

South African Police Service



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The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **KwaZulu-Natal province**. The internship programme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

Generic requirements:

- *Must be between ages 18 – 35
- *Be a South African citizen
- *Must be in possession of Senior Certificate (Grade 12) or equivalent qualification
- *Must have no criminal record(s)
- *Applicants must be unemployed and never participated in an internship programme previously
- *Applicants must be residents of the province where the post is advertised (proof of residential address to be attached)
- *Applicants are restricted to apply for 3 positions only (to complete an application form for each advertised post with a reference number)

Intern categories:

Graduate Intern: Tertiary Qualification is required (Qualification must be completed)

Student Intern: Need practical experience in order to finalise qualification

Matric Intern: Senior Certificate (Grade 12) no tertiary qualification is required.

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

PROVINCIAL LEVEL: KWAZULU-NATAL (KZN)

Post CAMERA OPERATOR INTERN (1 post) (Graduate)

Section Provincial Communications

Location Provincial office: KZN: Durban

Ref Number GR 1/11/17

Additional Requirements:

*Be in possession of a Diploma/Degree in either Journalism, Public Relations or Communications.

Core Functions:

*Research stories (Good Stories) about the Organization.

*Conduct interviews as well as record interviews

*Be able to take photos (Quality photos) for the Provincial newsletter.



Post ADMINISTRATIVE INTERN (4 posts) (Graduate)
Section Provincial Human Resource Development (Sports Office)
Location Provincial office: KZN: Durban
Ref Number GR 2/11/17

Additional Requirements:

*Be in possession of a National Diploma in Sports Science/ Sport Management or a Degree in Sport Science

Core Functions:

- *Co-Ordinate physical Fitness assessments.
- *Co-ordinate and administrate sport activities.
- *Manage the Gym facilities.



Post ADMINISTRATIVE INTERN (4 posts) (Graduate)
Section Provincial Human Resource Utilization
Location Provincial office: KZN: Durban
Ref Number GR 3/11/17

Additional Requirements:

*Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management

Core Functions:

*Rendering duties of administration nature which will include general administrative duties as well as specific administration duties.



Post ADMINISTRATIVE INTERN (6 posts) (Graduate)
Section Provincial Personnel Management
Location Provincial office: KZN: Durban
Ref Number GR 4/11/17

Additional Requirements:

*Be in possession of a National Diploma/Degree in Human Resource Management.

Core Functions:

*Rendering duties of administration nature which will include general administrative duties as well as specific administration duties.

*Administer and facilitate the daily activities and general administrative support functions within the components.

*Effectively and efficiently manage and utilize all resources allocated to immediately post environment in accordance with relevant directives and legislation



Post ADMINISTRATIVE INTERN (2 posts) (Graduate)

Section Provincial Personnel Management

Location Durban Trial Unit: KZN

Ref Number GR 6/11/17

Additional Requirements:

*Be in possession of a National Diploma/Degree in Human Resource Management.

Core Functions:

*Receive and register disciplinary enquiries to the Station Commander for further instruction.

*Compile and submit discipline returns/

*Attend to and take down minutes of meetings for Conduct Management Meetings.

*Type statements for Regulation 12 and forward to Discipline Management duties.



Post QUALITY OF WORKLIFE (3 posts) (Graduate)

Section Provincial Employee Health and Wellness

Location Provincial office: KZN: Durban

Ref Number GR 7/11/17

Additional Requirements:

*Be in possession of a Bachelor's Degree in Social Work, valid registration with South African Council Of Social Service Professions (SACSSP) and (paid up fees for the 2017/2018).

Knowledge of welfare legislation and policies.

*Must be prepared to work in a multi-disciplinary team.

*Knowledge in HIV and AIDS and Disability Management will be advantageous

Core Functions:

*Assist with continuous implementation of the HIV and AIDS Workplace programme in order to facilitate the reduction and prevention of new infections and promote a positive living, a well-balanced life style for the SAPS organization, employees and their immediate families.

*Ensure accessibility and availability of Wellness Testing Services (HCT)

*Assist in the development and management of the HIV and AIDS Business and Operational Plans for Provincial Office.

Render group work and community services to the client system by means of restorative, promote work person and workplace interventions.



Post ADMINISTRATIVE INTERN (2 posts) (Graduate)

Section Provincial Employee Health and Wellness

Location Provincial office: KZN: Durban

Ref Number GR 8/11/17

Additional Requirements:

*Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management

Core Functions:

*Rendering duties of administration nature which will include general administrative duties as well as specific administration



Post **SOUND TECHNICIAN (1 post) (Graduate)**
Section Provincial TMS
Location Provincial office: KZN: Durban
Ref Number **GR 9/11/17**

Additional Requirements:

*Be in possession of a Sound Operator Technician.

Core Functions

*Must be able to assemble, operate and maintain technical Equipment.

*Record, amplify, enhance, mix or reproduce sound.

*Be able to operate three phase BA (Public Address) System.

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Post **ADMINISTRATIVE INTERN (3 posts) (Graduate)**
Section Provincial Organizational Development
Location Provincial office: KZN: Durban
Ref Number **GR 10/11/17**

Additional Requirements:

*Be in possession of a National Diploma/Degree in Project Management and Risk Management / Strategic Management

Core Functions:

*The Coordinating, Facilitating and Monitoring of Project and Programme Management. The Analysis of the Provincial Risk Management Strategy. Rendering duties of administration nature which will include general administrative duties as well as specific administration duties.

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Post **ADMINISTRATIVE INTERN (1 post) (Graduate)**
Section Non-Statutory Force
Location : KZN
Ref Number **GR 11/11/17**

Additional Requirements:

*Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management

Core Functions:

*Rendering duties of administration nature which will include general administrative duties as well as specific administration duties.

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Post **ADMINISTRATIVE INTERN (1 posts) (Graduate)**
Section Band
Location Provincial office: KZN: Durban
Ref Number **GR 12/11/17**

Additional Requirements:

*Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management

Core Functions:

*Rendering duties of administration nature which will include general administrative duties as well as specific administration duties.



Post **ADMINISTRATIVE INTERN (10 posts) (Students)**
Section South African Police Stations
Location Kwa-Zulu Natal

STATION / UNIT	POST REF NO
Mtunzini	ST 1/11/17
Mehlomnyama	ST 2/11/17
Amanzimtoti	ST 3/11/17
Sundumbili	ST 4/11/17
Kwa-Mashu	ST 5/11/17
Portshepstone HRDC	ST 6/11/17
Ladysmith	ST 7/11/17
Pinetown	ST 8/11/17
Jozini	ST 9/11/17
Berea	ST 10/11/17

Additional Requirements:

*Need practical experience in order to finalize qualification

*Must have referral letter from the institution of Higher learning/TVET.

*The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain *Management and Information Technology.

Core Functions:

Rendering duties of administrative nature will include general administration duties as well as specific administration duties.



Post **ADMINISTRATIVE INTERN (10 posts) (Matric)**
Section South African Police Stations
Location Kwa-Zulu Natal
Ref Number

STATION / UNIT	POST REF NO
Portshepstone HRDC	M 1/11/17
Mpungamhlophe	M 2/11/17
Melmoth	M 3/11/17
Maphumulo	M 4/11/17
Inchanga	M 5/11/17

Eshowe HRD	M 6/11/17
Franklin	M 7/11/17
Franklin	M 8/11/17
Harding	M 9/11/17
Himeville	M 10/11/17

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or NQF Level 4 qualifications.

Core Functions:

Rendering duties of administrative nature will include general administration duties as well as specific administration duties.

GENERAL:

- Only the official application form for the internship programme (available on DPSA website and at SAPS Official 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 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.
- Applicants will be subjected to fingerprint screening and reference checking.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **24 November 2017 at 16:00**.
- 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.
- Internship program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 month internship contract.

Applications Must Be Posted To:

Captain Zondo S.N
PO BOX 1965
DURBAN
4000

Hand Delivered To:

Provincial Head Office, Servamus Building, 15 Bram Fischer Road, Room 619, Durban.

Enquiries Can Be Directed To:

Lt Col Mabhida Contact no. 031-325 6163

Capt SN Zondo, Contact no: 031-325 4808

We welcome applications from persons with disAbilities 