



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
- *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 EACH CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER HUMAN RESOURCE DEVELOPMENT

PROVINCIAL AND HEAD OFFICE: DETECTIVE AND FORENSIC SERVICES

COMPONENT: FORENSIC SCIENCE LABORATORY

Post Case Administrative Intern (3 posts)
Section Regional Forensic Science Laboratory: Case Management
Location Western Cape, Platteklouf

Ref Number: FSL INT 1/2022

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: 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; Typing and Scanning of reports; Filing of Case Dockets and General Administration.

Post Case Administrative Intern (3 posts)
Section Regional Forensic Science Laboratory: Chemistry Case Administration
Location Western Cape, Platteklouf

Ref Number: FSL INT 2/2022

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: Receiving of all Chemistry related exhibit material; Scanning of reports; Allocation of exhibit material and case files to the analyst/s; Completion of case files and exhibits on the FSL Admin system; Verification cases after registration and ensure that errors are corrected; Scanning of all finalised cases; Typing of Statements; Data capturing; Handling of customer's telephonic/email enquiries; General Administration.

Post Case Administrative Intern (3 posts)
Section Regional Forensic Science Laboratory: Biology Case Administration
Location Western Cape, Platteklouf

Ref Number: FSL INT 3/2022

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: Receiving of all Biology related exhibit material; 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; Scanning of all finalised cases; Typing of Statements; Data capturing; Handling of customer's telephonic/email enquiries; General Administration.

Post Case Administrative Intern (3 posts)
Section Regional Forensic Science Laboratory: Ballistics Case Administration
Location Western Cape, Platteklouf

Ref Number: FSL INT 4/2022

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: Receiving of all Ballistic related exhibit material; 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; Scanning of all finalised cases; Typing of Statements; Data capturing; Handling of customer's telephonic/email enquiries; General Administration.

Post Case Administrative Intern (3 posts)
Component Forensic Science Laboratory
Section FSL Case Management
Location Gauteng, Pretoria

Ref Number: FSL INT 5/2022

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: Receiving and registering exhibits; Performing quality checks on the exhibits and supporting documentation submitted to the FSL; Capturing information onto the FSL Admin System; Assisting with discrepancy cases; Secure storage and handover of exhibits and case files; Archiving and efficient record keeping; Performing procurement and administrative functions; Assisting with stores and distribution of store items; Perform computer functions using Microsoft Word, Excel and PowerPoint programmes. Providing a professional service to the clients.

Post Case Administrative Intern (3 posts)
Component Forensic Science Laboratory
Section Ballistics Case Management
Location Gauteng, Pretoria

Ref Number: FSL INT 6/2022

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: Receiving, registering of all Ballistics related exhibit material and crime scenes; Completion of information on FEM and FSL Systems; Completion of case files and exhibits on the FSL computer system; Verification of cases after registration and ensure that errors are corrected; Allocation of exhibit material and case files to the analyst/s; Case completion and Database completion of all completed cases; Scanning of all finalised cases; Handling of customer's enquiries; General Administration duties including but not limited to; administrative crime scene preparations, administrative training preparation, taking of minutes, filing.

Post Case Administrative Intern (5 posts)
Component Forensic Science Laboratory
Section Chemistry Case Management
Location Gauteng, Pretoria

Ref Number: FSL INT 7/2022

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: Receiving, registering of all Drug related exhibit material and crime scenes; Completion of information on FSL Admin Systems; Completion of case files and exhibits on the FSL computer system; Verification of cases after registration and ensure that errors are corrected; Allocation of exhibit material and case files to the analyst/s; Case completion and Database completion of all completed cases; Scanning of all finalised cases; Handling of customer's enquiries; General Administration duties including but not limited to administrative crime scene preparations, administrative training preparation, taking of minutes, filing.

Post Case Administrative Intern (4 posts)
Component Forensic Science Laboratory
Section Biology Case Management
Location Gauteng, Pretoria

Ref Number: FSL INT 8/2022

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: Receiving, Perform case reception and registration duties; Perform case allocation to analysts according to the quality standards, Receive exhibits/ dockets from analysts, perform all relevant functions thereafter; *Client service, including communication, attend to case enquires and scanning of reports; *Perform Dispatch functions according to the standards; Receive DNA samples at sample storage areas; creating isolation worklists; *Ensure compliance to Quality Management and Health and Safety standards.; Scanning of all finalised cases; General Administration duties.

Post Case Administration Intern (2 posts)
Section Regional Forensic Science Laboratory: Chemistry Case Administration
Location Kwa-Zulu Natal, Amanzimtoti

Ref Number: FSL INT 9/2022

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: Receiving and registering of all Drug related exhibit material and crime scenes; Capturing information on FSL Systems; Completion of case files and exhibits on the FSL computer system; Verification of cases after registration and ensure that errors are corrected; Allocation of exhibit material and case files to the analyst/s; 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 (3 posts)
Section Regional Forensic Science Laboratory: Ballistics Case Administration
Location Kwa-Zulu Natal, Amanzimtoti

Ref Number: FSL INT10/2022

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: Receiving and registering of all Ballistics related exhibit material and crime scenes; Capturing information on FSL Systems; Completion of case files and exhibits on the FSL computer system; Verification of cases after registration and ensure that errors are corrected; Allocation of exhibit material and case files to the analyst/s; 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 Administrative Intern (3 posts)
Section Regional Forensic Science Laboratory: Biology Case Management and Operational Support
Location Kwa-Zulu Natal, Amanzimtoti

Ref Number: FSL INT 11/2022

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: Receiving, Perform case reception and registration duties; Perform case allocation to analysts according to the quality standards, Receive all Biology related exhibits/ dockets from analysts, perform all relevant functions thereafter; *Client service, including communication, attend to case enquires and scanning of reports; *Perform Dispatch functions according to the standards; Receive DNA samples at sample storage areas; creating isolation worklists; *Ensure compliance to Quality Management and Health and Safety standards.; Scanning of all finalised cases; General Administration duties.

Post Case Administrative Intern (11 posts)
Section Regional Forensic Science Laboratory: Case Management
Location Eastern Cape, Gqeberha

Ref Number: FSL INT 12/2022

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: 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.

COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT

Post Administrative Intern (5 posts)
Component Criminal Record & Crime Scene Management
Section Centralized Criminal Record Centre: Police Clearance Certificates
Location Gauteng, Pretoria

Ref Number: FSL INT 13/2022

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 administrating applications for Police Clearance Certificates; capturing information on CRIM System. *Performing Quality Assurance on Applications and Certificates; Providing Client Service at Clients Service Centre to the applicants.

Post Administrative Intern (5 posts)
Component Criminal Record & Crime Scene Management
Section Criminalistic Bureau: Expungement
Location Gauteng, Pretoria

Ref Number: FSL INT 14/2022

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 Intern (2 posts)**
Component **Criminal Record & Crime Scene Management**
Section **Investigative Psychology**
Location **Gauteng, Pretoria**

Ref Number: FSL INT 15/2022

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: Psychological Motivated Crime administration; Receiving cases / referrals from the investigation officer from case reception; Registering of new cases on the Registers; Assists Criminologist and Psychologist with administration duties; Arrange meetings and taking of minutes; Receive information from clients; Attend to telephonic / e-mails and walk in enquiries; Scanning of reports and general administration.

Post **Administrative Intern**
Component **Criminal Record & Crime Scene Management**
Section **Management Information Center (MIC)**
Location **Gauteng, Pretoria**

Ref Number: FSL INT 16/2022

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: Administering and consolidating management information; Coordinating and updating information for the Component; Record keeping and ensuring and effective monitoring of the flow of documents and data in respect of the Criminal Record Center; Providing support in generating and consolidating of management information for specific purposes such as briefing of Parliamentary Portfolio Committee questions in Parliament etc.; Providing assistance in compiling of reports and presentation and general administration.

Post Administrative Intern
Component Criminal Record & Crime Scene Management
Section Local Criminal Record Center: Crime Scene Management
Location Western Cape, Mitchells Plain

Ref Number: FSL INT 17/2022

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: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification dockets; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports, PR dockets and fingerprint lifters.

Post Administrative Intern
Component Criminal Record & Crime Scene Management
Section Provincial CR & CSM Office: Management Information Center (MIC)
Location Northern Cape, Kimberley

Ref Number: FSL INT 18/2022

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: Circulation of reports to LCRC's; Consolidate reports on ID lists; Receive reports from LCRC offices and populate operational return report; Update on a monthly and quarterly basis raw stats reports from the operational return; Receive reports from LCRC offices and populate reaction time template; Compile a summary of performance of the Provincial Head per semester.

Post Administrative Intern
Component Criminal Record & Crime Scene Management
Section Local Criminal Record Center: Crime Scene Management
Location Free State, Seloshesha

Ref Number: FSL INT 19/2022

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. *Computer literacy will be an added advantage.*

Core Functions:

* Assist with: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification dockets; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Manage the images of all crime scene photos.

Post Administrative Intern
Component Criminal Record & Crime Scene Management
Section Provincial Office: Crime Scene Management
Location Gauteng: Johannesburg

Ref Number: FSL INT 20/2022

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: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR docket and fingerprint lifters.

Post Administrative Intern
Component Criminal Record & Crime Scene Management
Section Local Criminal Record Center: Crime Scene Investigation
Location Limpopo, Lebowakgomo

Ref Number: FSL INT 21/2022

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: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Retrieve and file scene reports; PR docket and fingerprint lifters.

Post Administrative Intern
Component Criminal Record & Crime Scene Management
Section Local Criminal Record Center: Crime Scene Investigation
Location Kwa-Zulu Natal; Durban (Umlazi Cluster)

Ref Number: FSL INT 22/2022

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: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes and registering the submission of evidence; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM).

Post Administrative Intern
Component Criminal Record & Crime Scene Management
Section Local Criminal Record Center: Crime Scene Management
Location Eastern Cape: Butterworth

Ref Number: FSL INT 23/2022

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: Registering attended cases on relevant registers (IR, PR and ID registers). Typing of PR docket keys, affidavits and covering letters for exhibits. Assist sorting of exhibits for dispatching to relevant destinations, eg FSL and Stations. Manage the CSL exhibits to and from the LAB LCRC. Assist in the management of subpoenas for courts.

Post Administrative Intern
Component Criminal Record & Crime Scene Management
Section Provincial CR & CSM Office: Crime Scene Management
Location Mpumalanga, eMalahleni

Ref Number: FSL INT 24/2022

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 and printing Crime Scene Management related CIMS reports on a weekly and monthly basis, in preparation for CSM meetings with Unit Commanders and Operational Commanders of the various LCRCs;
Consolidating Provincial Crime Scene Management statistics weekly and quarterly for the monitoring of provincial performance. Typing reports, agendas, as well as taking minutes of meetings held by the Provincial Office;
Consolidating Provincial Crime Scene Management Requisition Information Notes for consumables and equipment.
Maintain the filing and safekeeping of Archive discs for Crime Scene Management Images brought to the Provincial Office by the various LCRCs.

Post Administrative Intern
Component Criminal Record & Crime Scene Management
Section Local Criminal Record Center: Crime Scene Management
Location North West, Rustenburg

Ref Number: FSL INT 25/2022

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: Receiving, registering and distribution of cases to crime scene investigators; Registering exhibits collected from crime scenes; Registering and updating fingerprint identification docket; Updating information and case results on the system; Uploading 212 statements on Forensic Leads Management system (FLM). Capturing of data pertaining to analysis on Case Information Management System (CIMS).

COMPONENT: QUALITY MANAGEMENT

Post Technical Intern (2 posts)
Component Quality Management
Section Technical Management
Location Gauteng: Pretoria

Ref Number: FSL INT 26/2022

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: Inspecting electronic equipment and systems to identify issues; Repair faulty equipment units at Provincial and Component level which may include travelling and compiling of detailed reports; 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.

Post **Administrative Intern (2 posts)**
Component **Quality Management**
Section **Forensic Database Management**
Location **Gauteng: Pretoria**

Ref Number: FSL INT 27/2022

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: Registration and capturing of verified forensic DNA Investigative lead information on the FSL Admin system; Perform administrative quality assurance on letters and reports to be scanned onto the system; Scanning of forensic DNA investigative leads reports onto the system; Retrieving of case files.

Post **Administrative Intern**
Component **Quality Management**
Section **Regional Quality Management**
Location **Gauteng: Pretoria**

Ref Number: FSL INT 28/2022

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: Receiving, verifying and consolidating weekly, monthly and quarterly reports submitted by the QM: Provincial CR & CSM and QM: Regional FSL offices; Prepare source documents for submission at the Component MIC; Updating and maintaining of Non-conformances, Audits and Inspections, Hazard Identification Risks Assessment(HIRA) and Medical Surveillance databases.

DIVISION: DETECTIVE SERVICES

Post Administrative Intern (2 posts)
Component Detective and Forensic Services
Section MISP: Detective Service
Location National Head Office, Pretoria

Ref Number: DET INT 1/2022

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: Rendering of a professional and effective administration services and functions. *Render professional, lawful and reasonable information and system support. *Create and maintain spreadsheets and databases. *Consolidate and compile reports. *Analyse and interpret data. *Type and process reports and documents.*Maintain filing system by sorting and filing general office documents and correspondence. *Record documents in register and deliver documents to various offices. *Open and update general office files. *Maintain logistical aids and distribute physical resources. *Photocopy documents and maintain photocopy machine.

COMPONENT: FAMILY VIOLENCE AND CHILD PROTECTION SEXUAL OFFENCE INVESTIGATIONS

Post Administrative Intern (2 posts)
Component Family Violence and Child Protection Sexual Offence Investigations
Section Serial and Electronics Crime Investigations
Location National Head Office, Pretoria

Ref Number: DET INT 2/2022

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: *Recording documents in register and deliver documents to various offices; Opening and updating general office files; Typing and consolidating reports, letters memorandums and monitor flow of documents within the section; Maintaining electronic and manual filing system by sorting and filing general office documents and correspondence *Photocopy documents and record keeping; Rendering administrative duties pertaining to Quarterly and Monthly submissions from Provinces; Updating and maintain spreadsheets and databases; Maintaining logistical aids and distributing physical resources.

COMPONENT: SPECIFIC CRIME INVESTIGATIONS

Post Graduate Administrative Intern (2 posts)
Component Specific Crime Investigations
Section National Investigation Unit
Location National Head Office, Pretoria

Ref Number: DET INT 3/2022

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: *Recording documents in register and deliver documents to various offices; Opening and updating general office files; Typing and consolidating reports, letters memorandums and monitor flow of documents within the section; Maintaining electronic and manual filing system by sorting and filing general office documents and correspondence *Photocopy documents and record keeping; Rendering administrative duties pertaining to Quarterly and Monthly submissions from Provinces; Updating and maintain spreadsheets and databases; Maintaining logistical aids and distributing physical resources.

Post **Administrative Intern (2 posts)**
Component **Specific Crime Investigations**
Section **Vehicle Crime Investigation**
Location **National Head Office, Pretoria**

Ref Number: DET INT 4/2022

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: *Recording documents in register and deliver documents to various offices; Opening and updating general office files; Typing and consolidating reports, letters memorandums and monitor flow of documents within the section; Maintaining electronic and manual filing system by sorting and filing general office documents and correspondence *Photocopy documents and record keeping; Rendering administrative duties pertaining to Quarterly and Monthly submissions from Provinces; Updating and maintain spreadsheets and databases; Maintaining logistical aids and distributing physical resources.

Post **Administrative Intern (2 posts)**
Component **Specific Crime Investigations**
Section **Stock Theft and Endangered Species**
Location **National Head Office, Pretoria**

Ref Number: DET INT 5/2022

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: *Recording documents in register and deliver documents to various offices; Opening and updating general office files; Typing and consolidating reports, letters memorandums and monitor flow of documents within the section; Maintaining electronic and manual filing system by sorting and filing general office documents and correspondence *Photocopy documents and record keeping; Rendering administrative duties pertaining to Quarterly and Monthly submissions from Provinces; Updating and maintain spreadsheets and databases; Maintaining logistical aids and distributing physical resources.

Post Graduate Administrative Intern (1 posts)
Component Specific Crime Investigations
Section Transnational Crimes
Location National Head Office, Pretoria

Ref Number: DET INT 6/2022

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: *Recording documents in register and deliver documents to various offices; Opening and updating general office files; Typing and consolidating reports, letters memorandums and monitor flow of documents within the section; Maintaining electronic and manual filing system by sorting and filing general office documents and correspondence *Photocopy documents and record keeping; Rendering administrative duties pertaining to Quarterly and Monthly submissions from Provinces; Updating and maintain spreadsheets and databases; Maintaining logistical aids and distributing physical resources.

Post Graduate Administrative Intern (1 posts)
Component Specific Crime Investigations
Section Office of the Component Head
Location National Head Office, Pretoria

Ref Number: DET INT 7/2022

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: *Recording documents in register and deliver documents to various offices; Opening and updating general office files; Typing and consolidating reports, letters memorandums and monitor flow of documents within the section; Maintaining electronic and manual filing system by sorting and filing general office documents and correspondence *Photocopy documents and record keeping; Rendering administrative duties pertaining to Quarterly and Monthly submissions from Provinces; Updating and maintain spreadsheets and databases; Maintaining logistical aids and distributing physical resources.

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.
- 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 6 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 **2022-10-28**
- 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 3 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.

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

DIVISION/COMPONENT	NAME	CONTACT	ADDRESS
HEAD OFFICE PRETORIA: Detective Services, Pretoria Posts DET INT 1-7/2022	Lt Col Chauke Capt Tolsma Const Mandiwana PO Tlometsana	(012) 393 1633 (012) 393 1785 (012) 393 4964 (012) 393 2062	Watchuis Building 231 Francis Baard Street Pretoria 0001
HEAD OFFICE PRETORIA: Forensic Services, Pretoria. Posts no FSL INT 5,6,7,8,13,14,15,16,26, 27,28/2022	Col Simon Lt Col Megit	(012) 421 0428 082 377 3353 (012) 421 0585 063 689 1794	Strelitzia Building, Room 20 730 Pretorius street, Arcadia, Pretoria, 0083.

PROVINCES	NAME	CONTACT	ADDRESS
FORENSIC SCIENCE LABORATORY: WESTERN CAPE Posts no FSL INT 1,2,3,4/2022	Lt Col Nieuwoudt Capt Lorenzen	(021) 929 0702 (021) 929 0704	47 Silwerboom Avenue Platteklouf 7500
FORENSIC SCIENCE LABORATORY: EASTERN CAPE Post no FSL INT 12/2022	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 9,10,11/2022	Lt Col Maistry PPO C Pillay	(031) 904 0750/51	415 Andrew Zondo Road, Kings Crest Building, Amanzimtoti, 4126
DIVISION/ PROVINCE	NAME	CONTACT	ADDRESS
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT WESTERN CAPE	Captain Botha WO de Goede	(021) 467 6248	Postal address: Private Bag x9113 8000 Cape Town Street Address

Post no FSL INT 17/2022			Thomas Boydell Building (Room 328, 3rd Floor) 22 Parade Street Cape Town 8000
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT NORTHERN CAPE	Lt Col Makhutle AC Meas	(053) 836 7808 (053) 836 7815	Old Absa Building 69-273 Du Toitspan road Kimberley 8300 Room G1
Post no FSL INT 18/2022			
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: FREE STATE	Lt Col Botha Capt Molale	(051) 507 6648 (051) 507 6933	C/O Fontein and Aliwal Street, Fountain Building CBD, Bloemfontein, 9300 Room 115
Post no FSL INT 19/2022			
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: GAUTENG	Lt Col Mathebe Capt Moya	(011)497 7423 (011)497 7137	Johannesburg SAPS No 1 Commissioner street Johannesburg 2000
Post no FSL INT 20/2022			
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: LIMPOPO	Capt Maake AC Mumbela	(015) 298 4199	Albatros Building no8, 19 Market street, Polokwane, 0699
Post no FSL INT 21/2022			
DIVISION/ PROVINCE	NAME	CONTACT	ADDRESS
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: KWA-ZULU NATAL	Lt Col Ntshingila PPO Magan	(031)325 6235 (031)325 5999	No 15 Braam Fischer Road Durban Servamus Building 2 nd floor Room 205 4000
Post no FSL INT 22/2022			
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: EASTERN CAPE	Col Nobuzana PPO Mahlelehlele	(043) 704 9767 (043) 704 9782	East London LCRC First floor Room B072 15 Phillip Frame Road Waverly Office Park Chiselhurts East London 5247
Post no FSL INT 23/2022			

PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: MPUMALANGA Post no FSL INT 24/2022	Capt Maharaj AC T Lentsoane	(013) 655 5396 (013) 655 5351	Corner of Kruger And Botha Avenue, Old Mutual Building, Witbank 1085
PROVINCIAL CRIMINAL RECORD & CRIME SCENE MANAGEMENT: NORTH WEST Post no FSL INT 25/2022	Lt Col Wilson AC Gaboutlwele	076 862 2814	Louis Le Grange Building Corner of Wolmarans and Peter Mokaba Street Court Building 3 rd Floor Room no 306 Potchefstroom 2531

We welcome applications from persons with disAbilities 