



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division Supply Chain Management (SMC)**. 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 relevant to the field of the post;
- \* Proof of residential address to be attached;
- \*Applicants are restricted to apply for only three (3) posts and complete separate application forms for each post reference number.

Intern categories with minimum requirements:

**Graduate Intern:** Tertiary Qualification is required (Statement of Results 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 the consideration of the Graduate Recruitment Scheme into the South African Police Service.

**NATIONAL LEVEL: DIVISION SUPPLY CHAIN MANAGEMENT**

**DIVISION SCM: HEAD OFFICE INTERNS: PRETORIA**

**Post : Administration Intern (3 Posts)**  
**Section : Facility Management (Infrastructure Maintenance Services)**  
**Location : Silverton, Pretoria, Gauteng**

**Ref Number SCM INT 1/2021**

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Supply Chain Management / Logistics, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Capture and control data on PAS system, record and accounting of new different stock per relevant documentation. \*Handle warehouse functions related to stores, \*Do enquiries on requisitions and lot numbers. \*Handle personnel administrative duties. \*Assist in effective and efficient managing of tools and building stock inventories. \* Assist in receiving and dispatch of building materials. \*Assist with vehicle fleet management duties and maintenance thereof.

**Post : Administration Intern (3 Posts)**  
**Section : Mechanical Services**  
**Location : Perseuor Park, Lynnwood, Pretoria, Gauteng**

**Ref Number SCM INT 2/2021**

**Additional Requirements:**

\*Be in possession of a National Diploma/Degree in Public Management / Administration or Human Resource Management and recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Assist with HRM related functions including transfers, recruitment, discipline, absenteeism, performance appraisals, promotions, etc.\*Handle administration regarding incoming/outgoing correspondence and files regarding the personnel of the garages. \*Assist with all other HRM admin related matters.

**Post** : Administration Intern (3 Posts)  
**Section** : MGP & Services (Arms & Ammunition)  
**Location** : Silverton, Pretoria, Gauteng

**Ref Number** : SCM INT 3/2021

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Logistics/ Supply Chain Management, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Capture and control data on PAS system, record and accounting of new different stock per relevant documentation. \*Handle warehouse functions related to stores. \*Do enquiries on requisitions and lot numbers. \*Handle personnel administrative duties. \* Filing of vouchers in VA files as per stock items for proper correspondence.

**Post** Administration Intern (2 Posts)  
**Section** MGP & Services (Demand & Asset Management)  
**Location** Silverton, Pretoria, Gauteng

**Ref Number** SCM INT 4/2021

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Logistics/ Supply Chain Management / Purchasing Management, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Register files received from Divisions/Provinces in the relevant registers, \*Peruse files to verify correctness of documentation/information required for procurement, \*Invite end users and other role players to attend specification meetings, \* Perform secretarial duties during Spec meetings, \*Compile covering letters for submission to procurement management, \*Draft letters, monitor and coordinate feedback and the receipt of letters, receive requirements from provinces/divisions, Assist with the compilation of the Demand Plan.\*Update demand registers and Operational plan MPAD document; \*Weekly, Monthly, Quarterly and Annual reports. \* Update the relevant Registers, \*Retrieve files for Auditing, Perform filing duties for record keeping purposes.

**Post** Administration Intern (1 Post)  
**Section** MGP & Services (Demand & Asset Management)  
**Location** Silverton, Pretoria, Gauteng

**Ref Number** SCM INT 5/2021

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Human Resource Management, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Update leave files and SAPS 26 Register, monitor planned leave, prepare and assist with Z8 register. \*file all documents on the relevant files, type letters, \*assist with messenger duties, \*monitor the receipt of project documents and peruse them for correctness, \*assist with the coordination and consolidation of the sections Annual Operational Plan, \*monitor and coordinate the expiration of driver's licenses, \*update the electronic training database, \*assist with secretarial duties.

**Post** Administration Intern (3 Posts)  
**Section** Corporate Support (Financial Service)  
**Location** Persequor Park, Lynnwood, Pretoria, Gauteng

**Ref Number** SCM INT 6/2021

**Additional Requirements:**

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

**Core Functions:**

\*Maintain and reconcile the budget of financial year as well as the budget reports and expenditure control, \*Create financial authorities on Polfin system as well as increase applications when requested, \*Shifting of expenditure from an incorrect accounting official to the correct accounting officer on Polfin system. \*General admin and financial functions and duties.

**Post** Administration Intern (1 Post)  
**Section** Corporate Support (Auxiliary Services)  
**Location** Silverton, Pretoria, Gauteng

**Ref Number** SCM INT 7/2021

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Supply Chain Management / Logistics / Finance or Auditing, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Provide Administrative support in identification, compilation and development of SCM norms and standards, \*Assist with general office administrative duties in the development and updating of evaluation frameworks. \*Typing of letters, filing of reports, making copies, taking minutes in meetings when requested, \*Handle administrative duties with regards to the development and updating of performance standards, assessment criteria and tools, \* Assist with the consolidation of assessment criteria and tools, \*Assist with the planning for Performance work session, \*Assist with monitoring the effectiveness of the risk monitoring tool as per annual risk register

**Post** Administration Intern (2 Posts)  
**Section** Corporate Support (HRM & HRU)  
**Location** Silverton, Pretoria, Gauteng

**Ref Number** SCM INT 8/2021

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree Human Resource Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Assist with HRM related functions including transfers, recruitment, discipline, grievances, absenteeism, performance appraisals, promotions, etc. \*Handle administration regarding incoming/outgoing correspondence and files regarding the personnel of the garages. \*Assist with all other HRM admin related matters.

**Post** Administration Intern (1 Post)  
**Section** Corporate Support (Performance Management)  
**Location** Silverton, Pretoria, Gauteng

**Ref Number** SCM INT 9/2021

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Supply Chain Management / Logistics / Auditing, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Provide Administrative support with identification, compilation and development of SCM norms and standards, \*Assist with general office administrative duties in the development and updating of evaluation frameworks. \*Typing of letters, filing of reports, making copies, taking minutes in meetings when requested, \*Handle administrative duties with regards to the development and updating of performance standards, assessment criteria and tools, \* Assist with the consolidation of assessment criteria and tools, \*Assist with the planning for Performance work session, \*Assist with monitoring the effectiveness of the risk monitoring tool as per annual risk register.

**Post** Administration Intern (2 Posts)  
**Section** Procurement & Contract Management (Contract Management)  
**Location** Silverton, Pretoria, Gauteng

**Ref Number** SCM INT 10/2021

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Supply Chain Management / Logistics / Purchasing Management or Public Administration, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Assist with the process of developing, implementation and providing policies, including standards and guidelines for procurement. \*Administering the Contract Management processes in respect of goods and services and responsibility for Contract Management. \*Assist with the procurement administrative support to officers and management within Contract Management. \*Perform general administrative tasks for various sub-sections in Contract Management in accordance with relevant directives and legislation.

**Post** Administration Intern (3 Posts)  
**Section** Procurement & Contract Management (Procurement: MGP)  
**Location** Silverton, Pretoria, Gauteng

**Ref Number** SCM INT 11/2021

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Supply Chain Management / Logistics / Purchasing Management / Public administration, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Ensure an effective and efficient procurement process within SCM with regards to bids. \*Ensure an effective and efficient procurement process within SCM with regards to quotations. \*Receive applications from Demand Management to invite bids for end users. \*Prepare and arrange pre-advert meetings. \*Capture bids on Intenda. \*Compile submissions to the BAC for recommendation and approval. \*Compile contracts for relevant signatures. \*Advertise end results in the Tender Bulletin. \*Filing of all bid documents received.

**Post Administration Intern (1 Post)**  
**Section Procurement & Contract Management (Procurement: Facility Management)**  
**Location Silverton, Pretoria, Gauteng**

**Ref Number SCM INT 12/2021**

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Supply Chain Management/Logistics, recorded on the National Learner Record Database (NLRD) or at least NQF 6 or higher level.

**Core Functions:**

\*Ensure an effective and efficient procurement process within SCM with regards to bids. \*Ensure an effective and efficient procurement process within SCM with regards to quotations. \*Receive applications from Demand Management to invite bids for end users. \*Prepare and arrange pre-advert meetings. \*Capture bids on Intenda. \*Compile submissions to the BAC for recommendation and approval. \*Compile contracts for relevant signatures. \*Advertise end results in the Tender Bulletin. \*Filing of all bid documents received.

**Post Administration Intern (2 Posts)**  
**Section MGP & Services (Miscellaneous Stock Management)**  
**Location Silverton, Pretoria, Gauteng**

**Ref Number SCM INT 13/2021**

**Additional Requirements:**

\*Be in possession of National Diploma / Degree in Logistics/ Supply Chain Management, recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

**Core Functions:**

\*Capture and control data on PAS system, record and accounting of new different stock per relevant documentation. \*Handle warehouse functions related to stores, \*Do enquiries on requisitions and lot numbers. \*Handle personnel administrative duties, \*Filing of vouchers in VA files as per stock items for proper correspondence.

**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 as well as statement of results** must be 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 **2021-10-20**
- 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 commence date is **2021-12-01**

**ALL APPLICATIONS TO BE POSTED OR HAND DELIVERED TO THE FOLLOWING ADDRESS:**

Divisional Commissioner: Supply Chain Management, Head Office, Silverton, Pretoria	Lt Col RM Thokwane W/O X Peter AC JT Nkwane	(012) 841 7666/7671/ 7224	Divisional Commissioner Supply Chain Management: HRD, P/Bag X254, Pretoria 0001; or hand delivered Divisional Commissioner Supply Chain Management, 117 Creswell Road Silverton, Pretoria
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