



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

**PROVINCIAL LEVEL: NORTHERN CAPE**

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

**Post : Legal Administrative Intern (2 Posts)**

**Section : Provincial Legal Services**

**Location : Provincial Office: Kimberley**

**Ref Number : NCGI 1/2022**

**Additional Requirements:**

\*Be in possession of Bachelor of Laws Degree, recorded on the National Learner Record Database (NLRD) on at least a NQF 8 or higher level or relevant qualification in the field of the post.

**Core functions:**

- \*Assist with: \*Administration duties with regard to the effective handling of labour litigation matters.
- \*Administration duties in relation to eviction, general and discipline matters/files referred for legal opinion.
- \*Render administration duties to the Provincial Head Legal Services.

**Post : Psychological Intern (1 Post)**  
**Section : Employee Health and Wellness**  
**Location : Provincial Office: Kimberley**

**Ref Number : NCGI 2/2022**

**Additional Requirements:**

An Honours degree / B Psych degree in Psychology (in one of the acknowledged categories); Registered with the Health Professions Council of South Africa as a Psychometrics or Registered Counsellor and submit proof of valid registration for financial year 2022/2023.

**Core Functions:**

Identify, psychological, emotional, behavioral or organisational issues and diagnose disorders. Observe, Interview and counsel the victims. Studies factors that affect human behaviour. Provide counselling by leading group or individual sessions. Research and identify behavioural or emotion patterns

**Post : Social Work Intern (1 Post)**  
**Section : Employee Health and Wellness**  
**Location : Provincial Office: Kimberley**

**Ref Number : NCGI 3/2022**

**Additional Requirements:**

Be in possession of BA Social Work Degree 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 prepared to work in a multi-disciplinary team and be able to market Social Work Services. Must be medically, physically and mentally fit. Computer literacy which includes MS Word, MS Power Point and MS Office Outlook will be an added advantage to the applicant.

**Core Functions:**

Render the advance and complex Police Social Work Services work-focus assessments; Render comprehensive occupational social work to the client system by means of Social Work Service' capacity building programmes (promoted-, work-person- and workplace interventions); Render comprehensive occupational social work services to the client system by means of Restorative Interventions. Render comprehensive occupational social work services to the client system by means of application of Social Work Community Model. Implement the multi-disciplinary approach interventions within the Employee Health and Wellness environment. Execute standard social work administrative practices.

**Post : Sports Management Intern (2 Posts)**  
**Section : Human Resource Development:**  
**Location : Provincial Office: Kimberley**

**Ref Number : NCGI 4/202**

**Additional Requirements**

\*Be in possession of a three (3) year National Diploma / Degree in Sports Management /Sports Science/ Physical Education or 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:**

\*Assist with: \*Co-ordinating physical Fitness assessment; \*Assisting with hosting the SAPS National Championships allocated to the Province; \*Co-ordinate and Administrate sports activities; \*Compiling database of all components; \*Compile fitness statistics for the Province; \*Capture fitness assessments; \*Carry out administrative duties in all outdoor fitness activities; \*Day to day fitness administration; \*Participate in drafting of year plan.

**Post: Administrative Intern (9 Posts)**

**Section: Human Resource Development:**

**Location: Provincial Office: Kimberley (4 Posts)**  
Upington HRDC  
De Aar HRDC  
Galeshewe HRDC  
Kuruman HRDC  
Springbok HRD :

**Ref Number** NCGI 5/2022  
NCGI 6/2022  
NCGI 7/2022  
NCGI 8/2022  
NCGI 9/2022  
NCGI 10/2022

**Additional Requirements:**

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

**Core Functions:**

\*Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases as per National Projects (Bursaries, Recognition of Prior Learning and Internship) attending meetings, taking and typing of minutes; Assist with Skills Audit with regards to training and skills development of members. Ensure that the Training Committee convenes.

**Post : Supply Chain Management Intern (3 Posts)**

**Section : Procurement, Movement of Government Property & Fleet Management**

**Location : Provincial Supply Chain Kimberley**

**Ref Number: NCGI 11/2022**

**Additional Requirements:**

Be in Possession of a three (3) year National Diploma/Degree in Supply Chain Management/ Public Management or Financial Management recorded on the National Learner Record Database (NLRD) on at least a NQF 6.

**Core Functions:**

\*Assist with: \*Invitations of price quotations; \*Managing of databases; \*Central Supplier database (CSD) Management; \*Scheduling of invoices; \*Contract management; \*Order processing and inventory management.

**Post : Communication Intern (2 Posts)**

**Section : Internal Communication, External Communication & Media Centre**

**Location : Provincial Communication**

**Ref Number: NCGI 12/2022**

**Additional Requirements:**

Be in Possession of a three (3) year National Diploma/Degree in Marketing/ Communication Science/ Media Studies/ Journalism or any other related field of study recorded on the National Learner Record Database (NLRD) on at least a NQF 6.

**Core Functions:**

\*Assist with: \*Writing of speeches; \*Protocol arrangements; \*Writing of correspondence for internal stakeholders; \*Writing of stories; \*Branding; \*Arranging of projects and promotional material; \*Media monitoring; \*Handling of enquiries; \*Writing and communication of media statements; \*Media standby duties; \*Attending to scenes.

**Post** : **Administrative Intern (2 Posts)**  
**Section** : **Provincial Vispol Youth Desk**  
**Location** : **Provincial Office: Kimberley**

**Ref Number** : **NCGI 13/2022**

**Additional Requirements:**

Be in possession of a three (3) year National Diploma / Degree in Criminology/Policing/Social Science/Sociology or any other equivalent qualification, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Compiling monthly reports for Social Crime Prevention, Community Policing Forum, Sector Policing, Community Policing Strategies, Assist with procurement related to Vispol. \*Participate in Social Crime Prevention programmes and awareness campaign.

**Post** : **Musician Intern (4 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** : **Human Resource Development**  
**Location** : **Provincial Office: Kimberley**

**Ref Number** : **NCGI 14/2022**

**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 functions:**

\*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**  
**Section** : **Finance**  
**Location** : **De Aar SAPS**

**Ref Number** : **NCGI 15/2022**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Financial Management/ Financial Sciences/ Economics or Accounting Sciences/Financial Accounting or any other equivalent qualification recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with compiling weekly budget performance reports. \*Drawing of daily budget reports, \*Assist with administration of itineraries and salaries, \*Administering of Telephone Management System, \*Assist with creation of financial authorities, \*Payroll management, \*Dealing with general enquiries related to finance and the administration thereof.

**Post : Administrative Intern (2 Posts)**  
**Section : Human Resource Utilisation: Labour Relations**  
**Location : Provincial Office, Kimberley**

**Ref Number : NCGI 16/2022**

**Additional Requirements:**

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

**Core Functions:**

\*Keep up to date with wage and labour legislation, \*Keep up to date with employee policies, \* Attend meeting with relevant stakeholders, \*Writing of reports, \*Assist with matters relating to disciplinary hearings, \* Assist with Labour related administration.

**Post : Administrative Intern (2 Posts)**  
**Section : Human Resource Management**  
**Location : Provincial Office, Kimberley**

**Ref Number : NCGI 17/202**

**Additional Requirements:**

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

**Core Functions:**

\*Assist with coordinating discipline, grievance and absenteeism management. \*Assist with coordinating recruitment related matters, transfers and service terminations. Assist with maintaining the performance management systems. \*Assist with handling Human Resource related issues which complies with the organizations policies and processes. \*Update and maintain all Human Resource records appropriately.

**Post : Administrative Intern**  
**Section : Human Resource Management**  
**Location : Roodepan SAPS, Kimberley**

**Ref Number : NCGI 18/2022**

**Additional Requirements:**

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

**Core Functions:**

\*Assist with coordinating discipline, grievance and absenteeism management. \*Assist with coordinating recruitment related matters, transfers and service terminations. Assist with maintaining the performance management systems. \*Assist with handling Human Resource related issues which complies with the organizations policies and processes. \*Update and maintain all Human Resource records appropriately.

**Post : Administrative Intern (3 Posts)**  
**Section : Vispol Support**  
**Location : Rosedale SAPS**  
**Pabalelo SAPS**  
**Kuruman SAPS**

**Ref Number : NCGI 19/2022**  
**NCGI 20/2022**  
**NCGI 21/2022**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Criminology/Policing/Social Science/Sociology or any other equivalent qualification, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Compiling monthly reports for Social Crime Prevention, Community Policing Forum, Sector Policing, Community Policing Strategies, Assist with procurement related to Vispol. \*Participate in Social Crime Prevention programmes and awareness campaign.

**Post : Administrative Intern (10 Posts)**  
**Section : Police Stations (CIMAC Office)**  
**Location : Galeshewe SAPS**  
**Springbok SAPS**  
**Kuruman SAPS**  
**Uppington SAPS (2 Posts)**  
**De Aar SAPS**  
**Siyathemba SAPS**  
**Mothibistad**  
**Batlharos**  
**Kathu**

**Ref Number : NCGI 22/2022**  
**NCGI 23/2022**  
**NCGI 24/2022**  
**NCGI 25/2022**  
**NCGI 26/2022**  
**NCGI 27/2022**  
**NCGI 28/2022**  
**NCGI 29/2022**  
**NCGI 30/2022**

**Additional Requirements:**

Be in possession of Diploma/Degree in Criminology/Policing recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Data Analysis course/module will an added advantage.

**Core Functions:**

\*Assist with Compile daily crime report. \*Updating hotspots and Crime Metrix product. \*Crime analysing and determining the casual factors of crimes and provide measures to be applied. Crime scene visits and environmental survey product, specifically of priority crimes. \*Compile modus operandi and crime linkages.

**Post : Administrative Student Intern (4 Posts)**  
**Section : Human Resource Management,**  
**Location : De Aar SAPS (2 Posts)**  
**Kuruman SAPS**  
**Batlharos SAPS**

**Ref Number : NCSI 01/2022**  
**NCSI 02/2022**  
**NCSI 03/2022**

**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:**

\*Assist with: Maintaining effective strategic human resource management; Administer effective Personnel Management practices within the province; Implementation of Human Resource Utilization (HRU) programs and procedures; General office administration and duties.

**Post : Administrative Student Intern (2Posts)**  
**Section : Financial Management Services**  
**Location : Springbok SAPS (2 Posts)**

**Ref Number : NCSI 03/2022**

**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; Co-ordinating 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 prescriptions 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 and 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, with 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.
- The 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:**

The Provincial Head: Human Resource Development  
SA Police Service  
16 Warren Street, De Beers  
**KIMBERLEY**

**ENQUIRES**

<b>Sgt Ratlhagane</b>	<b>053 807 0123</b>
<b>Cst TM Sebaile</b>	<b>053 807 0103</b>
<b>CAC Makoloi</b>	<b>053 807 0105</b>

**We welcome applications from persons with disAbilities** 