic and software reprogramming of instrument.

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 statements 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 **2020-10-15**.
- 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.
- 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 **2021-12-01**.

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

DIVISION/ PROVINCE	NAME	CONTACT	ADDRESS
HEAD OFFICE PRETORIA: Forensic Services, Pretoria. Posts no FSL INT 1, 2, 3, 4, 5, 8 and 10/2021	Col Simon Lt Col Megit	(012) 421 0428 (012) 421 0585	Strelitzia Building, 730 Pretorius street, Arcadia, Pretoria, 0083.
FORENSIC SCIENCE LABORATORY WESTERN CAPE Posts no FSL INT 7 & 11/2021	Lt Col Nieuwoudt	(021) 929 0702	47 Silwerboom Avenue Platteklouf 7500
FORENSIC SCIENCE LABORATORY EASTERN CAPE Post no FSL INT 6/2021	Lt Col Moses Capt Bradley	(041) 407 6931	Even Donges Building Room 503/504 Hancock street North End Port Elizabeth
FORENSIC SCIENCE LABORATORY KWAZULU-NATAL Post no FSL INT 9/2021	Capt ST Dlungwana	(031) 904 0750/51	415 Andrew Zondo Road, Kings Crest Building, Amanzimtoti, 4126

We welcome applications from persons with disAbilities 