



The South African Police Service hereby invites unemployed graduates who conform to the requirements for participation in a twelve (12) months' Workplace Integrated Learning (WIL) Internship in the **Divisions and Components**. The Workplace Integrated Learning (WIL) Internship is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

**Generic requirements:**

- \*Be a South African citizen between the ages of 18 and 35
- \*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 to the field of the post
- \*Applicants must be residents of the Provinces where the post is advertised
- \*Applicants are restricted to apply for only three (3) positions (complete separate application form for each post reference number)

Intern category with minimum requirements:

**Graduate Intern:** Tertiary Qualification is required

**NB: Stipend will be as determined by the Safety and Security Sector Education and Training Authority (SASSETA)**

The following posts are advertised for the consideration of the Workplace Integrated Learning (WIL): Internship Placements 2021/2022

**NATIONAL OFFICE: CORPORATE SUPPORT**

<b>Post</b>	<b>Human Resource Management Admin Intern (1 post)</b>	
<b>Section</b>	<b>Human Resource Management</b>	
<b>Location</b>	<b>Head Office, Pretoria Corporate Support</b>	<b>Ref: CS WIL 01/2022</b>

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Service (SCM)  
**Location** Head Office, Pretoria Corporate Support

**Ref: CS WIL 02/2021**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services Finance  
**Location** Head Office, Pretoria, Corporate Support

**Ref: CS WIL 03/2021**

**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.

**NATIONAL OFFICE: COMPONENT INTERNAL AUDIT**

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (Internal Audit)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: INT WIL 01/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

**Core Functions:**

Assist handling an 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Services (Internal Audit)  
**Location** Head Office, Pretoria

**Ref: INT WIL 02/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services (Internal Audit)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: INT WIL 03/2022**

**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.

**NATIONAL OFFICE: COMPONENT AUXILIARY SERVICES**

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (Auxiliary Services)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: AS WIL 01/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

**Core Functions:**

Assist handling an 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Services (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: AS WIL 02/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services Finance  
**Location** Head Office, Pretoria (Gauteng)

**Ref: AS WIL 03/2022**

**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.

**NATIONAL OFFICE: DIRECTORATE FOR PRIORITY CRIME INVESTIGATION**

**Post** Human Resource Management Admin Intern (3 posts)  
**Section** Personnel Management (Recruitment & Staffing)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: DPCI WIL 01/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

**Core Functions:**

Assist handling an 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Services (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: DPCI WIL 02/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services Finance  
**Location** Head Office, Pretoria (Gauteng)

**Ref: DPCI WIL 03/2022**

**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.

**DIVISIONAL LEVEL: DETECTIVE AND FORENSIC SERVICES**

**Post** Financial Management Services Admin Intern (2 posts)  
**Section** Support Services Finance  
**Location** Head Office, Pretoria (Gauteng)

**Ref: FSL WIL 01/2021**

**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** Supply Chain Management Admin Intern (5 posts)  
**Section** Support Services (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: FSL WIL 02/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Administrative Graduate Intern (1 post)  
**Section** Support Services  
**Location** Head Office, Pretoria (Gauteng)

**Ref: FSL WIL 03/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Office Administration/ Office Management/ Administrative Management/ Office Management and Technology, Office Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

**Core Functions:**

Assist with General office administration duties, attend to telephonic and e-mail enquiries; handling incoming and outgoing correspondence, the filing system; arranging meetings and hosting of internal/external role players; readiness of the venue and refreshments; processing the itinerary of the Support Head.

**DIVISIONAL LEVEL: HUMAN RESOURCE DEVELOPMENT**

**Post** Supply Chain Management Admin Intern (3 posts)  
**Section** Support Services (SCM)  
**Location** Head Office, Human Resource Development, Pretoria

**Ref: HRD WIL 01/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Human Resource Management Admin Intern (2 posts)  
**Section** Support Service (HRM)  
**Location** Head Office, Human Resource Development, Pretoria **Ref: HRD WIL 02/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (2 posts)  
**Section** Support Service (Finance)  
**Location** Head Office, Human Resource Development, Pretoria **Ref: HRD WIL 03/2022**

**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.

**DIVISIONAL LEVEL: TECHNOLOGY MANAGEMENT SERVICES**

**Post** Financial Management Services Admin Intern (2 posts)  
**Section** Support Services (Finance)  
**Location** Head Office, TMS, Pretoria (Gauteng) **Ref: TMS WIL 01/2022**

**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** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (HRM)  
**Location** Head Office, TMS, Pretoria (Gauteng)

**Ref: TMS WIL 02/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (2 posts)  
**Section** Support Services (SCM)  
**Location** Head Office, TMS, Pretoria (Gauteng)

**Ref: TMS WIL 03/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**DIVISIONAL LEVEL: HUMAN RESOURCE MANAGEMENT**

**Post** Supply Chain Management Admin Intern (2 posts)  
**Section** Support Services (SCM)  
**Location** Head Office, Human Resource Management, Pretoria

**Ref: HRM WIL 01/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (HRM)  
**Location** Head Office, Human Resource Management, Pretoria **Ref:** HRM WIL 02/2022

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (2 posts)  
**Section** Support Service Finance  
**Location** Head Office, Human Resource Management, Pretoria **Ref:** HRM WIL 03/2022

**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.

**DIVISIONAL LEVEL: CRIME INTELLIGENCE**

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Services (SCM)  
**Location** Head Office, Pretoria (Gauteng) **Ref:** CI WIL 01/2022

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Human Resource Management Admin Intern (4 posts)  
**Section** Support Services (HRM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: CI WIL 02/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and 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; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested. Assist with HRD related functions; Update database for Interns; Bursaries and finalized courses.

**Post** Administrative Graduate Intern (1 post)  
**Section** Crime Intelligence: Finance & Administration  
**Location** Head Office, Pretoria

**Ref: CI WIL 03/2022**

**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 general administration: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate, Verification of overtime claims, Safekeeping and proper management of face value book; Ensuring the safekeeping of all transaction supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of losses.

**DIVISIONAL LEVEL: CRIME REGISTRAR**

**Post** Financial Management Services Admin Intern (3 posts)  
**Section** Support Service Finance  
**Location** Head Office, Pretoria (Gauteng)

**Ref: CR WIL 01/2022**

**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.

## **DIVISIONAL LEVEL: LEGAL AND POLICY SERVICES**

**Post** Supply Chain Management Admin Intern (2 posts)  
**Section** Support Service (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: LPS WIL 01/2022**

### **Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

### **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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Human Resource Management Admin Intern (2 posts)  
**Section** Support Services (HRM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: LPS WIL 02/2022**

### **Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

### **Core Functions:**

Assist handling an 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Service Finance  
**Location** Head Office, Pretoria (Gauteng)

**Ref: LPS WIL 03/2022**

### **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.

## **DIVISIONAL LEVEL: PROTECTION AND SECURITY SERVICES**

**Post** Human Resource Management Admin Intern (2 posts)  
**Section** Support Services (HRM)  
**Location** PSS Head Office (Maupa Naga), Pretoria (Gauteng) **Ref: PSS WIL 01/2022**

### **Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

### **Core Functions:**

Assist handling an maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Service (Finance)  
**Location** Head Office (Maupa Naga), Pretoria (Gauteng) **Ref: PSS WIL 02/2022**

### **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** Supply Chain Management Admin Intern (1 post)  
**Section** Support Service (SCM)  
**Location** Head Office (Maupa Naga), Pretoria (Gauteng) **Ref: PSS WIL 03/2022**

### **Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

### **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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Human Resource Development Admin Intern (1 post)  
**Section** Support Service (SCM)  
**Location** Head Office (Maupa Naga), Pretoria (Gauteng)

**Ref: PSS WIL 04/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Human Resource Development / Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

**Core Functions:**

Assist with administrative duties to executive the Training Provisioning Plan of the Division, Assist in compiling and presenting workshops for generic soft skills needs in the Division, Assist with the monitoring of ETD practices in the Human Resource Development section, General administration in HRD office.

**DIVISIONAL LEVEL: VISIBLE POLICING AND OPERATIONS**

**Post** Human Resource Management Admin Intern (2 posts)  
**Section** Support Services (HRM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: ORS WIL 01/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

**Core Functions:**

Assist handling an 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Service (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: ORS WIL 02/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services: (Financial)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: ORS WIL 03/2022**

**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** Supply Chain Management Admin Intern (2 posts)  
**Section** Support Service (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: VIS WIL 04/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (2 posts)  
**Section** Support Services: (Financial)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: VIS WIL 05/2022**

**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.

## **DIVISIONAL LEVEL: PRESIDENTIAL PROTECTION SERVICES**

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (HRM)  
**Location** PSS Head Office, Pretoria (Gauteng) **Ref: PPS WIL 01/2022**

### **Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Service (Finance)  
**Location** Head Office, Pretoria (Gauteng) **Ref: PPS WIL 02/2022**

### **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** Supply Chain Management Admin Intern (1 post)  
**Section** Support Service (SCM)  
**Location** Head Office, Pretoria (Gauteng) **Ref: PPS WIL 03/2022**

### **Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

### **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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

## **DIVISIONAL LEVEL: FINANCIAL MANAGEMENT SERVICES**

**Post** Administrative Graduate Intern (1 post)  
**Section** Human Resource Management  
**Location** Head Office, Pretoria (Gauteng)

**Ref: FMS WIL 01/2022**

### **Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

### **Core Functions:**

Assist handling an 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 selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (3 posts)  
**Section** Support Services (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: FMS WIL 02/2022**

### **Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

### **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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Service (Finance)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: FMS WIL 03/2022**

### **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.

**DIVISIONAL LEVEL: INSPECTORATE**

**Post** Administrative Graduate Intern (2 posts)  
**Section** Human Resource Management  
**Location** Head Office, Pretoria (Gauteng)

**Ref: INS WIL 01/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration / Business Administration / Administrative Management / 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 and added advantage.*

**Core Functions:**

Assist handling an maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services (Finance)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: INS WIL 02/2022**

**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** Supply Chain Management Admin Intern (2 posts)  
**Section** Support Services (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: INS WIL 03/2022**

**Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

**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; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

## **DIVISIONAL LEVEL: SUPPLY CHAIN MANAGEMENT**

**Post** Supply Chain Management Admin Intern (2 posts)  
**Section** MGP & Services (Arms & Ammunition)  
**Location** Silverton, Pretoria (Gauteng) **Ref: SCM WIL 01/2022**

### **Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

### **Core Functions:**

Capture and control data on PAS system record and accounting of new different stock per relevant documentation. \*Handle warehouse functions related to stores, Do enquiries on requisitions and lot numbers. \*Handle personnel administration duties, filing of vouchers in VA files as per stock items for proper correspondence.

**Post** Supply Chain Management Admin Intern (2 posts)  
**Section** MGP & Services (Clothing and Distribution)  
**Location** Silverton, Pretoria (Gauteng) **Ref: SCM WIL 02/2022**

### **Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

### **Core Functions:**

Capture and control data on PAS system record and accounting of new different stock per relevant documentation. \*Handle warehouse functions related to stores, Do enquiries on requisitions and lot numbers. \*Handle personnel administration duties, filing of vouchers in VA files as per stock items for proper correspondence.

**Post** Supply Chain Management Admin Intern (2 posts)  
**Section** Vehicle Fleet Management (Head Office)  
**Location** Persequor Park, Lynnwood, Pretoria (Gauteng) **Ref: SCM WIL 03/2022**

### **Additional Requirements:**

\* Be in possession of an applicable 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 and added advantage.*

### **Core Functions:**

Register files received from Divisional/Provinces in the relevant registers, \*Peruse files to verify correctness of documentation/information required for procurement, 8invite end users and other role players to attend specification meetings, \*Perform secretarial duties during special meetings, \*Compile covering letters for submission to procurement management, \*Draft letters, monitor and coordinate feedback and the receipt of letters, receive requirements from provinces/divisions, Assist with the compilation of the Demand Plan, update demand registers and Operational plan MPAD documents; Weekly, Monthly, Quarterly and Annual reports, update the relent Registers, \*Retrieve files for Auditing, Perform filing duties for record keeping purposes.

## GENERAL:

- Only the official application form for the Workplace Integrated Learning (WIL) Internship (**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 indicated on the application form.**
- A Curriculum Vitae must be submitted together with the application form and **\*proof of residence**.
- Certified copies of an applicant's ID document, Senior Certificate and all post school educational qualifications obtained must also be submitted and attached to 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, and not a statement of results**.
- 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 **2022-09-30**.
- 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.
- Workplace Integrated Learning (WIL) Internship in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

PROVINCE/ DIVISION/ COMPONENT	NAME	CONTACT	ADDRESS
<b>HEAD OFFICE PRETORIA</b> Corporate Support <b>Post Numbers:</b> <b>CS WIL 01/2022</b> <b>CS WIL 02/2022</b> <b>CS WIL 03/2022</b>	Lt Colonel MS Mmamadisha: Warrant Officer S Ndhlovu; PO MP Kgaloshi PO T Nkunkwana	(012) 397 7246	<b>Street address</b> The Section Head: Corporate Support, National Head office: South African Police Service 152 Johannes Ramokhoase Street, Telkom Towers North, Pretoria  <b>Postal Address:</b> The Section Head: Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001. For Attention: Lt Col Mmamadisha
<b>HEAD OFFICE PRETORIA Internal</b> Audit <b>Post Numbers:</b> <b>INT WIL 01/2022</b> <b>INT WIL 02/2022</b> <b>INT WIL 03/2022</b>	Captain Dhlamini SAC Ratshiedana	(012) 397 7191 (012) 397 7027	<b>Street address</b> The Section Head: Corporate Support, National Head office: South African Police Service 152 Johannes Ramokhoase Street, Telkom Towers North, Pretoria  <b>Postal Address:</b> The Section Head: Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.
<b>HEAD OFFICE PRETORIA</b> Detective & Forensic Service, Pretoria, <b>Post Numbers:</b> <b>FSL WIL 01/2022</b> <b>FSL WIL 02/2022</b> <b>FSL WIL 03/2022</b>	Col Simon Lt Col Megit	082377 3353 063689 1794	<b>Street address:</b> Strelitzia Building 730 Pretorius Street Arcadia 0083

<b>HEAD OFFICE PRETORIA</b> Crime Intelligence <b>Post Numbers:</b> <b>CI WIL 01/2022</b> <b>CI WIL 02/2022</b> <b>CI WIL 03/2022</b>	Lt. Col Y. Niemann AC M Motau,	(012) 360 1346 (012) 360 1458	<b>Street address:</b> 463 Prieska Street, Erasmuskloof, Pretoria, 0153 (For the attention of Lt. Col. Niemann)  <b>Postal Address:</b> The Divisional Commissioner: Crime Intelligence, Human Resource Management, Private Bag X301, Pretoria, 0001 (For Attention of Lt. Col. Niemann)
<b>HEAD OFFICE PRETORIA:</b> The Component Crime Registrar <b>Post Numbers</b> <b>CR WIL 01/2022</b>	Lt Col Seletela AC Mashego	(012) 360 1535 (012) 360 1078	<b>Street address:</b> 463 Prieska Street, Erasmuskloof, Pretoria, 0153  <b>Postal Address:</b> The Divisional Commissioner: Crime Registrar, Private Bag X94, Pretoria, 0001
<b>HEAD OFFICE PRETORIA</b> Human Resource Development <b>Post Numbers:</b> <b>HRD WIL 01/2022</b> <b>HRD WIL 02/2022</b> <b>HRD WIL 03/2022</b>	Colonel BM Pitso: SAC T Seeta	(012) 334 3791 (012) 334 3695	<b>Street address</b> 429 Helen Joseph Street Shorburg Building Arcadia  <b>Postal Address:</b> Private Bag X 177 Pretoria 0001
<b>HEAD OFFICE PRETORIA</b> Visible Policing and Operations <b>Post Numbers:</b> <b>ORS WIL 01/2022</b> <b>ORS WIL 02/2022</b> <b>ORS WIL 03/2022</b> <b>VIS WIL 04/2022</b> <b>VIS WIL 05/2022</b>	Colonel Makgeta Lt Col Nomdzinwa	(012) 421 8017  (012) 400 3780	<b>Street address</b> 540 Pretorius Street, Arcadia Pretoria  <b>Postal Address:</b> South African Police Service, Private Bag X12, Arcadia, 0007
<b>HEAD OFFICE PRETORIA</b> Inspectorate <b>Post Numbers:</b> <b>INS WIL 01/2022</b> <b>INS WIL 02/2022</b> <b>INS WIL 03/2022</b>	Col JM Joseph Lt Colonel J Esterhuizen AC GS Nicodemus	082 778 9735 082 300 8355	<b>Street address</b> National Head office: South African Police Service 152 Johannes Ramokhoase Street, Telkom Towers North, Pretoria  <b>Postal Address:</b> South African Police Service, Private Bag X 94, Pretoria, 0001.
<b>HEAD OFFICE PRETORIA</b> Human Resource Management <b>HRM WIL 01/2022</b> <b>HRM WIL 02/2022</b> <b>HRM WIL 03/2022</b>	Lt Col Maluleke Captain B Boshomane	(012) 393 5055 (012) 393 5058	<b>Street address</b> SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria,0001  <b>Postal Address:</b> South African Police Service, Private Bag X 94, Pretoria, 0001.for Attention Lt Col Maluleke
<b>HEAD OFFICE PRETORIA</b> Financial Management Services <b>Post Numbers:</b> <b>FMS WIL 01/2022</b> <b>FMS WIL 02/2022</b> <b>FMS WIL 03/2022</b>	Lt Colonel E Mpembe: PO NB Shirindza PO BA Malesa	(012) 393 2894 (012) 393 1620 (012) 393 2273	<b>Street address</b> SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria,0001  <b>Postal Address:</b> Division: Financial Management Services Lieutenant Colonel E Mpembe Private Bag X94 Pretoria 0001 For Attention: Lt Col Mpembe

<b>HEAD OFFICE PRETORIA</b> Auxiliary Services <b>AS WIL 01/2022</b> <b>AS WIL 02/2022</b>	Captain Pandula	(012) 393 1524	<b>Street address</b> SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria  <b>Postal Address:</b> Component Head: Financial Management Services Private Bag X94 Pretoria 0001
<b>HEAD OFFICE PRETORIA</b> Legal and Policy Services <b>Post Numbers:</b> <b>LPS WIL 01/2022</b> <b>LPS WIL 02/2022</b> <b>LPS WIL 03/2023</b>	Lt Col Mokholoane Chief Personnel Officer Mashiane	082 773 3890 083 594 1974	<b>Street address</b> National Head office: South African Police Service 152 Johannes Ramokhoase Street, Telkom Towers North, Pretoria  <b>Postal Address:</b> Division: Legal and Policy Services, South African Police Service, Private Bag X 94, Pretoria, 0001.
<b>HEAD OFFICE PRETORIA</b> Technology Management Services <b>Post Numbers:</b> <b>TMS WIL 01/2022</b> <b>TMS WIL 02/2022</b> <b>TMS WIL 03/2022</b>	Captain MA Khoza	(012) 432 8886 (012) 432 7773	<b>Street address</b> Office No. PPS 138/147, Tulbach Park Building Corner of Stanza Bopape (Church) and Jan Shoba (Duncan) Streets Hatfield, Pretoria  <b>Postal Address:</b> Division: Technology Management Services, Private Bag X22, Hatfield, 0028.
<b>HEAD OFFICE PRETORIA</b> Protection and Security Services <b>Post Numbers:</b> <b>PSS WIL 01/2022</b> <b>PSS WIL 02/2022</b> <b>PSS WIL 03/2022</b> <b>PSS WIL 04/2022</b>	Col HJ Gerber Capt M Erasmus AC A Mlangeni,	(012) 400 5669 (012) 400 6457 (012) 400 6331	<b>Street address</b> Maupa Naga Building c/o Park and Troye Street Pretoria Sunnyside  <b>Postal Address:</b> Private Bag X784 Pretoria 0001 For Attention: Col Gerber
<b>HEAD OFFICE PRETORIA</b> Presidential Protection Services <b>PPS WIL 01/2022</b> <b>PPS WIL 02/2022</b> <b>PPS WIL 03/2022</b>	Captain Phahlamohlaka	(012) 400 5014	<b>Street address</b> Maupa Naga Building c/o Park and Troye Street Pretoria Sunnyside  <b>Postal Address:</b> Private Bag X784 Pretoria 0001
<b>NATIONAL HEAD</b> Directorate for Priority Crime Investigation <b>Post Numbers</b> <b>DPCI WIL 01/2022</b> <b>DPCI WIL 02/2022</b> <b>DPCI WIL 03/2022</b>	Lt Col Reddy Captain TM Nkuna PPO NT Mogakala	(012) 846 4045  (012) 846 4075  (012) 846 4318	<b>Street address</b> Directorate for Priority Crime Investigation No. 1 Cresswell Road Promat Building Silverton 0127  <b>Postal Address:</b> The Section Commander: HRD Directorate for Priority Crime Investigation Private Bag X1500 Silverton 0127

<b>HEAD OFFICE</b> <b>PRETORIA</b> Supply Chain Management <b>SCM WIL 01/2022</b> <b>SCM WIL 02/2022</b> <b>SCM WIL 03/2022</b>	Lt Col Thokwane W/O X Peter	(012) 841 7534	<b>Street address</b> 117 Cresswell Road Silverton Pretoria  <b>Postal Address:</b> Divisional Commissioner Supply Chain Management Private Bag X254 Pretoria 0001
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**We welcome applications from persons with disAbilities** 