



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Division: Legal & Policy Services**. 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 post reference number)

Intern categories:

Graduate Intern: Tertiary Qualification is required

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

NATIONAL LEVEL: PRETORIA: HEAD OFFICE.

Post **SUPPORT SERVICES: INTERN (1 post)**
Section Human Resource Management
Location Pretoria, Head office
Ref Number LPS1

Additional Requirements:

*Be in possession of Senior Certificate (Grade 12). Computer literate.

Core Functions:

- The intern must assist with the maintenance of effective strategic human resource management.
- Administer effective Personnel Management practices within the Division.
- Assist with the implementation of Human Resource Utilisation (HRU) programmes and procedures.
- Assist with the rendering of relevant Human Resource Development (HRD) programmes and ensure development and utilisation of personnel.
- Assist with the general office administration to ensure the smooth function of the office.
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Post **SUPPORT SERVICES: INTERN (1 post)**
Section Supply Chain Management
Location Pretoria, Head Office
Ref Number LPS2

Additional Requirements:

*Be in possession of Senior Certificate (Grade 12). A Diploma in Supply Chain Management will be an advantage. Computer Literate.

Core Functions:

- Assist with the rendering of effective and efficient support by administering the procurement process
- Assist with the administration of Cellular phones
- Assist with the administration of Vehicle Fleet Management
- Assist with the administration of Inventory and Stocktaking for the Division



Post **SUPPORT SERVICES: INTERN (1 post)**
Section Financial Administration
Location Pretoria, Head office
Ref Number LPS3

Additional Requirements:

*Be in possession of Senior Certificate (Grade 12) with Accounting. A Diploma/Degree in Financial Management or Accounting will be an advantage. Computer Literate.

Core Functions:

- Assist with the administration of the budget and coordinate the expenditure of the Division
- Assist with the administration of monitoring of all financial claims and overtime allowance payments
- Assist with the rendering of financial administrative support



Post **MANAGEMENT INFORMATION & STRATEGIC PLANNING: INTERN (1 post)**
Section Strategic Management
Location Pretoria, Head office
Ref Number LPS4

Additional Requirements:

*Be in possession of a Diploma/ Degree in Public Administration/ Strategic Management/Policing/Public Management and be Computer Literate.

Core Functions:

- To assist in the facilitation and development of the Divisional Annual Operational Plans
- To assist in the facilitation and development of the Divisional Risk Management Processes
- To assist in the analysis of quarterly performance reports and the compilation of the quarterly and annual reports
- To assist with administrative support during the Divisional quarterly review sessions
- To provide administrative support to the Section: Management Information and Strategic Planning



Post **GOVERNANCE POLICY AND LEGISLATION MANAGEMENT: INTERN**

(1 post)

Section Research

Location Pretoria, Head office

Ref Number LPS5

Additional Requirements:

* Be in possession of Diploma/Degree (LLB).. Computer Literate

*Be in possession of at least a valid light vehicle driver's licence.

Core Functions:

- Administrative support to the Section Heads Governance, Policy and Legislation Management.
- Research on Legal aspects in preparation of Legal opinions rendered.
- Research and conducting of Legal Environmental Scan.
- Support on the development of Legal Policy.



Post **RESOURCE: LEGAL SUPPORT (1 post)**

Section Contracts Drafting

Location Pretoria, Head office

Ref Number LPS5

Additional Requirements:

*Be in possession of Diploma/Degree (LLB). Computer Literate. *Be in possession of at least a valid light vehicle driver's licence.

Core Functions:

- Assist with vetting and analysing contracts in relation to the Divisions Technology Management Services, Supply Chain Management, Human Resource Development and Human Resource Utilisation;
- Assist with the rendering of legal opinions on Human Resource, Training, Financial Management and Supply Chain Management policies;
- Assist with the researching and analysing of court judgements;
- Assist with drafting of agreements;
- Assist with the handling of appeals; and
- Assist with general Interpretation of Law.



Post **LITIGATION AND ADMINISTRATION: INTERN (4 posts)**

Section Legal Support and Arbitration

Location Pretoria, Head Office

Ref Number LPS6

Additional Requirements:

*Be in possession of Diploma/Degree (LLB) or legal-related qualification. Computer Literate. *Be in possession of at least a valid light vehicle driver's licence.

Core Functions:

- Assist in providing legal assistance in the preparing of legal documents and correspondences.
- Assist in preparing and compiling documentary exhibits.
- Assist with the conducting of investigations on the facts of the case.
- Assist in providing assistance with research on legal matters.

- Assist in accompanying legal officers during consultations.
- Assist with the general office administration to ensure the smooth function of the office.



GENERAL:

- Only the official application form for the internship programme (available on DPSA website and on 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 Vita must be submitted together with the application form.
- Certified copies of an applicant's ID document, Senior Certificate (Grade 12) 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 programme 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.

NATIONAL OFFICE:

Application Can Be Posted To:

The Divisional Commissioner: Legal and Policy Services
 Support Services
 Private Bag X94
 Pretoria
 0001

Applications Hand Delivered To:

SAPS Head Office
 255 Presidia Building
 Paul Kruger & Pretorius Street
 Pretoria

Enquiries Can Be Directed To:

Col Roos Tel no (012) 393 7002

CPO Mashiane Tel no (012) 393 7172

We welcome applications from persons with disAbilities 