



The South African Police Service hereby invites unemployed graduate who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Western 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 / Senior Certificate / National Certificate Vocational (level 4);
- *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 relevant to the field of the post;
- *Applicants are restricted to apply for only three **(3)** positions and complete separate application forms 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: WESTERN CAPE

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

Post : Administrative Intern (08 posts)

Section: Supply Chain Management

Location: George HRD Centre

George SAPS

Thembalethu SAPS

Oudtshoorn SAPS

Mfuleni SAPS

Cape Town Central SAPS

Provincial Loss Management

Beaufort West SAPS

Ref number

WC INT 01/2022

WC INT 02/2022

WC INT 03/2022

WC INT 04/2022

WC INT 05/2022

WC INT 06/2022

WC INT 07/2022

WC INT 08/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Vehicle Fleet Management / Public Management, 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: the rendering of general office administration services and support; Administering Supply Chain Management and Logistical Matters example vehicle logbooks, licenses of vehicles, quotations for expendable items and updating registers

Post : Administrative Intern

Section: HRD Skills Development

Location: Provincial HRD

Ref number: WC INT 09/2022

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree Public Administration and Management / Business Administration / Bachelor of Administration recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with continuous administration of skills development programmes,; keeping databases as per National Projects (Bursaries, Recognition of Prior Learning and Internship); Assist with Skills Audit with regards to Training and Skills Development of members. Ensure that the Training Committee convene. Continuous administration of skills development programmes

Post: Musician Intern (2 posts)

Section: Provincial Band

Location: HRD: Band

Ref number WC INT 10/2022

Additional requirements:

*Relevant Grade 6 musical qualification from an accredited tertiary institution, example Unisia, Royal Schools, Trinity College in performing on a specific military band musical instrument. Must show practical competency on the instrument as advertised

Musical instruments required:

Saxophone, Clarinet, Flute, Oboe: Brass instruments: Trumpet, trombone, Tuba, Euphonium, French horn; Percussion instruments: Drums, Mallet percussion, Timpani; Rhythm instruments: Keyboard / Piano, Guitar, Bass Guitar, Drum kit and Vocals.

Core Functions:

*Play a primary and secondary instrument as circumstances dictate in line with the SAPS mission; Participate in practicing and rehearsing individually in sections with group or with a band; Perform with the band or any group within the band Maintain and enhance relations between the SAPS and other Government Departments at all levels, both Nationally and Internationally, as well as the private sector; Market the image of the SAPS internally and externally through the medium of music; Effective and efficient; Administration of all resources allocated to the specific post environment in accordance with applicable legislation

Post : Administrative Intern (2 posts)

Section: Provincial Personnel Management: EHW

Location: Psychological Services, Cape Town

Ref number: WC INT11/2022

Additional Requirements:

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

Core Functions:

*Assist with: Render psychological evaluation and assessment services, which include, amongst others: Psychometric testing for entry-level candidates, specialised units and assessment centres for SMS posts; Facilitate organisational diagnosis services; Present Mental Health and other EHW programmes. Provide integrated EHW services; Organise/facilitate Psychological Services and other integrated EHW projects and events; Render counselling and debriefing services; Render support and care services to SAPS members and their families.

Post : Social Work Intern (2 posts)**Section: Provincial Personnel Management: EHW****Location: Social Work Services, Cape Town****Ref number: WC INT 12/2022****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 that includes MS Word, MS Power Point and MS Office Outlook will be an added advantage to the applicant.

. Must attached an up to date proof of registration with application.

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: Legal Administrative Intern (2 posts)**Section: Provincial Legal Services: Litigation Section****Location: Legal Services: Cape Town****Ref Number: WC INT13/2022****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:

* Provide legal assistance in preparing legal documents and correspondence. Assist in preparing and compiling documentary exhibits. Assist with the conducting of investigations on the facts of cases. Provide assistance with research on legal matters. Accompany legal officers during consultations. Assist with the general office administration.

Post: Administrative Intern (2 posts)**Section: Provincial Legal Services: Labour Litigation****Location: Legal Services, Cape Town****Ref Number: WC INT 14/2022****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:

* Advise clients on disciplinary investigation, formulation of charges, assist with conducting of disciplinary hearings, suspensions and confirmation of dismissals

Post: Administrative Intern (2 posts)

Section: Provincial Legal Services: Executive Support

Location: Legal Services, Cape Town

Ref Number: WC INT 15/2022

Additional Requirements:

*Be in possession of Bachelor of Laws Degree; recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Must be computer literate on MS Word and Excel

Core Functions:

* Assist in providing written legal advice on governance, policy and legislation management as well as legal support to resource management capacities within the SAPS. This includes, but is not limited to Contract Management, Supply Chain Management and Finance (Public Finance Management Act and Treasury Regulations), Archives / Records Management (Promotion of Access to Information Act, Protection of Personal Information Act). *To enhance the SAPS Regulatory Framework by providing quality pro-active recommendations regarding identified challenges pertaining to the application and legislation of policies. *Be required to conduct research at basic entry level within the legal field.

Post: Administrative Intern (19 posts)

Section: CIMAC Office

Location: Bellville CIMAC

Delft CIMAC

Mitchells Plain CIMAC

Khayelitsha CIMAC

Cape Town Central CIMAC

Milnerton CIMAC

Kraaifontein CIMAC

Strand CIMAC

Ravensmead CIMAC

Durbanville CIMAC

Brackenfell CIMAC

Claremont CIMAC

Worcester CIMAC

Paarl CIMAC

Harare CIMAC

George CIMAC

Oudtshoorn CIMAC

Thembalethu CIMAC

Hermanus CIMAC

Ref number:

WC INT16/2022

WC INT17/2022

WC INT18/2022

WC INT19/2022

WC INT20/2022

WC INT21/2022

WC INT23/2022

WC INT24/2022

WC INT25/2022

WC INT26/2022

WC INT27/2022

WC INT28/2022

WC INT29/2022

WC INT30/2022

WC INT31/2022

WC INT32/2022

WC INT33/2022

WC INT34/2022

WC INT35/2022

Additional requirements:

Be in possession of an applicable Degree in the following: Criminology / Social Science / Policing which is recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or. *Data Analysis course / module will be an added advantage.*

Core Functions

Assist with studying of the Crimes around the Province; the causes of crime around the Province's precinct, Study the impact / effects of crime around the area; Analyse the data to determine why the crime was committed and find ways to - Predict-Detect and prevent further criminal behaviour.

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 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.
- 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/	NAME	CONTACT	ADDRESS
Western Cape Provincial Office	Lt Col Oostendurp Captain Greeff	021 4096636 021 4096639	Customs House Heerengracht Street Foreshore Second Floor Room 237 Cape Town Postal Address: SAPS: Prov HRD: SDF Private Bag X9004 Cape Town 9000

We welcome applications from persons with disAbilities 