

G.P.-S. 002-0222

**SUID-AFRIKAANSE POLISIEDIENS****SOUTH AFRICAN POLICE SERVICE**

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

**Generic requirements:**

- Must be between ages 18-35
- Be a South African citizen
- Must have no criminal record
- Applicants must be unemployed and never participated in an internship programme previously
- Applicants are restricted to apply for 3 positions only ( to complete an application for each reference number)
- Stipend will be determined by the National Commissioner: South African Police Service

**Intern Category:**

**Graduate Intern:** Tertiary Qualification is required

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

**NATIONAL LEVEL: PRETORIA**

**Post**      **Communication Intern(1 Post )**  
**Section**   MIAC:Communication Liason Officer  
**Location**   Head Office,Pretoria,Gauteng  
**Ref No**     MI/01/2017

**Additional requirements**

\*Be in a possession of a Diploma/ Degree in Journalism/Public Relations

**Core Functions**

- \*Coordinate the rendering of excellent media coverage and relations building on core police functions of the SAPS
- \*Coordinate the establishment and maintenance of an international media network using existing mediums of communication.
- \*Administer the preparation and publishing of audio visual material.
- \*Ensure the provision of assistance and guidance to film, television institutions and social media platforms



**Post** Human Resource Utilization Intern (2 Posts)  
**Section** Human Resource Management  
**Location** Head Office, Pretoria, Gauteng  
**Ref No** MI/02/2017

**Additional requirements**

\*Be in a possession of a Diploma or Degree in Human Resource Management, Labour Relations, Public Administration or Industrial or Organisational Psychology.

**Core Functions**

\*Coordinate and monitor the implementation of Performance Management functions within the Division.

\*Administer and facilitate labour engagements and ensure the correct implementation of equity policies.



**Post** Personnel Management Intern (4 Posts )  
**Section** Human Resource Management  
**Location** Head Office, Pretoria, Gauteng  
**Ref No** MI/03/2017

**Additional requirements**

\*Be in a possession of a Diploma or Degree in Human Resource Management, Public Administration or Industrial or Organisational Psychology.

**Core Functions**

\*Administer all medical aid related matters within the Division.

\*Administer Service terminations

\*Administer Discipline related matters

\*Administer absenteeism



**Post** Finance and Administration Intern (2 Posts)  
**Section** Finance :Budget Office  
**Location** Head Office, Pretoria, Gauteng  
**Ref No** MI/05/2017

**Additional requirements**

\*Be in a possession of a Diploma or Degree in Financial Management, Cost and Management Accounting or Public Administration

**Core Functions**

\*Manage budget, all itineraries and claims

\*Render financial administration support

\*Maintain the station revenue fund and administer advances and claims.



**Post** Finance and Administration (2 Posts)  
**Section** Administration and Records Management  
**Location** Head Office, Pretorai, Gauteng  
**Ref No** MI/06/2017

**Additional requirements**

\*Be in a possession of a Diploma or Degree in Public Administration, Office Management or Records Management

**Core Functions**

- \*Organise and maintain a filing system
- \*Opening and closing of files
- \*Assist staff by keeping all personnel files and records up to date
- \*Maintain file register, draft letters and provide front desk customer services to internal staff



**PROVINCIAL LEVEL**

**Post** Administrative Intern (1 Post)  
**Section** Support Services  
**Location** Provincial Office, Free State, Bloemfontein  
**Ref No** MI/07/2017

**Additional requirements**

\*Be in a possession of a Diploma of Degree in Public Administration or Office Administration

**Core Functions**

- \*Receive and record incoming and internal posts/correspondence
- \*Categorize and classify documents
- \*Dispatch and distribute post
- \*Provide a reference service for officially registered files and other documentation
- \*Attend and deal with telephone and other related enquiries
- \*Diarise/records and maintain bring forward system



**Post** Administrative Intern (1 Post)  
**Section** Support Services  
**Location** Provincial Office, Limpopo  
**Ref No** MI/08/2017

**Additional requirements**

\*Be in a possession of a Diploma or Degree in Public Administration or Office Administration

**Core Functions**

- \*Receive and record incoming and internal post/correspondence
- \*Categorize and classify documents
- \*Dispatch and distribute post
- \*Provide a reference service for officially registered files and other documentation
- \*Attend and deal with telephone and other related enquiries
- \*Diarise/record and maintain bring forward system



**Post**      **Administrative Intern (1 Post)**  
**Section**   Support Services  
**Location**   Eastern Cape, King Williams Town  
**Ref No**     MI/08/2017

**Additional requirements**

\*Be in a possession of a Diploma of Degree in Public Administration or Office Administration

**Core Functions**

- \*Receive and record incoming and internal post/correspondence
- \*Categorize and classify documents
- \*Dispatch and distribute post
- \*Provide a reference service for officially registered files and other documentation
- \*Attend and deal with telephone and other related enquiries
- \*Diarise/record and maintain bring forward system.



**Post**      **Administrative Intern (1 Post)**  
**Section**   Support Services  
**Location**   Provincial Office Western Cape, Capetown  
**Ref No**     MI/08/2017

**Additional requirements**

\*Be in a possession of a Diploma of Degree in Public Administration , Office Administration

**Core Functions**

- \*Receive and record incoming and internal post/correspondence
- \*Categorize and classify documents
- \*Dispatch and distribute post
- \*Provide a reference service for officially registered files and other documentation
- \*Attend and deal with telephone and other related enquiries
- \*Diarise/records and maintain bring forward system.

## **GENERAL**

- \* Only the official application form for the internship programme (available on the SAPS website and DPSA website) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- \* The post particulars and reference number of the post must be correctly specified on the application form.
- \* A comprehensive *Curriculum Vitae* must be submitted together with the application form.
- \* Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license. Copies must be attached to each application form.
- \* The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months.
- \* Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **2018-01-12 at 16h00**.
- \* If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment.
- \* Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post.
- \* The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 of January 2015 ccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.
- \* All short-listed candidates will be subjected to fingerprint screening and reference checking.
- \* 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 the advertisement thereof.
- \* Recommended candidates will be expected to sign a 12 months internship contract.

## **NATIONAL LEVEL PRETORIA**

**Applications must be posted to:**  
**Colonel Molefe MS Molefe**  
**Management Intervention**  
**Private Bag X94**  
**Pretoria**  
**0001**

**Hand Delivered To:**

**Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume(Andries and Pretorius Street ,Room 324**

**Enquiries can be directed To:**

Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246

**PROVINCIAL LEVEL**

The Deputy Provincial Commissioner  
Management Intervention  
Free State  
Private bagx20501  
Bloemfontein  
9300

**HAND DELIVERY ADDRESS**

**The Deputy Provincial Commissioner**  
Management Intervention  
Free State  
Charlotte Maxeke Street 126  
Bloemfontein 9301

**The Deputy Provincial Commissioner**  
Management Intervention  
Polokwane  
Limpopo  
0700  
Att : Captain Dikhoba/ CAC Nchaupa  
015 293 7185/7175

**The Deputy Provincial Commissioner**  
Eastern Cape  
King Williams Town  
Griffiths Mxenge Building  
Room 205,Second floor , Block D  
Att: Lieutenant Colonel Mpulampula-Waka  
040 608 7124

**The Deputy Provincial Commissioner**  
Management Intervention  
Customs House Building,Room 604  
6<sup>th</sup> Floor  
Heerengracht Street  
Foreshore  
Capetown  
8000  
Att: Lieutenant Colonel MEA Alberts  
021 4678410/082469 2874