



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month graduate's internship programme at **Division: Protection and Security 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 a National Senior Certificate (Grade 12) or equivalent qualification (NCV/L4) National Certificate Vocational Qualification on NQF Level 4
- * 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.
- *Applicant must be residents of the province where the post is advertised
- *Applicant are restricted to apply for 3 positions only and complete separate application form for each post reference number.
- *All application should be addressed to the correct province or head office.

Integrated categories with minimum requirements:

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

Student Intern: Compulsory practical experience is required by the tertiary institution in order for the learner to finalise qualification (letter from the Institution not more than two (2) years to this effect must be attached to application).

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

NATIONAL AND PROVINCIAL LEVEL

Post Personnel Student Intern – HRM (2 Posts)
Section Human Resource Management
Location Pretoria Head Office (HRM)

Ref Number: PSS INT 1/2022.

Additional Requirements:

*Be in possession of a N6 Certificate in Human Resource Management / Office Management / Public Administration / Management Assistant / Office Administration, recorded on the National Learner Record Database (NLRD) or higher level. *Computer literacy will be an added advantage.

Core Functions:

Assist with: Administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations; Update leave files and SAPS 26; Register and monitor planned leave; Prepare and assist with Z8 register; File all documents on the relevant files; Type letters; Messenger duties. Monitor receipt of project documents and peruse them for correctness; coordination and consolidation of the section's Annual Operational Plan; Monitor and coordinate the expiration of drivers licenses.*Update electronic training database.
 *Assist with Secretarial duties.



Post Finance Management Student Intern (2 Posts)
Section Financial Management & Administration Office
Location Pretoria Head Office (FIN MAN)
Gauteng (Pretoria)

Ref Number: PSS INT 2/2022.
Ref Number: PSS INT 3/2022.

Additional Requirements:

*Be in possession of a N6 Certificate in Financial Management / Business Management, recorded on the National Learner Record Database (NLRD) or higher level. *Computer literacy will be an added advantage.

Core Functions:

*Assist with: Processing of claims. *Perusal of overtime registers. *Handle office inventory tasks.
*Handle administrative tasks regarding Finance Management. *Handle telephone enquiries.

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Post Personnel Interns - HRM (4 Posts)
Section Human Resource Management (HRM)
Location Eastern Cape (King Williams Town)
Pretoria Head Office (STATIC)
Gauteng (Johannesburg)
Limpopo (Polokwane)

Ref number: PSS INT 4/2022
Ref Number: PSS INT 5/2022.
Ref Number: PSS INT 6/2022.
Ref Number: PSS INT 7/2022.

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, 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: Administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations; Update leave files and SAPS 26; Register and monitor planned leave. *Prepare and assist with Z8 register; File all documents on the relevant files; Type letters; Messenger duties. *Monitor receipt of project documents and peruse them for correctness; coordination and consolidation of the section's Annual Operational Plan. *Monitor and coordinate the expiration of drivers licenses; Update electronic training database; Secretarial duties.

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Post Finance Management Intern (5 Posts)
Section Provincial Support (Finance Management and Admin)
Location Limpopo (Polokwane)
Northern Cape (Kimberley)
Western Cape (Cape Town) (2 posts)
Eastern Cape (King Williams Town)

Ref Number: PSS INT 8/2022.
Ref Number: PSS INT 9/2022.
Ref Number: PSS INT 10/2022
Ref number: PSS INT 11/2022

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. *Computer literacy will be an added advantage.

Core Functions:

*Assist with: Processing of claims; Perusal of overtime registers; Handle office inventory tasks; Assist with administrative duties in relation of budget control functions. *Handle administrative tasks regarding Finance Management. *Handle telephone enquiries

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| Post | Supply Chain Management Intern (4 Posts) | |
| Section | Provincial Support - Supply Chain Management (SCM) | |
| Location | Gauteng (Pretoria) | Ref Number: PSS INT 12/2022. |
| | Gauteng (Johannesburg) | Ref Number: PSS INT 13/2022. |
| | Mpumalanga (Nelspruit) | Ref Number: PSS INT 14/2022. |
| | Northern Cape (Kimberley) | Ref Number: PSS INT 15/2022. |

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher or higher level. *Computer literacy will be an added advantage.

Core Functions:

*Assist with: Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property. *Administer effective coordination and maintenance of vehicle fleet management within the Component. *Administer and control distribution and utilization of physical resources

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| Post | Fitness Instructor Intern | |
| Section | Provincial Support - Human Resource Development (HRD) | |
| Location | KwaZulu-Natal (Durban) | Ref Number: PSS INT 16/2022 |

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Sport Management/ Exercise Science / Biokinetics / Sport and Exercise Science/ Physical and Sports coaching/ Sport Administration / Sports Development and Management, 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: Present Group fitness classes; Maintenance fitness program including summative assessments; General administration in fitness office.

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| Post | Security Assessor Interns (5 Posts) | |
| Section: | Provincial Support and Government Security Regulator (National Key Points) (NKP) | |
| Location | Pretoria Head Office (GSR - NKP) (4 post) | Ref Number: PSS INT 17/2022 |
| | Limpopo (Polokwane) | Ref Number: PSS INT 18/2022. |

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Security or Risk Management 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 in conducting audits and inspections at Government departments, National Key Points and parastatals. * Administer the implementation, compliance and maintenance of security measures. *Monitor and maintenance of incident data system.



Post Information Technology Intern
Section Provincial Support - Specialized and Technical Services (IT)
Location KwaZulu-Natal (Durban)

Ref Number: PSS INT 19/2022.

Additional Requirements:

* Be in possession of NQF 6 or higher qualification in Information Technology (IT) recorded on the National Learner Record Database (NLRD).

Core Functions:

*Render Information Technology support to users. *Maintain and administer Information Technology infrastructure. *Perform Information Technology related tasks in the Division.



Post Information Management Interns (2 Posts)
Section Management Information and Strategic Planning (MISP)
Location Pretoria Head Office (MISP)

Ref Number: PSS INT 20/2022.

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Information Management, 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:

*Administer the policy compendium (data base) for the Section. *Administer complaints against SAPS. *Administer questions in parliament. *Assist with compiling of Management presentations; Writing of speeches. *Compiling reports on achieving targets. *General administration support in MISP office.



Post Strategic Management Intern (4 Posts)
Section Management Information and Strategic Planning (MISP)
Location Pretoria Head Office (MISP)

Ref Number: PSS INT 21/2022.

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Project 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 administering the strategic plan and reporting for the Division. *Administer the risk management strategy for the Division. *Administer the Service Delivery Improvement (SDIP) plan for the Division. *Assist in administering of Divisional projects and programmes

Col Gerber 012 400 5669
Capt Erasmus 012 400 5734
AC Mlangeni 012 400 6331

PSS EASTERN CAPE

Posts: PSS 04/2022
PSS 11/2022

Post Delivery

The Provincial Head
Protection and Security Services
Private Bag X0056
BHISHO
5605

Hand Delivery

49 Amatola Road
King Williams Town

Lt Col Mlambo
SAC Ndebele

043 604 1101
043 604 1162

PSS GAUTENG

Posts: PSS 03/2022
PSS 06/2022
PSS 12/2022
PSS 13/2022

Post Delivery

The Provincial Head
Protection and Security Services
Private Bag X650
PRETORIA
0001

Hand Delivery

Land Affairs Building
C/o Bosman and Jacob Mare Street
Jeff Masemola Street
PRETORIA

Col Kondilati
Capt van Aswegen

012 353 6748
012 353 6779

PSS KWA-ZULU NATAL

Posts: PSS 16/2022
PSS 19/2022

Post Delivery

The Provincial Head
Protection and Security Services
Private Bag X54302
DURBAN
4001

Hand Delivery

143 Maritime House 13th Floor
DURBAN

Lt Col Donnelley
W/O Reddy

031 319 2042
031 319 2037

PSS LIMPOPO

Posts: PSS 072022
PSS 08/2022
PSS 18/2022

Post Delivery

The Provincial Head
Protection and Security Services
Private Bag X9560
POLOKWANE
0700

Hand Delivery

28 C/o Market and Rabie Street
PSS Building
POLOKWANE

Col Mabotja
Lt Col Mohale
Capt Purcocks

015 284 8545
015 284 8547
015 284 5866

PSS NORTHERN CAPE

Posts: PSS 09/2022
PSS 15/2022

Post Delivery

The Provincial Head
Protection and Security Services
Private Bag X5006
KIMBERLEY
8300

Hand Delivery

88 Kenilworth Street
De Beers
KIMBERLEY

Col Sokoyi
Lt Col Venter
SAC le Roux

053 836 9356
053 836 9309
053 836 9338

PSS WESTERN CAPE

Posts: PSS 10/2022

Post Delivery

The Provincial Head
Protection and Security Services
Private Bag X1
STALPLEIN
8015

Hand Delivery

21 Plein Street
Garmour House 5th Floor
CAPE TOWN

Col Brand
Lt Col Marthinus
Capt de Wet

021 467 6518
021 467 6535
021 467 6413

PSS MPUMALANGA

Posts: PSS 14/2022

Post Delivery

The Provincial Head
Protection and Security Services
Private Bag X11299
NELSPRUIT
1200

Hand Delivery

10 Paul Kruger Street
Bester Brown Building
2nd Floor No 3
NELSPRUIT

Col Thaver
Lt Col Maphanga
SPO Hadebe

013 756 0252
013 756 0261
013 756 0258

We welcome applications from persons with disAbilities 