



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Component: Crime Registrar**. 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 / Senior Certificate / National Certificate Vocational (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;
- \*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 DETERMINED BY THE DIVISIONAL COMMISSIONER HUMAN RESOURCE DEVELOPMENT**

**NATIONAL LEVEL: HEAD OFFICE**

**Post** Data Quality Assurance - Intern (2 posts)  
**Section** Quality Assurance  
**Location** Head Office, Tshwane (GP)

**Ref Number: CR INT 01/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Actuarial Science / Demographic/ Informatics / Computer Sciences, Criminology / LLB / Quality Control, 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. Computer literacy will be an added advantage.

**Core Functions:**

\* Assist with: Enhancement of the crime information management capacity at all levels of policing Ensure crime data integrity in the crime administrative mainframe system. \*Implement Quality Assurance templates. \*Evaluate crime data quality of the Provincial Quality Assurance completed through visit to the identified police stations. \*Draft national data quality report. Conduct daily desktop CAS audits. \*Monitor CAS verification completed at Provincial level. \* Compile Crime Data Quality Audit Manual.

**Post** Data Quality Assurance - Intern  
**Section** Quality Assurance and Compliance  
**Location** Northern Cape Provincial Office (NC)

**Ref Number: CR INT 02/2022**

**Additional Requirements:**

Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Actuarial Science / Demographic/ Informatics / Computer Sciences, Criminology / LLB / Quality Control, 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. *Computer literacy will be an added advantage.*

**Core Functions:**

\* Assist with: Daily monitoring/correlation of the daily crime report regarding registration of crime on the Crime Administration System (CAS) for all stations and report on Provincial tendencies and trends; \* Daily verification of specific crimes on the CAS and report on Provincial tendencies and trends; \* Assist with station visits to analyse dockets, peruse the registers, \* Enquiry dockets and Flagged cases. \* Verify the capturing of lost and stolen cell phones on the system, function 6.3 to monitor compliance to data integration. \* Ad Hoc station visits for specific identified stations as requested. \* Monitoring of Pin mapping on GIS.

**Post** **Crime Analyst - Intern**  
**Section** **Crime Statistics and Research**  
**Location** **Northern Cape Provincial Office (NC)**

**Ref Number: CR INT 03/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Actuarial Science / Demographic/ Informatics / Computer Sciences Quantitative 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. *Computer literacy will be an added advantage.*

**Core Functions:**

\*Assist with: Enhancement of the crime information management capacity at all levels of policing. \* To explain the crime picture in support of prevention, combatting and investigation of crime. \* To collate, evaluate, analyse, coordinate and disseminate crime information for the purpose of operations and strategic utilization. \* To ensure reliable and validated crime information. \* General administration duties within the section.

**Post** **Crime Analyst - Intern (5 posts)**  
**Section** **Crime Statistics and Research**  
**Location** **Mpumalanga Provincial Office (MP)**

**Ref Number: CR INT 04/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Criminology / Policing / Social Science / Political Science, 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. *Computer literacy will be an added advantage.*

**Core Functions:**

\*Assist with: Enhancement of the crime information management capacity at all levels of policing. \* To explain the crime picture in support of prevention, combatting and investigation of crime. \* To collate, evaluate analyse, coordinate and disseminate crime information for the purpose of operations and strategic utilization. \* To ensure reliable and validated crime information. \* General administration duties within the section.

**Post** **Crime Analyst - Intern (2 posts)**  
**Section** **Crime Statistics and Research**  
**Location** **Western Cape Provincial Office**

**Ref Number: CR INT 05/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Actuarial Science / Demographic/ Informatics / Computer Sciences/ Quantitative Management, Criminology / Social Science / Political Science, 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. *Computer literacy will be an added advantage.*

**Core Functions:**

\*Assist with: Gather crime statistics in support of prevention, combatting and investigation of crime. Collate, evaluate, analyse, coordinate and disseminate crime information for the purpose of operation and strategic utilization. Withdrawing of crime statistics from corporate crime systems. Identifying of crime patterns and trends. Conducting consistency checks on crime statistics. Conducting Provincial statistical crime reports for publication purposes. To explain the crime picture in support of prevention, combatting and investigation of crime.

**Post** **Data Quality Assurance - Intern (2 posts)**  
**Section** **Quality Assurance and Compliance**  
**Location** **Western Cape Provincial Office**

**Ref Number: CR INT 06/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Actuarial Science / Demographic/ Informatics / Computer Sciences, 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. *Computer literacy will be an added advantage.*

**Core Functions:**

\*Assist with: Daily monitoring/correlation of the daily crime report regarding registration of crime on the Crime \* Administration System (CAS) for all stations and report on Provincial tendencies and trends; \* Daily verification of specific crimes on the CAS and report on Provincial tendencies and trends; \* Assist with station visits to analyse dockets, peruse the registers, \* Enquiry dockets and Flagged cases. \* Verify the capturing of lost and stolen cell phones on the system, function 6.3 to monitor compliance to data integration. \* Ad Hoc station visits for specific identified stations as requested. \* Monitoring of Pin mapping on GIS.

**Post** **Statistician - Intern (3 posts)**  
**Section** **Crime Statistics and Research**  
**Location** **Eastern Cape Provincial Office**

**Ref Number: CR INT 07/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Actuarial Science / Demographic/ Informatics / Computer Sciences Quantitative 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. *Computer literacy will be an added advantage.*

**Core Functions:**

\*Assist with: Gather crime statistics in support of prevention, combatting and investigation of crime. \* Collate, evaluate, analyse, coordinate and disseminate crime information for the purpose of operation and strategic utilization. \* Withdrawing of crime statistics from corporate crime systems. \* Identifying of crime patterns and trends. \* Conducting consistency checks on crime statistics. \* Conducting Provincial statistical crime reports for publication purposes.

**Post  
Section  
Location**

**Data Quality Assurance - Intern (2 posts)  
Quality Assurance and Compliance  
Kwazulu Natal Provincial Office**

**Ref Number: CR INT 08/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Actuarial Science / Demographic/ Informatics / Computer Sciences, 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. *Computer literacy will be an added advantage.*

**Core Functions:**

\*Assist with: Daily monitoring/correlation of the daily crime report regarding registration of crime on the Crime Administration System (CAS) for all stations and report on Provincial tendencies and trends; \* Daily verification of specific crimes on the CAS and report on Provincial tendencies and trends; \* Assist with station visits to analyse dockets, peruse the registers, \* Enquiry dockets and Flagged cases. \* Verify the capturing of lost and stolen cell phones on the system, function 6.3 to monitor compliance to data integration. \* Ad Hoc station visits for specific identified stations as requested. \* Monitoring of Pin mapping on GIS.

**Post  
Section  
Location**

**Crime Analyst - Intern (3 posts)  
Crime Statistics and Research  
Kwazulu Natal Provincial Office**

**Ref Number: CR INT 09/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Actuarial Science / Demographic/ Informatics / Computer Sciences/ Quantitative Management, Criminology / Social Science / Political Science, 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. *Computer literacy will be an added advantage.*

**Core Functions:**

\*Assist with: Gather crime statistics in support of prevention, combatting and investigation of crime. \* Collate, evaluate, analyse, coordinate and disseminate crime information for the purpose of operation and strategic utilization. \* Withdrawing of crime statistics from corporate crime systems. \* Identifying of crime patterns and trends. \* Conducting consistency checks on crime statistics. \* Conducting Provincial statistical crime reports for publication purposes. \* To explain the crime picture in support of prevention, combatting and investigation of crime.

**Post  
Section  
Location**

**Data Quality Assurance - Intern  
Quality Assurance and Compliance  
Limpopo Provincial Office**

**Ref Number: CR INT 10/2022**



**Post**  
**Section**  
**Location**

**Administrative Official Intern - Intern (2 posts)**  
**Human Resource Management**  
**Head Office, Tshwane**

**Ref Number: CR: INT 13/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Management/ Management Quantitative 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:**

\*Render administrative duties pertaining HR regarding Personnel Management and related functions \*Render administrative duties pertaining HR .regarding Human Resource Utilization and related functions \*Render administrative duties pertaining HR regarding Human Resource Development and related functions; \* Render administrative duties pertaining HR regarding Data Integrity; \* Maintaining leave record registers and files

**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.

**ENQUIRIES:**

Lieutenant Colonel LF Seletela: Tel no. (012) 360 1535 and 079 514 3939  
AC RB Mashego. Tel No. (012) 360 1078

**APPLICATIONS POSTED:**

Crime Registrar, South African Police Service, Private Bag X 94, Pretoria,  
0001.(For attention Lieutenant Colonel LF Seletela)

**APPLICATIONS HAND DELIVERED TO:**

463 Prieska Street Erasmuskloof Ext 3 0048  
(Application must be dropped into the box available at the reception area)

**We welcome applications from persons with disAbilities** 