



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Province: Free State**. 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 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) 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)

Student Intern: Practical experience required by the Tertiary Institution in order for learners to finalise their qualification (letter from the Institution not older than two (2) years must be attached).

NB: STIPEND FOR EACH CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER HUMAN RESOURCE DEVELOPMENT: SOUTH AFRICAN POLICE SERVICE.

The following posts are advertised for consideration in terms of the Graduate Recruitment Scheme in the South African Police Service.

Post	Administrative Intern	(17 Posts)	
Section	: Operational Crime Analysis		
Location	: Sasolburg (Vispol)		Ref Number: FSINT 1/2022
	Welkom (Vispol)		FSINT 2/2022
	Thabong (Vispol)	(2 posts)	FSINT 3/2022
	Phuthaditjhaba	(2 posts)	FSINT 4/2022
	PC OCC	(3 posts)	FSINT 5/2022
	PC Vispol	(2 posts)	FSINT 6/2022
	Kroonstad Vispol		FSINT 7/2022
	Trompsburg Vispol		FSINT 8/2022
	PC Detectives	(2 posts)	FSINT 9/2022
	Managuang Vispol		FSINT 10/2022
	Kopanong		FSINT 11/2022

Additional Requirements:

Be in possession of a three (3) year qualification in Policing/Criminology/ Law/ Criminal Justice/ recorded on the National Learner Record Database (NLRD) on at least a NQF level 6. *Computer Literacy and Data analysis* modules/course will be an added advantage.

Core Function:

*Administration and keeping of records for the information flow in the unit. *Data capturing. *Maintenance of the office. *Taking minutes for the unit. *Filing and the neat correct placing of case dockets. Daily monitoring of Crime Administration System. Study of Crime around the Station precinct. Study the causes of crime around the Station precinct. Study the impact/effects of crimes in the area. Analyze the data determined why the crime was committed and find a way to predict, detect and prevent further criminal behavior.

Post	: Administrative Intern	(13 Posts)	
Section	: Human Resource Management		
Location	: Phuthaditjhaba	(2 posts)	Ref Number: FSINT 12/2022
	Mangaung		FSINT 13/2022
	Thabong		FSINT 14/2022
	Zamdela		FSINT 15/2022
	Heidedal		FSINT 16/2022
	Bloemfontein Prov HRM	(3 posts)	FSINT 17/2022
	Petrusburg		FSINT 18/2022
	Bloemfontein Prov POP		FSINT 19/2022
	Bothaville		FSINT 20/2022
	Tumahole		FSINT 21/2022

Additional Requirements:

*Be in possession of three (3) year National Diploma/Degree in the following fields: Human Resource Management/ Administrative Management/ Public Administration/ Business Administration/ Office Administration and Technology, recorded on the National Learner Record on the National Learner Record database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be an added advantage.*

Core Function:

Handle and maintain all HRM/Administrative related functions. Update leave registers and leave system. Process leave applications. Maintain a filling system. Assist with nominations and call up instructions with regards to training and skills development of members. Ensure that Training committee convene. Receive and register disciplinary and grievances enquiries. Maintain all HRM registers. Receive and process transfer applications. Assist with the PEP process and verify information on the Persal/Persap system. Assist with recruitment and selection processes. Process service termination and ill health documentation. Assist with recruitment and selection processes. Process service termination and ill health documentation. Assist with all admin related functions including registry and archive functions

Post	: Administrative Intern	(12 Posts)	
Section	: Supply Chain Management		
Location	: Bloemfontein Prov SCM	(3 posts)	Ref Number: FSINT 22/2022
	Zastron		FSINT 23/2022
	Mafube		FSINT 24/2022
	Koppies		FSINT 25/2022
	Reitz		FSINT 26/2022
	Maokeng		FSINT 27/2022
	Edenburg		FSINT 28/2022
	Kopanong		FSINT 29/2022
	Xhariep		FSINT 30/2022
	Meloding		FSINT 31/2022

Additional Requirements:

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

Core Function:

*Compile day to day maintain reports. Ensure maintenance of vehicles, offices and all SAPS property in the business unit. Ensure vehicle logbooks are completed and up to date. Assist with all Demand Management and MGP related tasks. Assist with Acquisition Management, obtain, and update supplier's database. Administer all logistical matters.

Core Function:

*Assist with sign language interpretation within the CSC with regards to complains received. Engage with Social Crime Prevention and Develop new ideas and concept to assist with project within the hearing-impaired community. Demonstrate illustrative skills and interpretation within the Community Policing Forums. Assist the Provincial Commissioner with Community based imbizos.

Post : Administrative Intern (6 Posts)
Section : Corporate Communication
Location : Prov Office Ref Number: **FSINT 48/2022**
Mangaung District **FSINT 49/2022**
Lejweleputswa District **FSINT 50/2022**
Thabo Mofutsanyana District **FSINT 51/2022**
Xhariep District **FSINT 52/2022**
Fezile Dabi District **FSINT 53/2022**

Additional Requirements:

*Be in possession of a three (3) year 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:

Compile articles and take photos for Police Magazine (in-house magazine), Compile organisational information e-mail aimed at informing and educating the internal target audience. Compile speeches for management. Media Liaison. Event Management. Compiling of programmes for events. Do branding at events. Compile feedback reports as required by the organization

Post : Administrative Intern (2 Posts)
Section : Library
Location : Boithuso HRDC (2 posts) Ref Number: **FSINT 54/2022**

Additional Requirements:

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

Core Functions:

*Assist with: *manage the day to day functioning of the library; *Promote use of information through user education; Furnish reference, bibliographical and reader's advisory services; *Perform in depth strategic research and synthesize, analyse, edit and filter information; Communicate positively, professionally and effectively with patrons, *Updating of loose leaf publications; *Good understanding of Dewey Decimal Classification System

Post : Administrative Intern (10 Posts)
Section : Detective Administration
Location : Bothaville Ref Number: **FSINT 55/2022**
Thabong **FSINT 56/2022**
Trompsburg **FSINT 57/2022**
Phuthaditjhaba **FSINT 58/2022**
Arlington **FSINT 59/2022**
Petrusburg **FSINT 60/2022**
Cornelia **FSINT 61/2022**
Viljoenskroon **FSINT 62/2022**
Allanridge **FSINT 63/2022**
Springfontein **FSINT 64/2022**

Additional Requirements:

Be in possession of NQF level 6 Diploma /Degree in Policing/ B.Com Administration/ BA in Public Governance/ Public Administration/ Office Management / Public Management.

Core Function:

Assist with registration functions with regards to the dispatch and receive documents to and from the sub-section. Assist with all admin related functions including registry and archive functions. Compile day to day maintain reports. Administer all logistical matters.

Post : Administrative Intern (6 Posts)

Instruments e.g. Alto Saxophone, Tenor Saxophone, Clarinet, Flute, Trumpet, Trombone, Tuba, Euphonium, French horn
Guitar, Bass Guitar, Drum set, Piano, Piano/Keyboard

Section : PC Communication (Band Musicians)

Location : Thaba Nchu

Ref Number: FSINT 65 /2022

Additional Requirements:

*Matric and must be in a possession of a Grade 6 practical musical qualification Associated Board of the Royal Schools of Music/ Trinity College/ UNISA or IDMAC equivalent; * Ability to play instrument in concert and marching bands. The ability to play a second instrument would be an added advantage.

Candidates must be willing to undergo a practical audition prior to appointment.

Core Function:

*Play a primary and secondary instrument as circumstances dictate in line with the SAPS mission;
*Participate in practicing and rehearsing individual, in sections, with a group or with a band; *Perform with the band or any other group within the band; *Promote and maintain good public relations and inter-relationships, improving the morale and image of the SAPS through the medium of music.

Post : Administrative Intern (2 posts)

Section : Legal Services

Location : Provincial Office Legal Services

Ref Number: FSINT 66/2022

Additional Requirements:

*Be in possession of LLB Degree recorded on the National learner Record database (NLRD) on at least a NQF6 or higher level. Computer literacy will be an added advantage

Core Function:

*Assist in providing legal assistance in the preparing of legal documents and correspondence. *Assist in preparing and compiling documentary exhibits. *Assist with the conducting of investigations on the facts of the case. *Assist in providing assistance with research on legal matters. *Assist in accompanying legal officers during consultations. *Assist with the general office administration to ensure the smooth function of the office.

Post : Administrative Intern (3 Posts)

Section : Organizational Development & Strategic Management

Location : Bloemfontein Prov OD

Ref Number: FSINT 67/2022

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 Function:

Conduct and implement professional scientific work-study methods related to investigations for the Free State Province. Conduct, maintain and implement feasible impact studies and business process re-engineering interventions for the Province. Generate and maintain the fixed establishment for the Province. Maintain and update the Geographical Information System (GIS-NPIS) in the Province. Manage the compilation of the Annual Performance Plan. Ensure compilation of quarterly report and provide feedback to role players. Compile the Annual Report.

Post : Student Intern (10 Posts)

Section : Vispol Administration

Location : Sasolburg

Heilbron

Rosendal

Meloding

Reddersburg

Luckhoff

Kestel

Virginia

Edenville

Koppies

Ref Number: FSINT 68/2022

FSINT 69/2022

FSINT 70/2022

FSINT 71/2022

FSINT 72/2022

FSINT 73/2022

FSINT 74/2022

FSINT 75/2022

FSINT 76/2022

FSINT 77/2022

Additional Requirements:

*Be in possession of an applicable N6 certificate in Public Administration/ Office Administration. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. Computer Literacy will be an added advantage.

Core Function;

* 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

GENERAL:

- Only the official application form for the internship programme (**available on 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 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.
- Applicants will be subjected to fingerprint screening and reference checking.
- 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.
- Internship program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12-month internship contract.

Applications must be posted to:

ATT: Col Thulo/LT Col Heilbron / Capt. Lekometsa/SAC Tobo
Private Bag X20501
BLOEMFONTEIN
9300

Hand delivered to:

Col Thulo /LT Col Heilbron/Capt. Lekometsa/SAC Tobo
TAB Building (3rd Floor)
Corner Charles and East Burger Street.
BLOEMFONTEIN
9300

Enquiries can be directed to:

Col Thulo / Lt Col Heilbron / Capt. Lekometsa /SAC Tobo (051) 4117839/45/47

We welcome applications from persons with disAbilities 