



The South African Police Service hereby invites unemployed graduate who conform to the requirements for a twelve-month graduate's scheme programme at **Division: Legal and Policy Services**. The graduate scheme programme 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) and relevant qualification as per advert
- *Must have no criminal record
- *Applicants must be unemployed, was never employed in field of the post and never participated in an internship programme in the relevant field of the post previously
- *Applicants must be residents of the province where the post is advertised
- *Applicants are restricted to apply for 3 positions only (to complete application for each ref number)

Intern categories:

Graduate Intern: Tertiary Qualification is required (Statement of results must be attached)

Student Intern: Need practical experience in order to finalise qualification and (letter from the institution not more than two (2) year must me attached).

NB: STIPEND FOR EACH CATEGORY WILL BE AS DETERMINED BY THE DIVISIONAL COMMISSIONER HUMAN RESOURCE DEVELOPMENT

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NATIONAL LEVEL: PRETORIA: HEAD OFFICE

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| Post | Legal Administrative Officer (3 posts) |
| Component | Governance, Legislation and Policy |
| Location | Head Office, Pretoria, Gauteng |

Ref Number: LPS INT 1/2022

Additional Requirements:

*Be in possession of LLB Degree 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 in administrative support and Policy Research. *Research on Legal aspects in preparation of Legal opinions rendered. *Research and conducting of Legal Environmental Scan. *Support on the development of Legal Policy.

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| Post | Legal Administrative Officer (4 posts) |
| Component | Legal Support: Resources |
| Location | Head Office, Pretoria, Gauteng |

Ref Number: LPS INT 2/2022

Additional Requirements:

*Be in possession of LLB Degree 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 vetting and analysing contracts in relation to Technology Management System, Supply Chain Management, Human Resource Development and Human Resource Utilization. *Assist with the rendering of legal opinion on Human Resource, Training, Financial Management and Supply Chain Management policies. Assist with the researching and analysing of court judgments. Assist with drafting of agreements. Assist with the handling of appeals and assist with general Interpretation of Law.



Post Legal Administrative Officer (10 posts)
Component Litigation
Location Head Office, Pretoria, Gauteng

Ref Number: LPS INT 3/2022

Additional Requirements:

*Be in possession of LLB Degree and Computer Literate 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 in providing legal assistance in the preparing of legal documents and correspondence. *Assist in preparing and compiling documentary exhibits. *Assist with the conducting of investigations on the facts of the case. *Assist in providing assistance with research on legal matters. *Assist in accompanying legal officers during consultations. *Assist with the general office administration to ensure the smooth function of the office.



Post Legal Administrative Officer (3 posts)
Component Legal Support: Policing and Detection
Location Head Office, Pretoria, Gauteng

Ref Number: LPS INT 4/2022

Additional Requirements:

*Be in possession of LLB Degree 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 in the provisioning of formal legal opinions, proactive formal legal interventions and resolving issues relating to operational effectiveness. *Enhancing Police cooperation in drafting/vetting agreements. *Providing assistance to Civilian Secretariat for Police Service in relation to legislation. *Providing assistance to various Divisions in the SAPS in respect of legal issues impacting on the environments. *Assist with general administration to ensure the smooth function of the office.

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.
- 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, and not a 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 **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.
- Graduate scheme program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

ENQUIRIES:

Lt Colonel Mokholoane: Tel no. 082 773 3890

Chief Personal Officer Mashiane: Tel no. 083 594 1974

APPLICATIONS POSTED:

The Section Head: ETD Skills Development, South African Police Service, Private Bag X94, Pretoria, 0001.

(For attention Lt Colonel Mokholoane; Chief Personnel Officer Mashiane)

APPLICATIONS HAND DELIVERED TO:

The Section Head: ETD Skills Development, **National Head Office: South African Police Service** 152 Telkom Towers North Building, Johannes Ramokhoase Street, Pretoria

We welcome applications from persons with disAbilities 