



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

PROVINCIAL LEVEL: GAUTENG

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

Post **Legal Administrative Intern (5 Posts)**
Section **Legal Services**
Location **PHO: Gauteng (Park town)**

Ref Number: GP INT 1/2022

Additional Requirements:

*Be in possession of a three (3) year Degree in LLB / B Com Law, recorded on the National Learner Record Database (NLRD) or at least a NQF 7 or higher level. Computer literacy will be an added advantage

Core Functions:

*Assist with: Provide legal assistance in preparing legal documents and correspondence.
 *Preparing and compiling documentary exhibits. *Conducting of investigations on the facts of cases; Provide assistance with research on legal matters. *Accompany legal officers during consultations. *General office administration. Organising and managing files: filing of documents

Post **Administrative Intern**
Section **Human Resource Development: Skills Development Facilitator**
Location **PHO: Gauteng (Park town)**

Ref Number: GP INT 2/2022

Additional Requirements:

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

Core Functions:

*Assist with: Ensure management of development, implementation and maintenance of ETD Policies, Systems and Standards in SAPS. *Ensure management of establishment and maintenance of in-service training and on-the-job skills development in the SAPS. *Assist with: Administration of skills audit; Assist with the Administration of skills development projects Type documents and reports and taking of minutes. Assist with ad-hoc requests as and when necessary.

Post **Administrative Intern (3 posts)**
Section **Supply Chain Management**
Location **Provincial Head Office (Park town)**

Ref Number: GP INT 3/2022

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. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Monitoring, planning and executing both capital and repairs and renovation projects.
 *Conducting 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.*Maintaining and preparing the invitation of price quotation for quotation applications 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.

Post	Administrative Intern (24 Posts)	
Section	Criminal Information Management and Analysis Centre: CIMAC	
Location		Reference Number:
	Alexandra	(2 Posts) GP INT 4/2022
	Family Violence Children and Sexual Offence	(4 Posts) GP INT 5/2022
	Honeydew	(2 posts) GP INT 6/2022
	Mamelodi East	(2 Posts) GP INT 7/2022
	Eldorado Park	(2 posts) GP INT 8/2022
	Ivory Park	(2 posts) GP INT 9/2022
	Jeppe	(2 Posts) GP INT 10/2022
	Rietgat	(2 Posts) GP INT 11/2022
	Johannesburg Central	(2 posts) GP INT 12/2022
	Temba	(2 posts) GP INT 13/2022
	Daveyton	(2 posts) GP INT 14/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Criminology / Policing / Forensic/ Social Sciences, 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:

*Assist with studying of the crimes around Station's precinct; studying the causes of crime around Station's precinct; Study the impact/effects of crime around the area; analyze the data to determine why the crime was committed and find ways to predict, detect and prevent further criminal behavior.

Post	Administrative Intern (11 Posts)		
Section	DETECTIVES		
Location	Station/Unit		Reference Number:
	Provincial Investigation Unit (Park town)		GP INT 15/2022
	Provincial Crime Detection (commercial crime)		GP INT 16/2022
	Family Violence Children and Sexual Offence		GP INT 17/2022
	Kwa Thema		GP INT 18/2022
	Pretoria Central	(2 posts)	GP INT 19/2022
	Tsakane	(2 posts)	GP INT 20/2022
	Zonkiziwe		GP INT 21/2022
	Alexandra		GP INT 22/2022
	Moroka		GP INT 23/2022

Additional Requirements:

* Be in possession of a three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / Office Management and Technology, 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:

Assist with docket administration.* Distribution of data information to various component heads.* Monitor and ensure data integrity of all mainframe system at the Detective Service Centre

Post: Administrative Intern (26 Posts)

Section:	Visible Policing Social Crime Prevention		Reference Number:
Location:	Alexandra	(2 Posts)	GP INT 24/2022
	Temba		GP INT 25/2022
	Orange Farm	(2 Posts)	GP INT 26/2022
	Johannesburg Central	(2 Posts)	GP INT 27/2022
	Tokoza		GP INT 28/2022
	Vereeniging	(2 Posts)	GP INT 29/2022
	Putfontein		GP INT 30/2022
	Daveyton	(2 posts)	GP INT 31/2022
	PTA Central	(2 posts)	GP INT 32/2022
	Randfontein	(2 Posts)	GP INT 33/2022
	Dobsonville	(2 Posts)	GP INT 34/2022
	Kagiso	(2 Posts)	GP INT 35/2022
	Tembisa	(2 Posts)	GP INT 36/2022
	Vosloorus	(2 Posts)	GP INT 37/2022
	Dube		GP INT 38/2022
	Actonville		GP INT 39/2022
	Heidelberg		GP INT 40/2022

Additional Requirements:

*Be in an applicable three (3) year National Diploma /Degree in Youth Development / Social Sciences /Human Resource Development/ Policing, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

Core Functions:

*Assist in managing Youth Crime Prevention Programmes initiated by SAPS on School-Based Crime Prevention. Support establishment of Youth Crime Prevention Desks. Compile information notes and projects plans. Conduct station compliance visits and compile feedback reports. Consolidate monthly and quarterly reports.

Post: Administrative Intern (2 post)
Section: Inspectorate: Support Inspection Services
Location: PHO Gauteng (Park town)

Ref Number: GP INT 41/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma /Degree in Public Administration / Public Management / Business administration / Business management Office Administration/Office Management and Technology, 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:

*Assist with Consolidation of data collection of Assessment tools and Performance Data; Processing, analysis, evaluation and interpretation of gathered data and information of the assessment tools; compilation of assessment reports on intervention activities & outputs based on Division Inspectorate's Assessments

Post : Forensic Commercial Investigator Intern (2 Posts)
Section : Provincial office Detectives
Location : PHO Gauteng

Ref Number: GP INT 42/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma/degree Cyber Law/Cybercrime and digital Evidence/ Cyber security or Information Systems recorded on the National Learner Records Data Base (NLRD) on at least a NQF 6 or Higher Level.

Core Functions:

*Assist with: Plan coordinate conduct and evaluate special operations and investigations. Conducting of disruptive operations by focusing on commercial crimes. Identification registration and investigation of projects and major investigations against identified criminal groupings.

Post : Library intern (2 Posts)
Section : Provincial Office: Human Resource Development: Librarian
Location : PHO Gauteng (Parktown)

Ref Number: GP INT 43/2022

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 effectively with patrons, *Updating of loose leaf publications; * Good understanding of Dewey Decimal Classification System.

Post : Administrative Intern
Section : Human Resource Utilization:
Location : PHO Gauteng (Parktown)

Ref Number: GP INT 44/2022

Additional Requirements:

*Be in possession of an applicable three (3) years Diploma/Degree in Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Implementation and maintaining Performance Management: Coordinate employments equity; Administer Labour Relations matters; Coordinate the administration of Human Resources Utilization component and administer logistic needs.

Post : Marketing & Advertising intern
Section : Provincial Office: Corporate Communication
Location : Provincial Commissioner: Gauteng

Ref Number: GP INT 45/2022

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 or relevant qualification in the field of the post.

Core Functions:

*Assist with: Various media schedules of the 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.

Post : Photography and Videography Intern
Section : Provincial Office: Corporate Communication
Location : Provincial Commissioner: Gauteng

Ref Number: GP INT 46/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma/ Degree in Audio-visual communication/ Photography/ Motion Art, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions

*Developing interview questions and storyboards; *Maintaining a blog to document the team's progression; *Set up and operate various production equipment including Cameras; Audio and video recorders; *lighting equipment, props and microphones for location and studio production.

Post : Journalist Intern
Section : Provincial Office: Corporate Communications
Location : Provincial Commissioner: Gauteng

Ref Number: GP INT 47/2022

Additional Requirements:

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

Core Functions:

*Assist with: *Writing, compile, edit and proof read articles for submission.*Maintain contact with the communication officers at the stations.

Post : Administrative Intern
Section : Provincial Office: Auxiliary Services
Location : PHO Gauteng (Parktown)

Ref number: GP INT 48/2022

Additional Services:

*Be in possession of a three (3) year National Diploma/ Degree in Archive and Records Management/ Public Administration and Management/ Business Administration/ Office Administration/ Office Management and Technology/, 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:

*Assist with: * Receiving, opening, sorting and date stamping of incoming mail; *Keeping records of money and valuable articles; *The proper maintenance and application of the approved Records Classification System; Proper filing of records, which includes assigning of the correct reference number to all, incoming correspondence, indexing of the records, the opening of the relevant files and the neat correct placing of records on files.

Post : Work Study Intern (2 Posts)
Section : Provincial Office: Organizational Development
Location : PHO Gauteng (Parktown)

Ref No: GP INT 49/2022

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, organizational and post structures based on the principle of structure follows strategy; *Development and maintenance of organizational, 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.

Post : Performance Evaluation and Assessment Intern (2 Posts)
Section : Provincial Office: Organisational Development
Location : PHO Gauteng (Parktown)

Ref No: GP INT 50/2022

Additional Requirements:

*Be in possession of a three (3) year National Diploma/Degree in Strategic Management/Business Management/ Office Administration (with Research as a module or subject) Policing (with Strategic Management as a module), recorded on the National Learner Record Database (NLRD) on at least a NQF 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; Assist with quality assurance with reports and presentation ; Assist in the office of the Section head ; type documents , letters and reports. Assist with ad –hoc requests as and when necessary.

Post : Student Administrative Intern (10 Posts)
Section : Human Resource Management
Location : Actonville
Benoni
Bramley
Brixton
Diepsloot
Atteridgeville
Boipatong
Sebokeng
Carltonville
Orange farm

Reference Number:
GP INT 51/2022
GP INT 52/2022
GP INT 53/2022
GP INT 54/2022
GP INT 55/2022
GP INT 56/2022
GP INT 57/2022
GP INT 58/2022
GP INT 59/2022
GP INT 60/2022

Additional Requirements:

*Be in possession of an applicable N6 certificate in Human Resource Management/ Public 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 Functions:

*Rendering duties of administration nature, which will include general administrative duties as well specific administration duties. Administer and facilitate the daily activities and general administrative support functions within the components. Facilitate administration process of absenteeism management. Facilitate administration process of recruitment/promotion.

Post : Chef Intern (3 Posts)
Section : MESS
Location : Soweto HRDC
Springs HRDC
Krugersdorp HRDC

Reference Number:
GP INT 61/2022
GP INT 62/2022
GP INT 63/2022

Additional Requirements:

*Be in possession of an applicable N6 Certificate/National Certificate in Hospitality Management/ or three (3) years National Diploma/ Degree in Hospitality Management/ Food and Beverage Management Services, recorded on the National Learner Record Database (NLRD). Must have a letter from the Institution of Higher learning/ TVET for experiential learning.

Core Functions

*To render efficient preparation and provision of meals and refreshments for different intervention. Organize and keep the kitchen hygienically clean. Ensure Health and Safety requirements are in place and adheres thereof. Stock Management and menu compilation. Responsible for all administration relating to the job.

Post: Student Administrative Intern (3 Posts)
Section: PHO Finance Administration
Location: PHO Gauteng (Park town)

Ref Number: GP INT 64/2022

Additional Requirements:

*Be in possession of an applicable N6 certificate in Financial Management/ Business Management/ Public 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 Functions:

*Assist with: Administrative functions In relation to budget management; Salaries and maintenance, claims and expenditure management; Coordinating the station budget; Maintaining the budget and coordinate the expenditure of sections and units; Verifying payroll printout, monitor the utilization of funds; Compliance with the prescripts of National Treasury.

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.

Applications can be posted or hand delivered to:

PROVINCE	HRDC CENTRE	NAME	CONTACT DETAILS	PHYSICAL ADDRESS
Gauteng	Gauteng: Provincial Head Office	Col Mathabatha Lt Col Pillay SPO Mohlala W/O Baloyi	011 274 7477 011 274 7508 011 274 7507/7878/9171	16 Empire Road, Parktown, Johannesburg (Office no GE 004)
Gauteng	HRDC Westrand	Sgt Mahlobisa A/C Mokgorong	011 951 1198 011 951 1188	Commissioner St, Krugersdorp, Johannesburg, 2001
Gauteng	HRDC Soweto	SPO N Motshweneng		Umuziwethu Indaba Drive , Protea North
Gauteng	HRDC Pretoria	W/O LE Grange	012 320 3268	12 Loop Street next to Manhattan Hotel Destinatum Building, Pretoria
Gauteng	HRDC Springs	Capt Theron	011 365 5922	The Avenues Shopping Centre, 1 st Floor, 5 th Avenue Springs.

Gauteng	HRDC Benoni	Cnst Taukobong	011 746 5717 011 746 5726	Kleinfontein Lake Office park, Cnr Lake Vieto Cres & Pioneer Drive, Benoni
Gauteng	HRDC Vaal Rand	A/C D Lehloo		Cnr Marriman & Edward Avenue, Vereeniging

We welcome applications from persons with disAbilities 