



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve months Graduate Recruitment Scheme at **Division: Legal & Policy 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 post and never participated in an internship programme in the relevant field to the 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 3 posts only (to complete application for each ref 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

NATIONAL LEVEL: HEAD OFFICE

The following posts are advertised for the consideration of the Graduate Recruitment Scheme in the South African Police Service.

Post : Intern (2 posts)
Section : Legislation Policy & Governance Management
Location : Head Office, Pretoria, Gauteng

Ref Number : LPS INT 01/2021

Additional Requirements:

*Be in possession of Bachelor of Laws Degree and be Computer Literate.

***Core Functions:**

Administrative support to the Section Heads at Governance, Policy and Legislation Management. Research on legal aspects in preparation of legal opinions to be rendered. Research and conducting of Legal Environmental Scanning. Support on the development of legal policy.

Post : Intern (2 posts)
Section : Operational Legal Support
Location : Head Office, Pretoria, Gauteng

Ref Number : LPS INT 02/2021

Additional Requirements:

*Be in possession of Bachelor of Laws Degree and be Computer Literate.

***Core Functions:**

Assist with rendering of legal support to the operational environments of the SAPS. Assist with drafting of legal documents and correspondence. Assist with legal research and general administration support.

Post : Intern (4 posts)
Section : Litigation and Administration
Location : Head Office, Pretoria, Gauteng

Ref Number : LPS INT 03/2021

Additional Requirements:

*Be in possession of Bachelor of Laws Degree and be Computer Literate.

***Core Functions:**

Provide legal assistance in preparing legal documents and correspondence. Assist in preparing and compiling documentary exhibits. Assist with the conducting of investigations on the facts of cases. Provide assistance with research on legal matters. Accompany legal officers during consultations. Assist with the general office administration.

Post : Intern (4 posts)
Section : Legal Support: Resources
Location : Head Office, Pretoria, Gauteng

Ref Number : LPS INT 04/2021

Additional Requirements:

*Be in possession of Bachelor of Laws Degree and be Computer Literate.

***Core Functions:**

Assist with vetting, analysing and drafting of contracts and agreements in relation to Technology Management, Supply Chain and Human Resources. Assist with the rendering of legal opinions on Human Resource, Training, Financial Management and Supply Chain Management policies. Assist with researching and analysing of court judgements. Assist with general office administration.

GENERAL:

- Only the official application form for the internship programme (available on 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.
- 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: LEGAL AND POLICY SERVICES	NAME	CONTACT	ADDRESS
GAUTENG: Head Office: Pretoria	Colonel Roos	(012) 393-7002	255 Presidia Building; Paul Kruger & Pretorius Street; Pretoria
	Chief Personnel Officer Mashiane	(012) 393-7172	

We welcome applications from persons with disAbilities 