



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month graduate's scheme programme at **Division Supply Chain Management**. 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 National Certificate Vocational (level 4)
- *Must have no previous criminal conviction(s) or case(s) pending
- *Applicants must be unemployed, and never employed in the 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) positions and complete separate application forms for each post reference number.

Intern categories with minimum requirements:

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

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

NATIONAL LEVEL: DIVISION SUPPLY CHAIN MANAGEMENT

DIVISION SCM: HEAD OFFICE INTERNS PRETORIA

Post Administration Intern (2 Posts)
Section MGP & Services (Arms & Ammunition)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 1/2022

Additional Requirements:

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

Core Functions:

*Capture and control data on PAS system, record and accounting of new different stock per relevant documentation. *Handle warehouse functions related to stores, Do enquiries on requisitions and lot numbers. *Handle personnel administrative duties, Filing of vouchers in VA files as per stock items for proper correspondence.

Post Administration Intern
Section MGP & Services (Demand & Asset Management)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 2/2022

Additional Requirements:

* Be in possession of an applicable three (3) years National Diploma / Degree in Human Resource Management, recorded on the National Learner Record Database(NLRD) on at least NQF 6 or higher level. * Computer literacy will be an added advantage.

Core Functions:

*Update leave files and SAPS 26 Register, monitor planned leave, prepare and assist. *with Z8 register, file all documents on the relevant files, type letters, *assist with messenger duties, *monitor the receipt of project documents and peruse them for correctness, *assist with the coordination and consolidation of the sections Annual Operational Plan, monitor and coordinate the expiration of driver's license, *update the electronic training database, *assist with secretarial duties.

Post Administration Intern (2 Posts)
Section MGP & Services (Clothing and Distribution Management)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 3/2022

Additional Requirements:

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

Core Functions:

*Capture and control data on PAS system, record and accounting of new different stock per relevant documentation. *Handle warehouse functions related to stores, Do enquiries on requisitions and lot numbers. *Handle personnel administrative duties, Filing of vouchers in VA files as per stock items for proper correspondence.

Post Administration Intern (2 Posts)
Section MGP & Services (Clothing and Distribution Management)
Location New Germany, Pinetown, Kwa-Zulu Natal

Ref Number: SCM INT 4/2022

Additional Requirements:

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

Core Functions:

*Capture and control data on PAS system, record and accounting of new different stock per relevant documentation. *Handle warehouse functions related to stores, Do enquiries on requisitions and lot numbers. *Handle personnel administrative duties, Filing of vouchers in VA files as per stock items for proper correspondence.

Post Administration Intern (2 Posts)
Section MGP & Services (Clothing and Distribution Management)
Location Epping, Cape Town, Western Cape

Ref Number: SCM INT 5/2022

Additional Requirements:

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

Core Functions:

*Capture and control data on PAS system, record and accounting of new different stock per relevant documentation. *Handle warehouse functions related to stores, Do enquiries on requisitions and lot numbers. *Handle personnel administrative duties, Filing of vouchers in VA files as per stock items for proper correspondence.

Post Administration Intern (3 Posts)
Section Corporate Support (Financial Service)
Location Persequor Park, Lynnwood, Pretoria, Gauteng

Ref Number: SCM INT 6/2022

Additional Requirements:

* Be in possession of an applicable three (3) years National Diploma / Degree in Finance, Accounting, Financial Management, recorded on the National Learner Record Database(NLRD) on at least NQF 6 or higher level. * Computer literacy will be an added advantage.

Core Functions:

*Maintain and reconcile the budget of financial year as well as the budget reports and expenditure control, *Create financial authorities on Polfin system as well as increase applications when requested, *Shifting of expenditure from an incorrect accounting official to the correct accounting officer on Polfin system. General admin and financial functions and duties.

Post Administration Intern (3 Posts)
Section Corporate Support (Auxiliary Services)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 7/2022

Additional Requirements:

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

Core Functions:

*Provide Administrative support in identification, compilation and development of SCM norms and standards, *Assist with general office administrative duties in the development and updating of evaluation frameworks. *Typing of letters, filling of reports, making copies, taking minutes in meetings when requested, *Handle administrative duties with regards to the development and updating of performance standards, assessment criteria and tools, * Assist with the consolidation of assessment criteria and tools, *Assist with the planning for Performance work session, *Assist with monitoring the effectiveness of the risk monitoring tool as per annual risk register

Post Administration Intern (2 Posts)
Section Corporate Support (HRM & HRU)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 8/2022

Additional Requirements:

*Be in possession of an applicable three (3) years National Diploma / Degree in Human Resource Management, Office Management & Technology, Public Management recorded on the National Learner Record Database(NLRD) on at least NQF 6 or higher level. * Computer literacy will be an added advantage.

Core Functions:

*Assist with HRM related functions including transfers, recruitment, discipline, grievances, absenteeism, performance appraisals, promotions, etc. Handle administration regarding incoming/outgoing correspondence and files regarding the personnel of the garages. *Assist with all other HRM admin related matters.

Post Administration Intern
Section Corporate Support (Performance Management)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 9/2022

Additional Requirements:

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

Core Functions:

*Provide Administrative support in identification, compilation and development of SCM norms and standards, *Assist with general office administrative duties in the development and updating of evaluation frameworks. *Typing of letters, filling of reports, making copies, taking minutes in meetings when requested, *Handle administrative duties with regards to the development and updating of performance standards, assessment criteria and tools, * Assist with the consolidation of assessment criteria and tools, *Assist with the planning for Performance work session, *Assist with monitoring the effectiveness of the risk monitoring tool as per annual risk register.

Post Administration Intern (2 Posts)
Section Procurement & Contract Management (Contract Management)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 10/2022

Additional Requirements:

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

Core Functions:

*Assist with the process of developing, implementation and providing policies, including standards and guidelines for procurement. *Administering the Contract Management processes in respect of goods and services and responsibility for Contract Management. *Assist with the procurement administrative support to officers and management within Contract Management. *Perform general administrative tasks for various sub-sections in Contract Management in accordance with relevant directives and legislation.

Post Administration Intern (2 Posts)
Section Procurement & Contract Management (Procurement: MGP)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 11/2022

Additional Requirements:

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

Core Functions:

*Ensure an effective and efficient procurement process within SCM with regards to bids. *Ensure an effective and efficient procurement process within SCM with regards to quotations. *Receive applications from Demand Management to invite bids for end users. *Prepare and arrange pre-advert meetings. *Capture bids on Intenda. *Compile submissions to the BAC for recommendation and approval. *Compile contracts for relevant signatures. *Advertise end results in the Tender Bulletin. *Filling of all bid documents received.

Post Administration Intern (2 Posts)
Section Procurement & Contract Management (Procurement: Facility Management)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 12/2022

Additional Requirements:

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

Core Functions:

*Ensure an effective and efficient procurement process within SCM with regards to bids. *Ensure an effective and efficient procurement process within SCM with regards to quotations. *Receive applications from Demand Management to invite bids for end users. *Prepare and arrange pre-advert meetings. *Capture bids on Intenda. *Compile submissions to the BAC for recommendation and approval. *Compile contracts for relevant signatures. *Advertise end results in the Tender Bulletin. *Filing of all bid documents received.

Post Administration Intern (2 Posts)
Section MGP & Services (Miscellaneous Stock Management)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 13/2022

Additional Requirements:

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

Core Functions:

*Capture and control data on PAS system, record and accounting of new different stock per relevant documentation. *Handle warehouse functions related to stores, Do enquiries on requisitions and lot numbers. *Handle personnel administrative duties, Filing of vouchers in VA files as per stock items for proper correspondence.

Post Administration Intern
Section MGP & Services (Miscellaneous Stock Management)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 14/2022

Additional Requirements:

*Be in possession of an applicable three (3) years National Diploma / Degree in Human Resource Management, Office Management & Technology, Public Management recorded on the National Learner Record Database(NLRD) on at least NQF 6 or higher level. * Computer literacy will be an added advantage

Core Functions:

*Assist with HRM related functions including transfers, recruitment, discipline, grievances, absenteeism, performance appraisals, promotions, etc. Handle administration regarding incoming/outgoing correspondence and files regarding the personnel of the garages. *Assist with all other HRM admin related matters.

Post Administration Intern
Section Corporate Support (MISP Office)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 15/2022

Additional Requirements:

*Be in possession of an applicable three (3) years National Diploma / Degree in Public Administration, Strategic Management, Human Resource Management, Office Management & Technology or Public Management recorded on the National Learner Record Database(NLRD) on at least NQF 6 or higher level. * Computer literacy will be an added advantage

Core Functions:

*Assist with the Strategic Planning and facilitations services for the Divisional Commissioner Supply Chain Management, *Provide support in respect of design, development and analysis of information, *Assist with the Management of Access to information Act 2000 (Act no 2/2000), *Assist in providing support services to the Management Information and Strategic Planning office.

Post Administration Intern (2 Post)
Section Corporate Support (Head Office SCM)
Location Silverton, Pretoria, Gauteng

Ref Number: SCM INT 16/2022

Additional Requirements:

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

Core Functions:

*To ensure effective and efficient monitoring and administration of Logistical losses for all Head Office Accounting Functionaries. *Update the loss control system. *Establish and Implement the Government Immovable Asset Management Act requirement. *Keep record of expiring leases and advice commander of intention to cancel or renew. Liaise with the Component Facility Management & Divisions and related stakeholders. * Monitor acquisition administration and suppliers database effectively and efficiently to improve service delivery within Head Office Divisions. Issuing of order forms and prepare used order books for closure.

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, 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.

ALL APPLICATIONS FOR SILVERTON AND LYNNWOOD TO BE POSTED OR HAND DELIVERED TO THE FOLLOWING ADDRESS:

Divisional Commissioner: Supply Chain Management, Head Office, Silverton, Pretoria	Lt Col RM Thokwane W/O X Peter AC JT Nkwane	(012) 841 7666/7671/ 7224	Divisional Commissioner Supply Chain Management: HRD, P/Bag X254, Pretoria 0001; or hand delivered Divisional Commissioner Supply Chain Management, 117 Creswell Road Silverton, Pretoria
Divisional Commissioner: Supply Chain Management, Head Office, Silverton, Pretoria	Colonel Breytenbach A	(021) 507 4062	Hand delivered: 41 Bofors Cir, Epping, CapeTown
Divisional Commissioner: Supply Chain Management, Head Office, Silverton, Pretoria	Col Hlongwane	(031) 710 8805	Hand delivered: 47 Halifax Rd, Pinetown, Kwa-Zulu Natal 3600

We welcome applications from persons with disAbilities 