



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division Inspectorate**. 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 categorie 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.

DIVISIONAL LEVEL: INSPECTORATE

Post Administrative Intern
Section Head Analysis Centre & Service Complaints
Location Head Office, Pretoria (Gauteng)

Ref number: INSP INT 1/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Languages (majoring in English), recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level. *Computer literacy will be an added advantage.

Core functions:

*Rendering general office administration. *Registration of post / documents received. *Screening and advising on corrections that need to be made to documents. *Editing of documents to ensure grammatical correctness. *Typing of correspondence. *Printing and maintaining a filing system.

Post Administrative Intern (3 posts)
Section Complaints Response and Investigations
Location Head Office, Pretoria (Gauteng)

Ref number: INSP INT 2/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Analysis / Public Administration / Public Management / Business Management / Policing, recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level. *Computer literacy will be an added advantage.

Core functions:

*Assist with all incoming correspondence and documents before submitting to investigating officers. *Assist with all enquiries regarding service delivery complaints. *Assist with the typing of all correspondence. *Monitoring of all incoming emails from other business units.

Post Administrative Intern (3 posts)
Section Complaints Management and Co-ordination
Location Head Office, Pretoria (Gauteng)

Ref number: INSP INT 3/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Information Management / Public Administration / Public Management / Business Management / Policing, recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level.

*Computer literacy will be an added advantage.

Core functions:

*Complete Microsoft Excel spreadsheets. *Render general administration duties and computerised tasks. *Opening of complaints files after liaison with Registry. *Conduct analysis on service complaints received and recruitment appeals investigated.

Post Administrative Intern
Section Analysis Centre: Monitoring and Evaluation (Nodal Point)
Location Head Office, Pretoria (Gauteng)

Ref number: INSP INT 4/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Information Management / Organisational Development / Public Administration / Public Management. BSc in Mathematics or Statistics, recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level. *Computer literacy will be an added advantage.

Core functions:

*Registration of Inspection Intent and Tactical Plans on a prescribed database (record set). Distribution of all approved Inspection Intents to respective role players and the filing thereof.

*Monitoring of all approved inspections. *Printing and filing of reports at Registry.

Post Administrative Intern
Section Analysis Centre: Integration and Analysis
Location Head Office, Pretoria (Gauteng)

Ref number: INSP INT 5/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Information Management / Organisational Development / Public Administration / Public Management / Office Management / Office Administration. BSc in Mathematics or Statistics, recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level. Computer literacy will be an added advantage.

Core functions:

*Assist with gathering generic and/or specific information on a daily, monthly, quarterly and annual basis with regard to pre-determined analytical products. *Data capturing for analysis purposes. Collation and preparation of information for reporting. *Render general administration duties and related tasks.

Post Administrative Intern
Section Analysis Centre: Recruitment Appeals and Compliance Board
Location Head Office, Pretoria (Gauteng)

Ref number: INSP INT 6/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management / Business Administration / Business Management / Office Management / Office Administration, recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level. *Computer literacy will be an added advantage.

Core functions:

*Assist with administration processes regarding secretarial tasks for the Recruitment Appeals Board and the Compliance Board. *Assist with administrative processes for Policy formulation, development, implementation, monitoring, evaluation and revision.

Post **Graphic Design Intern**
Section **Management Information & Strategic Planning (MISP)**
Location **Head Office, Pretoria (Gauteng)**

Ref number: INSP INT 7/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Graphic Design, recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level.

Core functions:

*Meet clients and discuss the business and design objectives and requirements for the job. Interpret the client's business needs and develop a concept to suit their purpose. *Creative thinking to produce new ideas and concepts. *Use innovation to redefine or design a brief within the constraints of time and costs. *Demonstrate illustrative skills and work on layouts and artwork pages ready for printing. *Render general administration duties. *Research emerging technologies in new media.

Post **Administrative Intern (3 posts)**
Section **Support Inspection Services: Team B**
Location **Head Office, Pretoria (Gauteng)**

Ref number: INSP INT 8/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management / Office Management / Office Administration, recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level. *Computer literacy will be an added advantage.

Core functions:

*Work general administration duties. Obtain files on relevant SAPS sites of inspection from Registry. *Distribute signed inspection reports to all role players via email and ensure copy of report is placed on file at Registry. *Submit feedback reports to team leaders for perusal. *Administer a bring-forward system. *Administer the financial process for travel and subsistence allowances and ensure submission of claims. *Maintain the database, the filing system, the registers and documents. *Determine needs and order office stationery.

Post **Administrative Intern**
Section **Support Inspection Services: Team C**
Location **Head Office, Pretoria (Gauteng)**

Ref number: INSP INT 9/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management / Office Management / Office Administration, recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level. *Computer literacy will be an added advantage.

Core functions:

- *Work general administration duties. Obtain files on relevant SAPS sites of inspection from Registry.
- *Distribute signed inspection reports to all role players via email and ensure copy of report is placed on file at Registry. *Submit feedback reports to team leaders for perusal. *Administer a bring-forward system. *Administer the financial process for travel and subsistence allowances and ensure submission of claims. *Maintain the database, the filing system, the registers and documents.
- *Determine needs and order office stationery.

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.
- An 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 4 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.

HEAD OFFICE PRETORIA Inspectorate	Col JM Joseph Lieutenant Colonel J Esterhuizen	082 778 9735 082 300 8355	Street Address Divisional Commissioner: Inspectorate Telkom Towers North 152 Johannes Ramokhoase Street, Pretoria
Post Numbers: INSP 01/2022 INSP 02/2022 INSP 03/2022 INSP 04/2022 INSP 05/2022 INSP 06/2022 INSP 07/2022 INSP 08/2022 INSP 09/2022			Postal Address The Divisional Commissioner: Inspectorate Private Bag X94 Pretoria 001

We welcome applications from persons with disAbilities 