



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **North West 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 mu 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: NORTH WEST**

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

<b>Post:</b>	<b>Administrative Intern (09 Posts)</b>	
<b>Section:</b>	<b>Supply Chain Management</b>	
<b>Location:</b>	<b>Brits</b>	<b>Ref Number: NW INT 01/2022</b>
	<b>Mahikeng</b>	<b>NW INT 02/2022</b>
	<b>Rustenburg</b>	<b>NW INT 03/2022</b>
	<b>Klerksdorp</b>	<b>NW INT 04/2022</b>
	<b>Potchefstroom</b>	<b>NW INT 05/2022</b>
	<b>Lichtenburg</b>	<b>NW INT 06/2022</b>
	<b>PC HRD, Provincial Office</b>	<b>NW INT 07/2022</b>
	<b>Phokeng</b>	<b>NW INT 08/2022</b>
	<b>Jouberton</b>	<b>NW INT 09/2022</b>

**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;;  
 \*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;; \*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 assets.

<b>Post:</b>	<b>Administration Intern (30 Posts)</b>	
<b>Section:</b>	<b>Social Crime Prevention (Youth Crime Prevention)</b>	
<b>Location:</b>	<b>Rustenburg</b>	<b>Ref Number: NW INT 10/2022</b>
	<b>Ikageng</b>	<b>NW INT 11/2022</b>
	<b>Klerksdorp</b>	<b>NW INT 12/2022</b>
	<b>Potchefstroom</b>	<b>NW INT 13/2022</b>
	<b>Brits</b>	<b>NW INT 14/2022</b>
	<b>Jouberton</b>	<b>NW INT 15/2022</b>
	<b>Mahikeng</b>	<b>NW INT 16/2022</b>
	<b>Boitekong</b>	<b>NW INT 17/2022</b>
	<b>Mmabatho</b>	<b>NW INT 18/2022</b>
	<b>Lichtenburg</b>	<b>NW INT 19/2022</b>
	<b>Mogwase</b>	<b>NW INT 20/2022</b>
	<b>Tlhabane</b>	<b>NW INT 21/2022</b>
	<b>Phokeng</b>	<b>NW INT 22/2022</b>
	<b>Mooinooi</b>	<b>NW INT 23/2022</b>
	<b>Hartbeesfontein</b>	<b>NW INT 24/2022</b>
	<b>Taung</b>	<b>NW INT 25/2022</b>
	<b>Ventersdorp</b>	<b>NW INT 26/2022</b>
	<b>Vryburg</b>	<b>NW INT 27/2022</b>
	<b>Letlhabile</b>	<b>NW INT 28/2022</b>
	<b>Wolmaransstad</b>	<b>NW INT 29/2022</b>
	<b>Itsoseng</b>	<b>NW INT 30/2022</b>
	<b>Marikana</b>	<b>NW INT 31/2022</b>
	<b>Lomanyaneng</b>	<b>NW INT 32/2022</b>
	<b>Khuma</b>	<b>NW INT 33/2022</b>
	<b>Ganyesa</b>	<b>NW INT 34/2022</b>
	<b>Klipgat</b>	<b>NW INT 35/2022</b>
	<b>Orkney</b>	<b>NW INT 36/2022</b>
	<b>Hebron</b>	<b>NW INT 37/2022</b>
	<b>Phokeng</b>	<b>NW INT 38/2022</b>
	<b>Mothotlung</b>	<b>NW INT 39/2022</b>

**Additional Requirements:**

Have 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 with: the development and review of the regulatory frameworks. \* 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/office compliance visits and compile feedback reports. \*Consolidate monthly and quarterly reports.

<b>Post:</b>	<b>Administration Intern (CIMAC) (26 Posts)</b>	
<b>Section:</b>	<b>Crime Information Management Analysis Centre</b>	
<b>Location:</b>	<b>Brits</b>	<b>Ref Number: NW INT 40/2022</b>
	<b>Klerksdorp</b>	<b>NW INT 41/2022</b>
	<b>Mahikeng</b>	<b>NW INT 42/2022</b>
	<b>Mmabatho</b>	<b>NW INT 43/2022</b>
	<b>Potchehstroom</b>	<b>NW INT 44/2022</b>
	<b>Rustenburg</b>	<b>NW INT 45/2022</b>
	<b>Boitekong</b>	<b>NW INT 46/2022</b>
	<b>Hartbeespoortdam</b>	<b>NW INT 47/2022</b>
	<b>Ikageng</b>	<b>NW INT 48/2022</b>
	<b>Kanana</b>	<b>NW INT 49/2022</b>
	<b>Lichtenburg</b>	<b>NW INT 50/2022</b>
	<b>Sun City</b>	<b>NW INT 51/2022</b>
	<b>Mogwase</b>	<b>NW INT 52/2022</b>

Phokeng	NW INT 53/2022
Itsoseng	NW INT 54/2022
Taung	NW INT 55/2022
Tlhabane	NW INT 56/2022
Vryburg	NW INT 57/2022
Wolmaransstad	NW INT 58/2022
Jouberton	NW INT 59/2022
Zeerust	NW INT 60/2022
Stilfontein	NW INT 61/2022
Hebron	NW INT 62/2022
Mooiooi	NW INT 63/2022
Lomanyaneng	NW INT 64/2022
KK District Office Stilfontein	NW INT 65/2022

**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: Compiling of 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:** Legal Administrative Intern (02 Posts)

**Section:** Legal Services

**Location:** PC Potchefstroom Legal Office.

PC Potchefstroom Legal Office

**Ref Number:** NW INT 66/2022

**Ref Number:** NW INT 67/2022

**Additional Requirements:**

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

**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:** Administrative Intern

**Section:** Human Resource Development (Skills Development Facilitator)

**Location:** PC: Potchefstroom

**Ref Number:** NW INT 68/2022

**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 receiving data of intern's files and ensure monthly updates, receiving bursary and intern applications, screening bursary and intern applications, capturing on database and open file of individual applications;\*Compile monthly and quarterly reports on the performance of interns. \*Secretarial duties during all relevant committee meetings; extraction of training needs, a compilation of the Training Provisioning Plan;\*Co-ordination of training courses

**Post:** Administrative Student Intern

**Section:** Provincial Inspectorate

**Location:** PC: Potchefstroom

**Ref Number:** NW INT 69/2022

### **Additional Requirements:**

\*Be in possession of an N6 certificate in Human Resource Management / Public Administration. Need practical experience 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 receiving data of complaint files and ensure monthly updates, receiving complaints against the police and update feedback received, screening complaints and capturing on database and open file of individual complaints; compile monthly and quarterly reports on the finalization of complaints against police. Secretarial duties during all relevant committee meetings; Co-ordination of office duties and HRM functions

**Post: Communication Intern**  
**Section: Communication**  
**Location: PC: Potchefstroom**

**Ref Number: NW INT 70/2022**

### **Additional Requirements:**

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

### **Core Functions:**

Assist with: \*Meeting clients to discuss the business and design objectives and requirements of the job; \*Interpreting the client's business needs and developing a concept to suit their purpose; \*Estimating the time required to complete the work; \*Creating new ideas and concepts; \*Use innovation to redefine a design brief within the constraints of cost and time; \*Present finalised ideas and concepts to managers; \*Work with a wide range of media, including photography and computer-aided design; \*Contributing ideas and design artwork to the overall brief; \*Demonstrate illustrative skills with rough sketches; \*Work on layouts and artwork pages ready for print; \*Keep abreast of emerging technologies in new media, particularly design programmes such as InDesign, Illustrator, Photoshop and Acrobat. \*Develop interactive design; \*Work as part of a team with other designers; \*Assist with general administration duties on projects in the Project Office.

### **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, 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 2 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.

## **NORTH WEST PROVINCE**

### **Applications Can Be Couried To:**

Attention: Lt Col DC Cronje  
PC HRD (Between Pep Stores and Absa ATM)  
Room 14, 1<sup>st</sup> Floor Wilmur Building  
147 Walter Sisulu Street (Between Pep Stores and Absa ATM)  
Potchefstroom 2531

### **Hand Delivered To:**

#### **Potchefstroom**

##### **Front Entrance**

PC HRD  
Room 14, 1<sup>st</sup> Floor  
Wilmur Building (Between Pep Stores and Absa ATM)  
147 Walter Sisulu Street  
Potchefstroom

##### **Back Entrance**

PC HRD  
Auto Ave c/o Embert Street next to Labour Office's  
Potchefstroom  
Room 3 Caravan  
014 590 4407

### **Enquiries Can Be Directed To:**

Lt Col Dc Cronje 018-299 7786

**We welcome applications from persons with disAbilities**

