



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve-month graduate's scheme programme at **KwaZulu-Natal 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 a National Senior Certificate or equivalent (NCV L4)
- * Must have no previous criminal convictions(s) or cases(s) pending
- * Applicants must be unemployed, never been employed in the 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 (complete 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 the learner to finalise qualification (**letter from Institution not older than two (2) years must be attached**)

NB: Stipend for each category will be as determined by the National Commissioner: South African Police Service

PROVINCIAL LEVEL: KWAZULU-NATAL

Post: CIMAC Administrative Intern (46 POSTS)

Section: CIMAC OFFICE: SAPS POLICE STATIONS

Location Durban Central	(2 posts)	Ref Number: KZN INT 01/2022
Point	(2 posts)	KZN INT 02/2022
Inanda	(2 posts)	KZN INT 03/2022
Pinetown	(2 posts)	KZN INT 04/2022
Phoenix	(2 posts)	KZN INT 05/2022
Richards bay	(2 posts)	KZN INT 06/2022
Plessislaer	(2 posts)	KZN INT 07/2022
KwaMashu	(2 posts)	KZN INT 08/2022
Ntuzuma		KZN INT 09/2022
Greenwood Park		KZN INT 10/2022
Umlazi	(2 posts)	KZN INT 11/2022
Pietermaritzburg	(2 posts)	KZN INT 12/2022
Marianhill		KZN INT 13/2022
Hammarsdale		KZN INT 14/2022
KwaDabeka		KZN INT 15/2022
Kokstad		KZN INT 16/2022
Empangeni		KZN INT 17/2022
Mtunzini		KZN INT 18/2022
Sundumbili		KZN INT 19/2022
Umhlali		KZN INT 20/2022
Howick		KZN INT 21/2022
Mountain Rise		KZN INT 22/2022
Jozini		KZN INT 23/2022
KwaMsane		KZN INT 24/2022
Mtubatuba		KZN INT 25/2022
Dundee		KZN INT 26/2022
Greytown		KZN INT 27/2022

Nquthu	KZN INT 28/2022
Ladysmith	KZN INT 29/2022
Ezakheni	KZN INT 30/2022
Estcourt	KZN INT 31/2022
Ulundi	KZN INT 32/2022
Chatsworth	KZN INT 33/2022
Port Shepstone	KZN INT 34/2022
Cato Manor	KZN INT 35/2022
Newcastle	KZN INT 36/2022

Additional Requirement:

* Be in possession of National Diploma/Degree in Criminology/Policing /Social Science/Sociology of which the following subjects are compulsory: Criminology 1,2 and 3/Expert in the scientific study of crime and criminals recorded on the National learner Record Database (NLRC) on at least a NQF 6 or higher level.

Core Functions:

* Study of crimes around the stations precinct. Study the causes and impact 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.

Post: Administrative Intern (38 posts) (Graduate)

Section: Human Resource Management

Location: PHQ Personnel Management (4 posts)	Ref No:	KZN INT 37/2022
PHQ HRU (2 posts)		KZN INT 38/2022
PHQ HRD		KZN INT 39/2022
Verulam		KZN INT 40/2022
Pietermaritzburg		KZN INT 41/2022
Mountain Rise		KZN INT 42/2022
Port Shepstone		KZN INT 43/2022
Margate		KZN INT 44/2022
Mehlomnyama		KZN INT 45/2022
Hattingspruit		KZN INT 46/2022
Ingogo		KZN INT 47/2022
Greenwood Park		KZN INT 48/2022
Chatsworth		KZN INT 49/2022
Durban North		KZN INT 50/2022
Tongaat		KZN INT 51/2022
Evatt		KZN INT 52/2022
Franklin		KZN INT 53/2022
Intsikeni		KZN INT 54/2022
Swartburg		KZN INT 55/2022
Sundumbili		KZN INT 56/2022
Umhlali		KZN INT 57/2022
Plessislaer		KZN INT 58/2022
Wartburg		KZN INT 59/2022
Ladysmith		KZN INT 60/2022
Vryheid		KZN INT 61/2022
Gluckstadt		KZN INT 62/2022
Magudu		KZN INT 63/2022
Nongoma		KZN INT 64/2022
Paulpietersburg		KZN INT 65/2022
Pongola		KZN INT 66/2022
Inanda		KZN INT 67/2022
Durban Central		KZN INT 68/2022
KwaDukuza		KZN INT 69/2022
Newcastle		KZN INT 70/2022

Additional Requirements

* Be in possession of 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 Functions:

* Assist handling and maintaining all HRM related functions; updating leave registers and leave system' processing leave applications; maintaining a filing system; maintain all HRM registers; receiving and processing transfer applications: recruitment and selection process: process service terminations and ill health documentation of data integrity. Assist with typing of letters, memorandum, reports, making copies, faxing documents, taking minutes in meetings when requested.

Post : Administrative Intern (4 posts)**Section: Human Resource Development Sports****Location: HRDC Durban**

: HRDC Eshowe

: HRDC Ulundi

: HRDC Newcastle

Ref Number: KZN INT 71/2022**KZN INT 72/2022****KZN INT 73/2022****KZN INT 74/2022****Additional Requirements:**

*Be in possession of a three (3) year National Diploma / Degree in Sports Management /Sports Science/ Physical Education and Sports coaching/ Sports Administration/ Sports Development and 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:

* Co-ordinate physical fitness assessment. Co-ordinate and administrate sport services.
Manage the gym facilities.

Post: Chef Intern (2 posts)**Section: MESS****Location: Pietermaritzburg HRDC****Ref Number: KZN INT 75/2022****Additional Requirements:**

* Be in possession of National Diploma, Degree/BTECH in Hospitality Management/Food and Beverage Management Services, recorder on the National Learner Record Database (NLRD).

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. Stork management and menu compilation. Responsible for all administration relating to the job

Post: Administrative Intern (4 posts)**Section: Provincial Supply Chain Management****Location: PHQ SCM (4 posts)****Durban central****Ref Number: KZN INT 76/2022****KZN INT 77/2022****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 Functions:

* 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: Library Assistant Intern (1 post)**Section: Provincial Human Resources Development****Location: Provincial Office****Ref Number: KZN INT 78/2022****Additional Requirements:**

* Be in possession of National Diploma/Degree in Library and Information Science.

Core Functions:

* Conduct reference interviews with users and establish exact nature and scope of information needed daily in terms of SAPS prescripts. Conduct online searches on Lexis Nexis, Juta and Sabinet databases. Operate inter-library loan system. Assist with stock taking.

Post: Administrative Intern (2 posts)**Section: Communications****Location: Provincial Office****Ref Number: KZN INT 79/2022****Additional Requirements:**

* Be in possession of National diploma/Degree in Communication Science/ Public Relations/ Journalism, recorded on the National Learner Recorded Database (NLRD) on at least a NQF 6 or higher level. Certificate in Event Management/ Protocol course will be an added advantage.

Core Functions:

* Assist with: Researching stories about the Organization. Conduct interviews as well as record interviews. Organize and co-ordinate community events, public presentation and exhibitions. Promote and maintain good public presentation and exhibition. Render administrative duties pertaining to communication and related function. Maintain and open communication channel with media and improve media liaison.

Post: Administrative Intern (1 post)**Section: Provincial Human Resources Utilization****Location: Provincial Office****Ref Number: KZN INT 80/2022****Additional Requirements:**

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

Core Functions:

* Assist with: Implement and maintain performance Management. Coordinate employments equity. Administer Labour Relations matters. Coordinate the administration of Human Resources Utilization component and administer logistic needs.

Post: Administrative Intern (1 post)**Section: Provincial Human Resources Development (SDF)****Location: Provincial Office:****Ref Number: KZN INT 81/2022**

Additional Requirements:

* Be in possession of Degree in Public Management/ Bachelor of Administration/ Business Administration 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:

* Monitor and evaluate implementation of skills development projects within SAPS. Render effective administrative support. Facilitation and conduct research. Co-ordinate management information.

Post: Administrative Intern (5 posts)**Section: Finance****Location: Provincial Office Finance (2 posts)****Durban Central****Plessislaer****Inanda****Ref Number: KZN INT 82/2022****KZN INT 82/2022****KZN INT 83/2022****KZN INT 84/2022****Additional Requirements:**

* Be in possession of an applicable three (3) year National Diploma/ Degree in B Com Accounting/ Bachelors of 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 or relevant qualification in the field of the post.

Core Functions:

* Assist with: Registering correspondence and all related accounting transactions; compiling monthly payroll certificate; verification of overtime claims, ensuring the safekeeping of all transactions supporting documents; assisting in recovering departmental debts within SAPS; budgeting and expenditure ; administration of financial losses; safekeeping of records; monthly telecom related matters; and where applicable' assist in standing advance office

Post: Administrative Intern (1 post)**Section: Provincial VISPOL****Location: Provincial Office****Ref Number: KZN INT 85/2022****Additional Requirements:**

*Be in possession of an applicable three (3) year National Diploma/ Degree in Public Management/ Bachelor of Administration/ Business Administration 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:

* Assisting with the processing of firearms applications and filing system. Render effective administrative support.

Post: Administrative Intern (2 posts)**Section: Provincial OD****Location: Provincial Office****Ref Number: KZN INT 86/2022****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.

Post: Administrative Intern (2 posts)**Section: Provincial Crime Detention****Location: Provincial Office****Ref Number: KZN INT 87/2022****Additional Requirements:**

*Be in possession of an applicable three (3) year National Diploma/ Degree in Public Management/ Bachelor of Administration/ Business Administration 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: secretarial and administrative support functions. Manage the diary, receive and host visitors of the Provincial Head Management Interventions. Travel allowance and subsistence allowance

Post: Administrative Intern (2 posts)**Section: Provincial ORS****Location: Provincial Office****Ref Number: KZN INT 88/2022****Additional Requirements:**

*Be in possession of an applicable three (3) year National Diploma/ Degree in Human Resources Management.

Core Function:

*Assist with: administering transfers of Personnel. Receive, verify, process and control Service Termination documents for completeness and correctness. Identify incorrect placement or personnel at the unit. Record SAPS 26 (A) on the SAPS 47 and SAPS 28 register. Process leave forms and capture them on the system. Issue leave certificate due to termination. Compile the AR file in numeric order according to SAP 26 and keep up to date. Obtain and update member's data integrity.

Post: Administrative Intern (2 post)**Section: Provincial Finance Auxiliary Services Registry****Location: Provincial Office****Ref Number: KZN INT 89/2022****Additional Requirements:**

* *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: Administrative Intern (1 post)

Section: Provincial TMS

Location: Provincial Office

Ref Number: KZN INT 90/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma/ Degree in Information Technology or equivalent. Certificate in CCNA, N+, A+ and ITIL will be an added advantage

Core Functions:

Manage and monitor the data lines and band with capacity of the SAPS Network Infrastructure. Manage and monitor the capacity of the Wide Area Network (WAN) and Local Area Network (LAN). Manage and monitor the capacity of the all Switching Centres (Regional Data Centres). Manage the service elements for the Network Service Level Agreement pertaining to the network capacity and data line management. Liaise with the IS/ICT Infrastructure Management with regard to the capacity requirements for the Switching Centres and stations.

Post: Administrative Intern (1 post)

Section: Provincial TMS

Location: Provincial Office

Ref Number: KZN INT 91/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma/ Degree in Information Technology or equivalent. Certificate in CCNA, N+, A+ and ITIL will be an added advantage

Core Functions:

Identify End User Equipment (EUE) to be replaced. Compile a project plan on replacements / expansions of EUE. Ensure the web & prep of EUE by SITA. Facilitate the disposal process of EUE. Ensure data integrity on ARS regarding inventory of EUE. Co-ordinate the required change controls for EUE Management. Resolve end user computer hardware, software and ad -hoc requests.

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 3 months. No faxed or e-mailed applications will be considered ***only certificate of qualifications will be accepted, with a statement of results attached.**
- 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:**

PROVINCE	NAME	CONTACT	ADDRESS
KwaZulu-Natal:	Lt. Colonel NE Mabhida	0313256163	15 Bram Fischer Road Servamus Building Durban
	Lt. Colonel N Nayager	0313254751	4000

We welcome applications from persons with disAbilities 