



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at the **Office of the National Commissioner: Corporate Support**. 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;
- *Applicants are restricted to apply for only three (3) posts and complete a separate application form 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

OFFICE OF THE NATIONAL COMMISSIONER: CORPORATE SUPPORT

Post Finance Administrative Intern (4 Posts)
Section Finance and Administration Services
Location Head Office, Pretoria, Corporate Support
 Head Office, Pretoria, Corporate Communications and Liaison

Ref Number: CS 01/2022 (3 Posts)
Ref Number: CCL 01/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Accounting / 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.

Core Functions:

*Assist with: *General administration; *Registering correspondence and all related accounting transactions; *Compiling monthly payroll certificates *Assisting in verification of overtime claims; *Safekeeping and proper management of face value book; *Ensuring the safekeeping of all transactions supporting documents; *Recovering departmental debts within SAPS; *Budgeting and Expenditure; *Administration of landline, *3G and landline telephone accounts including TMS; *Administration of losses.

COMPONENT: CORPORATE COMMUNICATION AND LIAISON

Post Human Resource Management Intern
Section Human Resource Management
Location Head Office, Pretoria, Corporate Communications and Liaison

Ref Number: CCL 02/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Personnel Management / Public Management and Administration / Office Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Maintain leave record registers and files; *Render administrative duties pertaining to human resources regarding data integrity; *Render administrative duties pertaining to human resources regarding personnel management related functions; *Render administrative duties pertaining to human resources regarding human resource utilization related functions; *Render administrative duties pertaining to human resources regarding human resource development; *Recruitment, hired and oversee all staff, managing job interviews, conducting exit interviews and leading on boarding sessions.

Post **Administrative Intern**
Section **Supply Chain Management**
Location **Head Office, Pretoria, Corporate Communications and Liaison**

Ref Number: CCL 03/2022

Additional Requirements:

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

Core Functions:

*Assist with: *Conduct market research on items per commodity to be procured; *Obtaining suppliers from Treasury's Centralized Supplier Database (CSD); *Verification of applications for completeness and correctness. *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

Post **English Language Practitioner Intern**
Section **Internal Communication**
Location **Head Office, Pretoria**

Ref Number: CCL04/2022

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in English Language / Language Practice / Applied Linguistics, 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: Translation of document from English into Afrikaans and vice versa; Editing and proofreading of English and Afrikaans documents; Interpreting from Afrikaans into English and vice versa; Transcribing of information recorded in Afrikaans and English only and the development of English and Afrikaans terminology list

Post **IsiXhosa Language Practitioner Intern**
Section **Internal Communication**
Location **Head Office, Pretoria**

Ref Number: CCL 05/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Language Practice / Applied Linguistics, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Translation of document from English into isiXhosa and vice versa; *Editing and proofreading of isiXhosa documents; *Interpreting from isiXhosa into English and vice versa; *Transcribing of information recorded in isiXhosa and English only and the development of isiXhosa and English terminology list.

Post **Sepedi Language Practitioner Intern**
Section **Internal Communication**
Location **Head Office, Pretoria**

Ref Number: CCL 06/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Language Practice / Applied Linguistics, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Translation of documents from English into Sepedi and vice versa; *Editing and proofreading of Sepedi documents; *Interpreting from Sepedi into English and vice versa; *Transcribing of information recorded in Sepedi and English only and the development of Sepedi and English terminology list.

Post **IsiZulu Language Practitioner Intern**
Section **Internal Communication**
Location **Head Office, Pretoria**

Ref Number: CCL 07/2022

*Be in possession of a three (3) year National Diploma / Degree in Language Practice / Applied Linguistics, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Translation of documents from English into IsiZulu and vice versa; *Editing and proofreading of IsiZulu documents; *Interpreting from IsiZulu into English and vice versa; *Transcribing of information recorded in IsiZulu and English only and the development of IsiZulu and English terminology list.

Post **Corporate Identity Intern**
Section **Internal Communication**
Location **Head Office, Pretoria, Gauteng**

Ref Number: CCL 08/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Marketing / Communication, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *(Be willing to participate in practical test).*

Core Functions:

*Assist with: *Rendering an internal heraldic service for the SAPS; *Maintaining the corporate identity in the SAPS; *Rendering advice and guidance to SAPS regarding corporate identity including corporate stationaries, marking of vehicles, uniform and insignia.

Post Internal Liaison Officer (2 Posts)
Section Internal Communication
Location Head Office, Pretoria, Gauteng

Ref Number: CCL 09/2022

Additional Requirements:

*National Diploma/ degree in Communication/ Public Relations/ Journalism / Media studies, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Monitoring of notice boards *Attending organisational events for internal communication coverage
* Developing messages for SAPS projects *Performing and assisting in administrative duties
*Social media monitoring *Assisting in developing communication plan *Assisting with the implementation of internal communication strategies *Using a camera to take photos for the developed internal communication messages.

Post Tour guide / Artist/ Archivist (3 Posts)
Section Heritage Services
Location Head Office, Pretoria, Gauteng

Ref Number: CCL 10/2022

Additional Requirements:

*National Diploma or Degree in Communication Science, Museology, Art History, Tourism, Archives, and or Fine Arts, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

* Plan, book and organise educational tours for school groups *Carry tour guide duties for Museum Visitors *Prepare and setup Historical exhibitions at **the Museum** * **Inform and educate the public on the organisational changes in the SAPS** *Assist clients visiting the Museum Archives with research *Maintain a proper record and filing of artefacts and collection and dispatching of documents. *Typing letters and compiling reports, daily absenteeism, minutes; *Update room inventories* Perform general administration duties in Museum.

Post Camera Operator (2 Posts)
Section Publication and Broadcast Communication
Location Head Office, Pretoria, Gauteng

Ref Number: CCL 11/2022

Additional Requirements:

*Be in possession of a National Diploma / Degree in Video Production/ Communication Science, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Operate video camera and related equipment to originate video material for broadcast purposes.
*Maintain of camera and related equipment and production administrative duties. *Record video and audio material for When Duty Calls and other special projects and inserts and includes the planning and development of the visual presentation of the inserts. *Creatively Filming of SAPS events and recording audio material to be edited and packaged for broadcasts. *Filming live events using the SAPS live broadcast equipment. *Ensuring steady and controlled camera movements while filming life events as per filming standards and guidelines, Ensuring camera is set up timeously.

Post Film and Television Intern
Section Publication and Broadcast Communication
Location Head Office, Pretoria

Ref Number: CCL 12/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Film and Television studies / Film Production / Film and Media Productions: Digital media and Informatics Stream / Film and Media Production – Screen Production/ Motion Art, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Shooting requests from production companies; *Liaise with production companies regarding the progress and or outcome of their request; *Ensure that members requested to assist with shoots are informed of the shooting schedule; *Keep and maintain a register of requests versus shoots; *Always ensure at shoots that SAPS Standards and procedures are strictly adhered to; *Monitor television programmes where SAPS is projected in storylines; *Administrative support duties.

Post **Media Monitoring and Analysis**
Section **Media Relations**
Location **Head Office, Pretoria, Gauteng**

Ref Number: CCL 13/2022

Additional Requirements:

*National Diploma/ degree in Communication/ Public Relations/ Journalism / Media studies, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Perform national and international media monitoring to identify newsworthy incidents *Monitor print and electronic media to identify newsworthy media articles for SAPS Management *Identify and file relevant newsworthy SAPS related media articles for record purpose *Performing and assisting in administrative duties *Social media monitoring.

Post **Events Management Intern**
Section **Marketing and Stakeholder Relations**
Location **Head Office, Pretoria**

Ref Number: CCL 14/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Communication Science / Public Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. A Certificate in Event Management/Protocol course will be an added advantage to the requirement.

Core Functions:

*Assist with: *Event Management and Protocol Services; *Prepare proposals, hosting events and researching marketing trends within SAPS; *Be able to operate with other aspects of the department such as protocol and events; * Be willing to travel and work under pressure.

Post **Protocol Officer Intern**
Section **Marketing and Stakeholder Relations**
Location **Head Office, Pretoria**

Ref Number: CCL 15/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Communication Science / International Relations / Public Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *A Certificate in Event Management/Protocol course will be an added advantage to the requirement.*

Core Functions:

*Assist with: * Provision of protocol and etiquette support service to events management; *Attending of events and project planning meetings; *Provision of support to all SAPS members with regard to executing and advising protocol; *Be able to operate with other aspects of the department such as protocol and events; * Be willing to travel and work under pressure.

Post **Graphic Design Intern**
Section **Marketing and Stakeholder Relations**
Location **Head Office, Pretoria**

Ref Number: CCL 16/2021

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Graphic Design, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Meeting clients to discuss the business and design objectives and requirements of the job; *Interpreting the client's business needs and developing a concept to suit their purpose; *Estimating the time required to complete the work; *Creating new ideas and concepts; *Use innovation to redefine a design brief within the constraints of cost and time; *Present finalised ideas and concepts to managers; *Work with a wide range of media, including photography and computer-aided design; *Contributing ideas and design artwork to the overall brief; *Demonstrate illustrative skills with rough sketches; *Work on layouts and artwork pages ready for print; *Keep abreast of emerging technologies in new media, particularly design programmes such as InDesign, Illustrator, Photoshop and Acrobat. *Develop interactive design; *Work as part of a team with other designers; *Assist with general administration duties on projects in the Project Office.

Post **Marketing & Advertising Intern**
Section **Marketing and Stakeholder Relations**
Location **Head Office, Pretoria**

Ref Number: CCL 17/2021

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Communication Science, Marketing and Advertising, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Various media schedules of events through Government Communication Information Systems (GCIS); *Be able to liaise and communicate with GCIS for the upcoming events; *To assist in the management of marketing operations under the supervision of a marketing manager; *To prepare proposals, hosting events and researching marketing trends within SAPS; *Be able to operate with other aspects of the department such as protocol and events; *Be willing to travel and work under pressure.

COMPONENT: ORGANISATIONAL DEVELOPMENT

Post **Work study Intern (5 Posts)**
Section **Organisational Development**
Location **Head Office, Pretoria**

Ref Number: OD 01/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Management Services, Work study / Organizational Development / Industrial Engineering / Operational Management / Production Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Providing assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy; *Development and maintenance of organisational, functional and post structures for police stations, and an application to calculate the Theoretical Human Resources Requirements (THRR) for police stations; *Development of Business process re-engineering of existing and future business processes and procedures, and design and review forms and registers according to business processes.

COMPONENT: RESEARCH

Post Assistant Research Intern (6 Posts)
Component Research
Location Head Office, Pretoria

Ref Number: RS 01/2022

Additional Requirements:

*Be in possession of a B-Tech / Honours Degree in the field of Law Enforcement / Psychology / Industrial Psychology / Organisational Behaviour / Industrial Relations / Sociology / Criminology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Qualitative and Quantitative research methodologies in research projects; *Other different methods of data collection and analysis; *Conducting and analysing literature reviews; *Maintain accurate records of interviews; *Safeguarding the confidentiality of research subjects as necessary.

Post Administrative Intern (2 Posts)
Component Research: Management Information Strategic Planning
Location Head Office, Pretoria

Ref Number: RS 02/2022

Additional Requirements:

*Be in possession of a three (3) year Diploma/ Degree registered on the National Learner Record database on at least a NQF level 6 or higher in Policing, Business Administration, Administration Management, Public Management and Administration..

Core Functions:

*Assist with: *General administration which include arranging and preparing for meetings, taking minutes, sending invitations, arrange for refreshments; *Registering of all incoming and outgoing correspondence; *Render administrative duties pertaining to human resource, finance, supply chain related duties; *Assist in the arrangement of all travelling and accommodation needs; *Update and manage phone calls, emails and maintaining a filing system.

COMPONENT: STRATEGIC MANAGEMENT

Post Monitoring and Evaluation Intern
Section Organisational Performance Monitoring
Location Head Office, Pretoria

Ref Number: SM 01/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma in Strategic Management / Office Administration/Management and related studies

Core Functions:

*Assist with the compilation of Reports; *Assist with the compilation of the presentations; *Assist with quality assurance of reports/presentations; *Assist with all administration duties relating to the Section: Monitoring and Evaluation; *Assist in the office of the Section Head: Monitoring and Evaluation with the following duties; *Planning and updating the diary entries and booking of the meetings of the Section Head; *Render Secretarial support functions to the office of the Section Head; *Inform scheduled meetings in the diary to the Section Head; *Organising and securing venues for meetings as per request of the Section Head; *Assist with ad-hoc requests as and when necessary.

Post Monitoring and Evaluation Intern
Section Organisational Performance Monitoring
Location Head Office, Pretoria

Ref Number: SM 02/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma in Language Practice or Language Studies and Media Studies at NQF Level 6 or an equivalent thereof in related fields of study

Core Functions:

*Assist with translation, interpreting, text editing, copywriting, language planning and language management for the section.*Assist in the Section Head: Monitoring, Reporting and Evaluation with the following duties: Planning and updating the diary entries and booking of meetings, Render Secretarial support functions of the office of the Section Head: Inform scheduled meetings in the diary to the Section Head; Organising and securing venues for meetings as per request of the Section Head; Assist with ad-hoc request as and when necessary.

Post Monitoring and Evaluation
Section Performance Evaluation and Assessment
Location Head Office, Pretoria

Ref Number: SM 03/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Strategic Management/ Office Management/ Administration (with Research as module or Subject) Policing (with Strategic Management as a module), recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Conducting of evaluations; *Conducting research regarding the relevant topic at hand; *Arrange work sessions; *Assist with developing of evaluation Concept Notes and Improvement Plan; *Analysis and interpretation of key government policies/prescripts/legislation that impact on the strategic direction of the SAPS for the review of the three-year rolling Departmental Evaluation Plan; *Assist with compiling reports and presentations, *Administration regarding the facilitation and coordination for evaluation system for the SAPS; *Assist in the Section Head: Monitoring and Evaluation with the following duties: Planning and updating the diary entries and booking of the meetings, *Render Secretarial support functions to the office of the Section Head; *Inform scheduled meetings in the diary to the Section Head; *Organising and securing venues for meetings as per request of the Section Head; *Assist with ad-hoc requests as and when necessary.

Post Monitoring and Evaluation Intern
Section Performance Information Audit
Location Head Office, Pretoria

Ref Number: SM 04/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma in Strategic Management / Auditing/Office Administration, Management/Office Management and related studies

Core Functions:

*Assist with coordination of requested information by AGSA. *Assist with coordination of Communication of Findings (COMAF). *Assist with analysis of management comments provided in the COMAFs, *Assist with consolidation and submission of COMAFs to AGSA. *Assist with the compilation of the presentations. *Assist with quality assurance of reports/presentations *Assist with all administration duties relating to the Section: Monitoring and Evaluation. *Render Secretarial support functions at meetings, including minutes taking. *Organising and securing venues for meetings as per request. *Type documents, letters and reports; *Assist with ad-hoc requests as and when necessary.

Post Monitoring and Evaluation Intern
Section Monitoring and Evaluation Systems
Location Head Office, Pretoria

Ref Number: SM 05/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma in Graphic Design or an equivalent thereof in related fields of study recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher Level.

Core Functions:

*Develop graphic design layout for existing and new projects. *Develop templates and master copy for presentations/projects. *Develop documents according to user specifications and requirements. *Develop posters/newsletter for internal communication. *Assist in the Section Head: Monitoring, Reporting and Evaluation with the following duties: Planning and updating the diary entries and booking of meetings, *Render Secretarial support functions of the office of the Section Head: *Inform scheduled meetings in the diary to the Section Head; *Organising and securing venues for meetings as per request of the Section Head; *Assist with ad-hoc request as and when necessary.

OFFICE OF THE NATIONAL COMMISSIONER: MOSAC

Post Editor / Writer / Author Intern (1 Post)
Section Modus Operandi Strategic Analysis Centre
Location Head Office, Pretoria

Ref Number: MOSAC 01/2022

Additional Requirements:

*Be in a possession of a three (3) year Degree or Diploma recorded on the National Learner Record Database on NQF level 6 or higher in Journalism, Public Relations, and Communication Sciences or other relevant field of study; *Computer literacy, interpersonal communication (verbal and written) and organising skills;*Report writing skills, communication and co-ordination skills; *Applicants must also be able to analyse problems and work under pressure.

Core Functions

Edit of MOSAC products. *Translating, interpreting, transcribing, terminology development and language planning and language management on MOSAC reports;

Post Information Control Hub and Production Review Intern
Section Modus Operandi Strategic Analysis Centre
Location Head Office, Pretoria

Ref Number: MOSAC 02/2022

Additional Requirements:

*Be in a possession of a three (3) year Degree or Diploma recorded on the National Learner Record Database on NQF level 6 or higher in Police Science, Criminal Justice, Public Administration, Social Sciences, Forensic Investigation, Information Technology or other relevant field of study; *Computer literacy, interpersonal communication (verbal and written) and organising skills; *Report writing skills; communication and co-ordination skills; *Applicants must also be able to analyse problems and work under pressure.

Core Functions

*Record of all reports received from internal and external sources on the spreadsheet. *Peruse and filling of gaps of all reports received from internal and external sources for verification purpose. *Compile weekly, monthly and quarterly statistical reports on the number of reports received for a given time period. *Compile weekly, monthly and quarterly data error reports per given time period. *Receipt and record all products compiled by MOSAC.

Post Data Collection and System Research Intern
Section Modus Operandi Strategic Analysis Centre
Location Head Office, Pretoria

Ref Number: MOSAC 03/2022

Additional Requirements:

*Be in a possession of a three (3) year Degree or Diploma recorded on the National Learner Record Database on NQF level 6 or higher in Police Science, Criminal Justice, Public Administration, Social Sciences, Forensic Investigation, Information Technology or other relevant field of study; *Computer literacy, interpersonal communication (verbal and written) and organising skills; *Report writing skills; communication and co-ordination skills; *Applicants must also be able to analyse problems and work under pressure.

Core Functions

*Compile research proposals and project plan. *Conduct literature study on the proposed topic. *Develop research data collection tool. *Collect and analysis of data.*Recording and maintaining of data during data collection. *Assist in writing and compiling of research reports

Post Thematic, Incident and Trend Analysis Intern
Section Modus Operandi Strategic Analysis Centre
Location Head Office, Pretoria

Ref Number: MOSAC 04/2022

Additional Requirements:

*Be in a possession of a three (3) year Degree or Diploma recorded on the National Learner Record Database on NQF level 6 or higher in Police Science, Criminal Justice, Public Administration, Social Sciences, Forensic Investigation, Information Technology or other relevant field of study; *Computer literacy, interpersonal communication (verbal and written) and organising skills; *Report writing skills; communication and co-ordination skills; *Applicants must also be able to analyse problems and work under pressure

Core Functions:

*Conduct analysis from information sources, systems and crime reports utilising analysis tool. *Update and maintain modus operandi database. *Compile Modus Operandi Crime Alerts. *Assist in compiling analysis report.

COMPONENT: PROGRAMME AND PROJECT MANAGEMENT

Post Project Management Intern
Section Gender and Youth Empowerment
Location Head Office, Pretoria

Ref Number: PPM 01/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Public Administration /Management / Project Management/ Youth Development, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

* Assist with: *Administrative support functions; *Good record keeping, filing and bring forward system; *Answering and screening all incoming calls to the Section; *Arrange and book venues for the meetings in accordance to the number expected to attend; *Monitor the flow of documents to and from the Section; *Travel and accommodation arrangements including the submission of claims for the Section; *Operate standard office equipment: fax, photocopy machine, telephone and computers

COMPONENT: RISK AND INTERGRITY MANAGEMENT

Post Administrative Intern (2 Posts)
Section Management Information and Support
Location Head Office, Pretoria

Ref Number: RIM 01/2022

Additional Requirements:

A three year National Diploma / B. Degree in Public Administration / Public Management / Human Resource Management/ Office Management / Personnel Management/ Supply Chain Management / Logistics / Transport Management / Tourism Management recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level

Core Functions:

To assist in providing effective and efficient administrative services (Human resources and supply chain management). *Maintain leave record registers and files. *Render administrative duties pertaining to human resources regarding data integrity. *Render administrative duties pertaining to human resources regarding personnel management related functions. *Render administrative duties pertaining to human resources regarding human resource utilization related functions. *Render administrative duties pertaining to human resources regarding human resource development; Render administrative duties pertaining to travel and subsistence. *Recruitment, hired and oversee all staff, managing job interviews, conducting exit interviews and leading on boarding sessions. *Conduct market research on items per commodity to be procured. *Obtaining suppliers from Treasury's Centralized Supplier Database (CSD). *Verification of applications for completeness and correctness.

Post Enterprise Risk Management Intern (6 Posts)
Section Risk Management
Location Head Office, Pretoria

Ref Number: RIM 02/2022

Additional Requirements:

A three (3) year National Diploma / Degree in Risk Management / Internal Auditing / Cost and Management Accounting / Finances / Business Continuity Management.

Core Functions:

*Assist with the coordination, development, implementation, monitoring and review of the Risk Management and Business Continuity Management Framework; *Assist with the facilitation of strategic, operational, fraud and ethics including ad-hoc risk assessments at Division/Components/Provinces for the SAPS; *Assist with the facilitation of risk response plans for Divisions/Components/Provinces; *Assist with the facilitation of risk treatment of the identified key risks and identification of emerging risks; *Assist with the facilitation of the Business Continuity and disaster management initiatives for the SAPS; *Assist with the facilitation for updating Business Continuity Plans of the Divisions/Components/Provinces; *Assist with the coordination and testing of all BCPs; *Compile an assurance map and assess the level of assurance provided; *Assist with the facilitation of quarterly risk management reports for the relevant committees; *Assist with the facilitation and the functioning for the governance structures within the Section; *Assist with the promotion of risk and business continuity management awareness culture throughout the SAPS through communication and training programmes; Maintain and provide support on the Risk Management System.

Post Integrity Management Intern (6 Posts)
Section Integrity Management
Location Head Office, Pretoria

Ref Number: RIM 03/2022

Additional Requirements:

A three year National Diploma / Degree in Public Administration / Public Management/ Social Science / Risk Management / Forensic Investigation / Law and Policing.

Core Functions:

*Assist with the administering and processing of Financial Disclosures application for all categories in SAPS; *Assist with the administering and processing of Other Remunerative Work Outside the SAPS applications for all employees; *Assist with the administering the submission and analysis of financial declarations by all designated categories; *Assist with the administering of Integrity Assessment and Life Style Audits pertaining to SAPS employees; *Assist with the analysis of trends on unethical conduct, fraud and corruption; *Assist with the compilation of the Declaration of Interest Registers inclusive of analysis of the Gift Register, Donations, cases pertaining to conflict of interest and cases received through protective disclosure; *Assist with the conducting of investigations of reported cases of ethical breaches and conflict of interest of employees in the South African Police Service; *Assist with the administering of unethical behaviour cases resolutions through investigation as well as monitoring and reporting on ethics related matters; * Assist with the compilation of investigation reports; *Assist with all administration duties pertaining to the Ethics Committee; *Assist to respond to reports received from oversight bodies; * Assist with the administering of ethics programmes inclusive of ethics advocacy, education and awareness; *Assist with the administering communication of ethics initiatives; *Assist with the administering of compliance to SAPS code of conduct and programmes to ensure the maintenance of ethics in SAPS; *Administer the maintenance of the Case Management System.

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 MS Mmamadisha: Tel no. (012) 397 7247
Warrant Officer S Ndhlovu; Tel no. (012) 397 7247
PO MP Kgaloshi, PO T Nkunkwana, (012) 397 7246

APPLICATIONS POSTED:

The Section Head: Corporate Support
South African Police Service,
Private Bag X 94, Pretoria, 0001.
(For attention Lieutenant Colonel MS Mmamadisha)

APPLICATIONS HAND DELIVERED TO:

The Section Head: Corporate Support, **National Head Office: South African Police Service, Telkom Towers North, 152 Johannes Ramokhoase Street, Pretoria.**

(Application must be dropped into the box available at the reception area).

We welcome applications from persons with disAbilities 