



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division Human Resource Development**. 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;
- \*Applicants are restricted to apply for only three (3) positions and complete a separate application form for each post reference number.

**Intern categories with minimum requirements:**

**Graduate Intern:** Tertiary Qualification is required (Statement of Results must be attached).

**Student Intern:** Practical experience required by the Tertiary Institution in order for learners to finalise their qualification (letter from the Institution not older than two (2) years must be attached).

**NB: STIPEND FOR EACH CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER HUMAN RESOURCE DEVELOPMENT: SOUTH AFRICAN POLICE SERVICE**

**SAPS ACADEMIES**

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

Post : Student Intern  
 Section : Supply Chain Management (Gardening and Surroundings)  
 Location : SAPS Academy Benoni, GP Ref Number: HRD INT 1/2022

**Additional Requirements:**

\*Be in possession of a National Certificate: Landscaping (NQF 03), recorded on the National Learner Record Database (NLRD).

**Core Functions:**

\*Assist with: \*Ensure health and safety standards in the horticultural industry. \*Maintain practices of providing plant care and nutrition for ornamental plants and landscapes. \*Shape trees and shrubs to promote flowering. \*Ensure that alien invader plants are controlled. \*Recognize a range of ornamental plants used in horticulture and care for plants that require special attention. \*Ensure that grassed areas are maintained through the application of mowing and de-thatching practices. \*Ensure that the irrigation systems installed in landscaped areas are properly maintained. \*Supervise and maintain specific sports turf areas.

**Post : Hospitality Management Interns (37 Posts)**

**Section : Mess**

**Location : SAPS Academies**

Arcadia, GP	(2 Posts)	Ref Number: HRD INT 2/2022
Benoni, GP	(2 Posts)	HRD INT 3/2022
Roodeplaat, GP	(2 Posts)	HRD INT 4/2022
Tshwane, GP	(6 Posts)	HRD INT 5/2022
Bhisho, EC		HRD INT 6/2022
Graff-Reinet, EC	(2 Posts)	HRD INT 7/2022
Thabazimbi, LIM	(3 Posts)	HRD INT 8/2022
Mounted, NW	(2 Posts)	HRD INT 9/2022
Mankwe, NW	(3 Posts)	HRD INT 10/2022
Chatsworth, WC	(2 Posts)	HRD INT 11/2022
Paarl, WC	(2 Posts)	HRD INT 12/2022
Thabong, FS		HRD INT 13/2022
Phillipi, WC	(2 Posts)	HRD INT 14/2022
Rietondale, GP	)	HRD INT 15/2022
All Saints, EC		HRD INT 16/2022
Mthatha, EC		HRD INT 17/2022
Ulundi, KZN		HRD INT 18/2022
Oudtshoorn, WC		HRD INT 19/2022
Bishop Lavis		HRD INT 20/2022

**Additional Requirements:**

\*Be in possession of an applicable N6 Certificate/ National Certificate in Hospitality Management/ or three (3) years National Diploma/ Degree in Hospitality Management / Food and Beverage Management Services, recorded on the National Learner Record Database (NLRD). Must have a letter from the Institution of Higher learning /TVET for experiential learning.

**Core Functions:**

\* Assist with: Planning, preparation and serving of meals; Organising and keeping the kitchen, dining halls and storerooms hygienically clean; contributing to the proper utilization of the resources allocated to the post environment.

**Post : Financial Graduate Intern (5 Posts)**

**Section : Finance**

**Location : SAPS Academies**

Benoni, GP	Ref Number: HRD INT 21/2022
Moloto, MP	HRD INT 22/2022
Addo, EC	HRD INT 23/2022
Roodeplaat, GP	HRD INT 24/2022
Oudtshoorn, WC	HRD INT 25/2022

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Monitoring Financial claims payments, standing advances debts and administrative processes; Administering Semi-official institutions; financial administrative support.

**Post : Administrative Graduate Intern (9 Posts)**

**Section : Supply Chain Management**

**Location : SAPS Academies**

**Addo, EC**

**Moloto, MP**

**Ulundi, KZN**

**Hammanskraal, GP**

**Roodeplaat, GP**

**Thabong, FS**

**Paarl, WC**

**Bhisho, EC**

**Bishop Lavis, WC**

**Ref Number: HRD INT 26/2022**

**HRD INT 27/2022**

**HRD INT 28/2022**

**HRD INT 29/2022**

**HRD INT 30/2022**

**HRD INT 31/2022**

**HRD INT 32/2022**

**HRD INT 33/2022**

**HRD INT 34/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\* Assist with: Administrative duties pertaining to Supply Chain Management; Loss control related tasks; Administering all matters related to procurement; Receiving and issuing items at the store; Facilitate applications, reports of losses, damages and accidents.

**Post : Administration Clerk Graduate Intern (5 Posts)**

**Section : Human Resource Management (HRM)**

**Location : Ulundi, KZN**

**Oudtshoorn, WC**

**Bishop Lavis, WC**

**Rietondale, GP**

**Ref Number: HRD INT 35/2022**

**HRD INT 36/2022**

**HRD INT 37/2022**

**HRD INT 38/2022**

**Additional Requirements:**

Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

Assis with the administration of leave applications, receiving, processing and capturing of leave applications. \*Responsible for auditing leave files. \* Process on and off duty injuries and medical boards for all personnel members at the Academy. Administer Service Termination at the Academy.\* Render Administrative duties pertaining to HR regarding Human Resource Utilization and related functions.

**Post : Medical Assistant Intern (2 Posts)**

**Section : Sick Bay**

**Location : SAPS Academies**

**Ulundi, KZN**

**Philippi, WC**

**Ref Number: HRD INT 39/2022**

**HRD INT 40/2022**

**Additional Requirements:**

\*Be in possession of a valid Certificate in Basic Ambulance Assistance (BAA) / Ambulance Emergency Assistant (AEA) / Critical Care Assistant (CCA) /National Diploma in Nursing NQF6 or higher level. Submit proof (certified copy) of valid registration with HPCSA for the financial year 2022/2023.

**Core Functions:**

\*Assist with: \*Maintain first aid boxes and medical bags. \*Provide emergency medical care in a pre-hospital environment. \*Ensure the prompt and proper completion of WCL2 forms; \*Render a stabilization and monitoring service in the sick bay until the injured member/s are transported to hospital for specialized medical treatment.

**Post** : **Administration Clerk Graduate Intern (2 Posts)**

**Section** : **Training Support**

**Location** : **Mthatha, EC**  
**Graff-Reinet, EC**

**Ref Number: HRD INT 41/2022**  
**HRD INT 42/2022**

**Additional Requirements:**

Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Development / Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

Assist with the preparation of Trainers files for SASSETA verification. \*File all Summative and Formative assessment results and supporting documents for all Training Instruments. \* Assist with issuing of assessment, material to trainers.\* Administer the Trainees daily strength and update the database.\* \*Handle general administration of the Section Training. \*Assist with all personnel matters for the Section: Training. \*Capture and set up an approved database for summative assessment results for each Trainee and each instrument

**Post** : **Administration Clerk Graduate Intern**

**Section** : **Monitoring and Evaluation (M&E)**

**Location** : **Mthatha , EC**

**Ref Number: HRD INT 43/2022**

**Additional Requirements:**

Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Development / Monitoring and Evaluation / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

Assist with the administrative duties for the monitoring and evaluation.\*Compile the reports for the principals. \*Manage the database for all the ETD Practitioners registrations. \*Handle all personnel matters for the Section: M&E.\*Prepare all the M&E Tools for SASSETA verification process. Manage the ETD Practitioners registration database. Submit Invigilation Report and Summative Assessment Results after each assessment

**Post** : Librarian Assistant (Graduate Intern) (4 Posts)  
**Section** : Library  
**Location** : Chatsworth, KZN  
Paarl, WC  
Hammanskraal, GP  
All Saints, EC

**Ref Number:** HRD INT 44/2022  
HRD INT 45/2022  
HRD INT 46/2022  
HRD INT 47/2022

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Degree/Diploma in Library Information Science/ Information Management recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\* Assist with Rendering a support service to all library users.\*Assist personnel with research topics relating to study fields. Perform library administration.\*Manage library collection.\*Market the services of Divisional library. \*Record keeping of lecture and training material

**Post** : Administrative Intern (2 Posts)  
**Section** : Management Information and Strategic Planning  
**Location** : Hammanskraal, GP  
Bhisho, EC

**Ref Number** HRD INT 48/2022  
HRD INT 49/2022

**Additional Requirements:**

\*Be in possession of NQF level 6 or higher qualification in Public Management, Project Management. Postgraduate will be an added advantage.

**Core Functions:**

\*Assist with the facilitation of Annual Performance Plans and Quarterly Reports. \*Assist with the compilation of management information report and documents. \*Assist with the development, maintenance and verification of statistical information and database key performance areas. \*Assist in monitoring, collating, evaluating and coordinating of management information and research.

**GENERAL:**

- Only the official Application Form for the Graduate Recruitment Scheme (**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.**
- Updated Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant's ID document, National Senior Certificate and all post school educational qualifications with statement of results 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.
- Applications must be posted/hand delivered timeously. Late applications will not be accepted or considered. The closing date for all applications is **2022-10-28**.
- All short-listed candidates will be subjected to fingerprint screening.
- All short-listed candidates will undergo a personal interview. Short-listed applicants may be subjected to vetting.
- Correspondence will be conducted with successful candidates 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.
- Recommended candidates will be expected to sign a 12 months 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

**ENQUIRIES:**

**Colonel BM Pitso: Tel no. (012) 334 3791**  
**PO T Seeta Tel no. (012) 407 2121**  
**PO HZ Manganyi Tel no (012) 334 3524**

**APPLICATIONS POSTED/ HAND DELIVERED:**

	<b><u>SAPS ACADEMY ALL SAINTS</u></b>	<b><u>SAPS ACADEMY MOLOTO</u></b>	<b><u>SAPS ACADEMY BISHOP LAVIS</u></b>	<b><u>SAPS ACADEMY GRRAFF- REINET</u></b>	<b><u>SAPS ACADEMY TSHWANE</u></b>
<b><u>PRIVATE BAG ADDRESS</u></b>	Private Bag X0001 Bhisho 5605	Private Bag X14872 Sinoville 0129	Private Bag X6 Parow 7490	Private Bag X723 Graaff-Reinet 6280	Po Box 435 Pretoria West 0117
<b><u>PHYSICAL ADDRESS</u></b>	R63 Komga Road Bisho 5605  (040) 608 2200 (040) 608 2249	Plot 243 Jakkalsdans Moloto Road 1002  012 735 9600/13	SAPS Academy Bishop Lavis 100 Myrtle Road Bishop Lavis 6499  (021) 935 5504 (021) 935 5571/75	22 College Road Graaff- Reinet 6280  (049) 807 5200	No 1 Rebecca Street Pretoria West 0117  (012) 353 9001 (012) 353 9071
<b><u>PRIVATE BAG ADDRESS</u></b>	<b><u>SAPS ACADEMY ARCADIA</u></b>	<b><u>SAPS ACADEMY BENONI</u></b>	<b><u>SAPS ACADEMY ROODEPLAAT</u></b>	<b><u>SAPS ACADEMY MANKWE</u></b>	<b><u>SAPS ACADEMY PAARL</u></b>
	PO Box 26170 Arcadia 0083	Private Bag X 003 Benoni 1500	Private Bag X651 Pretoria 0001	Private Bag X1009 Mogwase 0314	Private Bag X3034 Paarl 7620
<b><u>PHYSICAL ADDRESS</u></b>	640 Francis Baard street Pretoria 0001  (012) 334 1868	Cnr Great North & Hospital Road North Mead Benoni 1500  (011) 746 6300	Kwamhlanga Road Roodeplaat  (012) 808 8664	R510 National Road towards Northam Mogwase 0314  (014) 558 8185 (014) 558 8186	429 Main Street Paarl 7646  (021) 807 9000

<b><u>PRIVATE BAG ADDRESS</u></b>	<b><u>SAPS ACADEMY PHILLIPI</u></b>	<b><u>SAPS ACADEMY HAMMANSKRAAL</u></b>	<b><u>SAPS ACADEMY ULUNDI</u></b>	<b><u>SAPS ACADEMY MOUNTED</u></b>	<b><u>SAPS ACADEMY BHISHO</u></b>
	Private Bag X3 Parow 7499	Private Bag X01 Pyramid 0120	Private Bag X 35 Ulundi 3838	Private Bag X 1286 Potchefstroom 2520	Private Bag X 7450 King Williams Town 5600
<b><u>PHYSICAL ADDRESS</u></b>	New Eisleban Road Phillipi	SAPS Academy Hammanskraal No1 Harry Gwala Road Hammanskraal 0400	No.1 Ingulube Street Ulundi 3838	Welgegund Farms (R53) Venterdorp Road Potschefstroom 2520	R63 Komga Road Bhisho 5605
	(021) 370 2665	(012)7118000/2/3	(035) 879 8939 (035) 8798906	(018) 299 0199 (018) 299 0114	(040) 608 8202
<b><u>PRIVATE BAG ADDRESS</u></b>	<b><u>SAPS ACADEMY THABAZIMBI</u></b>	<b><u>SAPS ACADEMY RIETONDALE</u></b>	<b><u>SAPS ACADEMY MTHATHA</u></b>	<b><u>SAPS ACADEMY ADDO</u></b>	<b><u>SAPS ACADEMY CHATSWORTH</u></b>
	PO Box 16 Thabazimbi 0380	P O Box 25436 Gezina 0084	Private Bag X5052 Mthatha 5099	P O Box 125 Addo 6105	241 Moorton Drive 4092
<b><u>PHYSICAL ADDRESS</u></b>	Alma Road Thabazimbi 0380	661 Chamberlain Street Rietondale	No 1 Vukazana Police Camp Mthatha 5100	Farm 7 Slagboom Road Addo 6105	Private Bag X 005 Chatsworth 4030
	0714107876 0714110164 0823307950	(012) 329 3077 (012) 329 6860	(047) 501 7728 (047) 501 7754	042 2330600	(031) 402 7001

**We welcome applications from persons with disAbilities** 