



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve (12)-month internship programme at **Division: Management Intervention**. 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, was never employed in field of the post and never participated in an internship programme in the relevant field of the post 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 ref number)

Intern category: Student Intern: Need practical experience in order to finalise qualification

**NB: Stipend for each category will be as determined by the Section Head: ETD Skills Development: South African Police Service**

**NATIONAL LEVEL: PRETORIA**

**Post:** Administration Intern (**1 Post**)  
**Section:** Service Complaints: Management Intervention  
**Location:** Head Office, Pretoria, Gauteng  
**Ref No:** MI/01/2018

**Additional Requirements**

Must have done 18 months theoretical studies at a TVET College and in need of 18 months experiential learning to obtain qualification (must meet generic requirements)

**Core Functions**

Receive and record incoming and internal correspondence.  
 Ensure proper filing of completed Customer Satisfaction Survey Questionnaires in the Complaints file.  
 Assist in capturing complaints on computerised registration system.  
 To provide typing, create spreadsheets, retrieve data, keep records and administrative support services to the Section.  
 Assist with the compilation of monthly, quarterly and annual reports.  
 Conduct proper filing of completed Quality assurance checklists in the Registration file

**Post:** Supply Chain Management Intern (1 Post)  
**Section:** Supply Chain Management: Management Intervention  
**Location:** Head Office, Pretoria, Gauteng  
**Ref No:** MI/02/2018

### **Additional Requirements**

Must have done 18 months theoretical studies at a TVET College and in need of 18 months experiential learning to obtain qualification (must meet generic requirements)

### **Core functions**

Administer procurement of Goods and administer Bi-annual stock taking.  
Administer SHE Management legislation, protocols and official directives.  
Administer day to day maintenance of allocated building facilities.  
Administer vehicle fleet procedures.  
Administer disposal procedures.

### **GENERAL:**

- Only the official application form for the internship programme (**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 reference number of the post must be correctly specified 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 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 **\*only certificate of qualifications will be accepted, and not a statement of results**.
- 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 30 November 2018 at 16h00.**
- 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/s.
- Recommended candidates will be expected to sign a 12 month internship contract.
- Internship programme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

**Applications must be posted to:**

**ATT: Lt Colonel Esterhuizen**

Management Intervention  
Private Bag x 94  
Pretoria 0001

**Hand Delivered To:**

Opera Plaza Building  
231 Pretorius Street, Cnr Thabo Sehume (Andries street) and Pretorius Street, Room 323 and 324)

**Enquiries can be directed to:**

Lt Col Esterhuizen office number: 012 393 3246 and cell number: 0823008355  
Sergeant Raphela office number: 012 393 3534

**We welcome applications from persons with disAbilities** 