



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month graduate's scheme programme at **Eastern Cape Province** 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 the field of the advertised post and never participated in an internship programme in the relevant to the 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)

Student Intern: Practical experience is required by the tertiary institution in order for the learner finalise his/her qualification (letter from the institution not older than two (2) years must be attached)

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

PROVINCIAL LEVEL: EASTERN CAPE

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| Post | : Administrative Interns (8 posts) | Ref Number |
| Section | : District/Provincial Head Office | EC INT 1/2022 |
| Location | : Provincial Head Office (Communication) (2posts) | EC INT 2/2022 |
| | : Amathole District Office (Butterworth) | EC INT 3/2022 |
| | : Buffalo City District (East London) | EC INT 4/2022 |
| | : Chris Hani District (Queenstown) | EC INT 5/2022 |
| | : Joe Gqabi District (Aliwal North) | EC INT 6/2022 |
| | : Nelson Mandela Bay District (Mount Road) | EC INT 7/2022 |
| | : OR Tambo District (Mthatha) | |

Additional Requirements:

* Be in possession of a Degree or Diploma in Communication or Public Relations, 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:

*Event management duties, circulation of emails to all email users. Assisting with incoming and outgoing correspondence. Render effective and efficient media communication support on core police functions in order to effectively promote the image of the SAPS. To promote the image of the SAPS internally through the optimal use of all internal communication medium within the Province.

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| Post | : Administrative Interns (5 posts) | Ref Number |
| Section | : District/Provincial Head Office (Legal) | EC INT 8/2022 |
| Location | : Provincial Head Office | EC INT 9/2022 |
| | : Buffalo City District (East London) | EC INT 10/2022 |
| | : Sarah Baartman District (Grahamstown) | EC INT 11/2022 |
| | : Nelson Mandela Bay District Office | EC INT 12/2022 |
| | : OR Tambo District (Mthatha) | |

Additional Requirements:

*Be in possession of a three years Bachelors of Laws / LLB recorded on the national Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with administrative duties with regards to the effective handling of labour litigation matters.
*Administration duties related to eviction, general and discipline matters/files referred for legal opinion. *render administration duties to the Provincial Head Legal Service.

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| Post | : Administrative Interns (Social Workers) (5 posts) | Ref Number |
| Section | : District Offices (Employee Health & Wellness) | EC INT 13/2022 |
| Location | : Buffalo City District Office | EC INT 14/2022 |
| | : Amathole District Office | EC INT 15/2022 |
| | : Chris Hani District Office | EC INT 16/2022 |
| | : Nelson Mandela Bay District Office | EC INT 17/2022 |
| | : OR Tambo District Office | |

Additional Requirements:

*Be in possession of a Bachelor's Degree in Social Work and valid registration with the South African Council of Social Service Professions (SACSSP) and paid up fees for the 2022/2023 financial year. Must be medically fit, physically and mental fit, Computer literacy which includes MS Word, MS PowerPoint, MS Excel and MS Outlook will be added advantage.

Core Functions:

*Render the advance and complex Police Social Work Service work-focus assessments. *Render comprehensive occupational social work to client system by means of Social work Service capacity building programme (promoted – work – person- and workplace interventions). *Render comprehensive occupational social work services to the client system by means of restorative interventions. *Implement the multi-disciplinary approach interventions within the Employee Health and Wellness environment. Execute standard social work administrative practices.

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| Post | : Administrative Interns (Psychologists) (5 posts) | Ref Number |
| Section | : District Offices (Employee Health & Wellness) | EC INT 18/2022 |
| Location | : Alfred Nzo District Office | EC INT 19/2022 |
| | : Sarah Baartman District Office | EC INT 20/2022 |
| | : Chris Hani District Office | EC INT 21/2022 |
| | : Nelson Mandela Bay District Office | EC INT 22/2022 |
| | : OR Tambo District Office | |

Additional Requirements:

*Be in possession of an Honours Degree in Psychology or Registered Counselling Qualification. Registered with the Health Professions Council of South Africa (HPCSA) as Psychometrics or Registered Counsellor. Proof of valid registration with the HPCSA for 2022/2023 financial year.

Core Functions:

*Conduct assessments as requested by the organisation, Observe and assist with proactive programmes presented to personnel, provide counselling, debriefing, Psycho-education and crisis intervention; Ensure implementation of efficient administrative system.

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| Post | : Administrative Interns (7 posts) | |
| Section | : Police Station/Provincial Head Office (Supply Chain Management) | Ref Number |
| Location | : Provincial Office (2 posts) | EC IN T 23/2022 |
| | : Lusikisiki | EC INT 24/2022 |
| | : Mount Road | EC INT 25/2022 |
| | : Makhanda | EC INT 26/2022 |
| | : Mdantsane | EC INT 27/2022 |
| | : Queenstown | EC INT 28/2022 |

Additional Requirements:

Be in possession of a three year National Diploma / Degree in Supply Chain Management / Logistics / Transport 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 monitoring planning and executing both capital and repairs and renovation projects. *Conduct inspection to assess the conditions of building components such as mechanical components including building structural integrity and civil works. *Ensuring that the supplier database is maintained and suppliers are rotated. *Ensuring the National Transversal term contracts, Specific Period Contract and ad-hoc Contracts are maintained, maintain and preparing the invitation of price quotation for quotation application are received, ensuring that suppliers are paid on time. *Maintaining procurement of fleet management; Management and administration of procurement, stocktaking, accounting and the disposal of movable fixed goods.

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| Post | : Administration interns (2 Posts) |
| Section | : Provincial Head Office (Organizational Development) |
| Location | : Provincial Head Office |

Ref number: EC INT 29/2022

Additional Requirements:

*Be in possession of a Degree or Diploma in Risk Management / Internal Auditing / Management Services / Work Study/ Organizational Development / Industrial Engineering / Operational Management / Project 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 providing assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy; Development and maintenance organisational, functional and post structures for police stations and an application to calculate the Theoretical Human Resource Requirements (THRR) for police stations; Development of Business process re-engineering of existing and future business process and procedures, and design and review forms and registers according to business processes.

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| Post | : Administrative Interns (5 posts) | |
| Section | : Police Stations CIMAC | Ref Number |
| Location | : Msobomvu CIMAC | EC INT 30/2022 |
| | : Scenery Park CIMAC | EC INT 31/2022 |
| | : Mdantsane CIMAC | EC INT 32/2022 |
| | : Aliwal North CIMAC | EC INT 33/2022 |
| | : Madeira CIMAC | EC INT 34/2022 |

Additional Requirements:

Be in possession of a three year National Diploma / Degree in Criminology / Policing / Social Science / Sociology, 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:

*Study of the crimes around the station's precinct Study the causes of crime around the station's precinct.

*Study the impact/effects of crime around the area.

*Analyse the data to determine why the crime was committed and find ways to: Predict and Detect and Prevent further criminal behaviour.

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| Post | : Administrative Interns (56 posts) | |
| Section | : Police Stations / Provincial Head Office (Vispol Support) | Ref Number |
| Location | : Provincial Head Office (Social Crime Prevention) (2 Posts) | EC INT 35/2022 |
| | : Cambridge (2 Posts) | EC INT 36/2022 |
| | : Walmer | EC INT 37/2022 |
| | : Bethelsdorp (2 posts) | EC INT 38/2022 |
| | : Homewood (2 posts) | EC INT 39/2022 |
| | : Madeira | EC INT 40/2022 |
| | : Queenstown (2 posts) | EC INT 41/2022 |
| | : Mdantsane (2 posts) | EC INT 42/2022 |
| | : East London (2 posts) | EC INT 43/2022 |
| | : Lusikisiki (2 posts) | EC INT 44/2022 |
| | : Mthatha (2 posts) | EC INT 45/2022 |
| | : Qonce | EC INT 46/2022 |
| | : Kwazakele | EC INT 47/2022 |
| | : New Brighton | EC INT 48/2022 |
| | : Bizana | EC INT 49/2022 |
| | : Bityi | EC INT 50/2022 |
| | : Libode | EC INT 51/2022 |
| | : Ngqeleni | EC INT 52/2022 |
| | : Butterworth | EC INT 53/2022 |
| | : Algoa Park | EC INT 54/2022 |
| | : Gelvandale | EC INT 55/2022 |
| | : Mount Frere | EC INT 56/2022 |
| | : Motherwell | EC INT 57/2022 |
| | : Kwanobuhle | EC INT 58/2022 |
| | : Graaff-Reinet | EC INT 59/2022 |
| | : Duncan Village | EC INT 60/2022 |
| | : Makhanda | EC INT 61/2022 |
| | : Matatiele | EC INT 62/2022 |
| | : Pholile | EC INT 63/2022 |
| | : Ntabankulu | EC INT 64/2022 |
| | : Ngangelizwe | EC INT 65/2022 |
| | : Cofimvaba | EC INT 66/2022 |
| | : Mlungisi | EC INT 67/2022 |
| | : Msobomvu | EC INT 68/2022 |
| | : Centane | EC INT 69/2022 |
| | : Tsolo | EC INT 70/2022 |
| | : Joza | EC INT 71/2022 |
| | : Vulindlela | EC INT 72/2022 |
| | : Inyibiba | EC INT 73/2022 |
| | : Dimbaza | EC INT 74/2022 |
| | : Buffalo flats | EC INT 75/2022 |
| | : Qumbu | EC INT 76/2022 |
| | : Mqanduli | EC INT 77/2022 |
| | : Nqamakwe | EC INT 78/2022 |
| | : Sterkspruit | EC INT 79/2022 |
| | : Dutywa | EC INT 80/2022 |
| | : Zwelitsha | EC INT 81/2022 |

Additional Requirements:

Be in possession of a three year National Diploma / Degree in Criminology / Policing / Social Science / Sociology, 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 render administrative functions such as filing, ensure the coordination of meetings and taking minutes of the meetings for social crime prevention: *Community Police Forum, Gender Based Violence, Imbizo's. Ensure consolidating, compiling and submission of monthly returns. *Give support in the arrangements of awareness campaigns and Imbizo's

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| Post | : Administration Student Interns (7 posts) | Reference number |
| Section | : Police stations (Finance) | (2 posts) EC INT 82/2022 |
| Location | : Provincial Office | EC INT 83/2022 |
| | : East London | EC INT 84/2022 |
| | : Mount Ayliff | EC INT 85/2022 |
| | : Aliwal North | EC INT 86/2022 |
| | : Motherwell | EC INT 87/2022 |
| | : Mthatha | |

Additional Requirements:

*Be in possession of a N6 Certificate in Financial Management / Business Management. Need practical experience in order to finalise qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. Computer Literacy will be an added advantage.

Core Functions:

* Assist with administrative functions in relation to budget management, salaries and maintenance claims and expenditure management, coordinating the station budget. Maintain the budget and coordinate the expenditure of sections and units, verifying payroll printout, monitor the utilisation of funds; Compile with the prescripts of National Treasury.

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.

***Applications can be posted or hand delivered to:**

| <u>PROVINCE</u> | <u>NAME</u> | <u>CONTACT</u> | <u>POSTAL ADDRESS</u> | <u>PHYSICAL ADDRESS</u> |
|------------------------|-------------------------------------|----------------------------------|---|--|
| EASTERN CAPE | Lt Col S. Vosloo PO Y. Nomnqa | 040 6087395 040 6088441 | South African Police Service Human Resource Development Private Bag X7471 King Williams Town 5600 | Buffalo Road Old Griffith Mxenge Building Block K, Room 10 Zwelitsha |

We welcome applications from persons with disAbilities 