



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month (12) Internship Programme in **Mpumalanga 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
- * Must 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, never employed in the field of the post and never participated in an internship programme in the relevant field of post previously
- * Applicants must be residents of Mpumalanga Province (proof of residential address to be attached)
- * Applicants are restricted to apply for three (3) positions only and a separate application form must be completed 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: The stipend for each of the intern categories will be determined by the National Commissioner: South African Police Service

PROVINCIAL OFFICE: NELSPRUIT

Post SUPPLY CHAIN MANAGEMENT INTERN (2 posts)

Section Supply Chain Management

Location Provincial SCM, Nelspruit

Ref Number MP/INT/SCM(2)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) of NQF Level 4; NQF Level 6 e.g. Supply Chain Management qualifications or relevant qualifications.

*Have no previous criminal/departmental convictions or any criminal cases pending

*Be proficient in English and one other official language.

Core Functions:

*Perform administrative duties related to Supply Chain Management

Post WORKSTUDY INTERN (3 posts)
Section Organisational Development and Strategic Management
Location Provincial Office, Nelspruit
Ref Number MP/INT/OD(3)

Additional Requirements:

*Be in possession of a Diploma/Degree in Management Services, Work Study, Organisational Development, Industrial Engineering, Operational Management, GIS

Core Functions:

- *Provide assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy
- *Provide assistance in the development and maintenance of organisational, functional & post structures for police stations, and an application to calculate the theoretical human resources requirements (THRR) for police stations
- *Provide assistance in the maintenance of the Fixed Establishment database for SAPS according to approved work study investigations recommendations
- *Compile management report for identified dysfunctions on procedures or methods according to the prescribed format with the use of current resources of the Section
- *Conduct Work Study investigations on request for opening, closing, upgrading/down grading of Police stations, units and components

Post FINANCE AND ADMINISTRATION INTERN (1 post)
Section Financial Management
Location Provincial Office, Nelspruit
Ref Number MP/INT/FIN(1)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification

*Diploma/Degree in Accounting, Financial Management, Public Finance or Public Management will be an added advantage

Core Functions:

- *Handle administration tasks regarding Finance

Post GRAPHIC DESIGNER INTERN (1 post)
Section Corporate Communication
Location Provincial Office, Nelspruit
Ref Number MP/INT/COMM(1)

Additional Requirements:

*Graduate with a Diploma/Degree in Graphic Designing

*Be prepared to work long hours

*Be prepared to work under pressure

*Preferably a female

Core Functions:

*Provide graphic design support and monitor graphic design standards within the SAPS

*Using of equipment and program(s) used by graphic designers such as Photoshop and Adobe illustrator

Post **CAMERA OPERATOR INTERN (1 post)**

Section Corporate Communication

Location Provincial Office, Nelspruit

Ref Number MP/INT/COMM(2)

Additional Requirements:

*Graduate with a Diploma/Degree in Media Studies, Multimedia or Public Relations

*Previous experience as a camera operator will be an added advantage

*Be prepared to work long hours

*Be prepared to travel a lot

*Preferably a male

Core Functions:

*Market POL TV and When Duty Calls to improve the image of the SAPS

*Operating of equipment and programs to edit visuals captured

*Maintenance of equipment correctly according to prescribed prescripts

Post **JOURNALIST INTERN (1 post)**

Section Corporate Communication

Location Provincial Office, Nelspruit

Ref Number MP/INT/COMM(3)

Additional Requirements:

*Graduate with a Diploma/Degree in Journalism

*Computer literate

*Be prepared to travel a lot

*Be prepared to work long hours

*Be prepared to work under pressure

Core Functions:

*Attend internal events to cover activities, newsworthy stories for compilation of articles according to standards within the SAPS

*Editing and writing of articles

*Photographing of events

Post **MARKETING INTERN (1 post)**

Section Corporate Communication

Location Provincial Office, Nelspruit

Ref Number MP/INT/COMM(4)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or Student currently studying within the Marketing field

*Be prepared to work long hours

*Be prepared to travel a lot

*Preferably a male

Core Functions:

*Market the organization using marketing tools and to ensure the availability of such tools

*Ensure that all marketing initiatives taken are to promote the image of the SAPS through branding and exhibitions

Post PARTNERSHIP POLICING : CPF INTERN (1 post)
Section Crime Prevention
Location Provincial Office, Nelspruit
Ref Number MP/INT/CP(1)
Additional Requirements:
*Be in possession of a Senior Certificate (Grade 12) or Student
*Have no previous criminal/departmental convictions or any criminal cases pending
Core Functions:
*Render clerical and administrative support functions
*Manage the diary, receive and host visitors of the Section

Post SOCIAL CRIME PREVENTION INTERN (1 post)
Section Crime Prevention
Location Provincial Office, Nelspruit
Ref Number MP/INT/CP(2)
Additional Requirements:
*Be in possession of a Senior Certificate (Grade 12) or an equivalent qualification
*Have no previous criminal/departmental convictions or any criminal cases pending
Core Functions:
*Perform administrative duties relating to Youth Crime Prevention Programmes
*Perform administrative duties relating to Gender Violence Programmes
*Perform clerical duties relating to crime prevention development programmes
*Handle administrative duties relating to alcohol, drugs and firearm programmes

Post FLASH: SECOND HAND GOODS INTERN (1 post)
Section Crime Prevention
Location Provincial Office, Nelspruit
Ref Number MP/INT/CP(3)
Additional Requirements:
*Be in possession of a Senior Certificate (Grade 12) or Student
*Have no previous criminal/departmental convictions or any criminal cases pending
Core Functions:
*To render secretarial and administrative support functions
*Render administrative duties pertaining to firearm renewal applications
*Render administrative duties pertaining to renewal applications of firearm competency applications

SAPS SECUNDA

Post ADMINISTRATION INTERN (2 posts)

Section General Administration

Location SAPS Secunda

Ref Number MP/INT/SECUNDA(2)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12)

*Have no previous criminal/departmental convictions or any criminal cases pending

*Be proficient in English and one other official language.

Core Functions:

*Administer general administrative related matters

*Make copies, fax, file and type of relevant letters

Post SUPPLY CHAIN MANAGEMENT INTERN (1 post)

Section Acquisition Section

Location SAPS Secunda

Ref Number MP/INT/SEC/ACQ(1)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or still in the process of studying towards a qualification in Supply Chain Management qualifications or relevant qualifications.

*Have no previous criminal/departmental convictions or any criminal cases pending

*Be proficient in English and one other official language.

Core Functions:

*Perform administrative duties relating to the Acquisition Section

Post SUPPLY CHAIN MANAGEMENT INTERN (1 post)

Section Vehicle Fleet Management

Location SAPS Secunda

Ref Number MP/INT/SEC/VEH(1)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) of NQF Level 4; NQF Level 6 e.g. Supply Chain Management qualifications or relevant qualifications.

*Have no previous criminal/departmental convictions or any criminal cases pending

*Be proficient in English and one other official language.

Core Functions:

*Perform administrative duties relating to Vehicle Fleet Management

SAPS WITBANK

Post **SUPPLY CHAIN MANAGEMENT INTERN (1 post)**

Section Supply Chain Management

Location SAPS Witbank

Ref Number MP/INT/WIT/SCM(1)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent and Supply Chain Management qualifications or relevant qualifications.

*Have no previous criminal/departmental convictions or any criminal cases pending

Core Functions:

*Administer administration duties related to Supply Chain Management

Post **SUPPLY CHAIN MANAGEMENT INTERN (1 post)**

Section Loss Management

Location SAPS Witbank

Ref Number MP/INT/WIT/SCM(2)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification

*Supply Chain Management qualification relevant qualifications

Core Functions:

*Handle administrative duties relating to loss management

Post **FINANCE AND ADMINISTRATION INTERN (1 post)**

Section Financial Management

Location SAPS Witbank

Ref Number MP/INT/FIN(3)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification

*Diploma/Degree in Accounting, Financial Management, Public Finance or Public Management will be an added advantage

Core Functions:

*Handle administration tasks regarding Finance

Post **HRM TRAINING INTERN (1 post)**

Section Training and Development

Location SAPS Witbank

Ref Number MP/INT/TRN(4)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification

*Be computer literate

Core Functions:

*Handle administration of training of personnel within the station

SAPS PIENAAR

Post FINANCE AND ADMINISTRATION INTERN (1 post)

Section Financial Management

Location SAPS Pienaar

Ref Number MP/INT/PIEN(1)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification

*Diploma/Degree in Accounting, Financial Management, Public Finance or Public Management will be an added advantage

Core Functions:

*Handle administration tasks regarding Finance

Post COMMUNICATION INTERN (1 post)

Section Communication Section

Location SAPS Pienaar

Ref Number MP/INT/PIEN(2)

Additional Requirements:

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

*Computer literate

*Be prepared to travel in and out of the Province

*Be prepared to work long hours

*Be prepared to work under pressure

Core Functions:

*Media spokesperson for the Station

*Internal communication such as corporate image of the SAPS

*External communication such as branding, marketing, exhibitions and general promoting of the SAPS

Post MIC INTERN (1 post)

Section Management Information Centre

Location SAPS Pienaar

Ref Number MP/INT/PIEN(3)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) and above

*Computer literate

*Be able to work with statistics

Core Functions:

*Assist in the presentation and compilation of reports in consultation with the MIC official

*Perform administrative duties relating to MIC

SAPS PIENAAR

Post ADMINISTRATIVE INTERN (1 post)

Section Visible Policing

Location SAPS Pienaar

Ref Number MP/INT/PIEN(4)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or above

*Computer literate

Core Functions:

*Perform general administrative duties

*Assist in administration of databases of information and reports in the Province

SAPS EMBALENHLE

Post FINANCE AND ADMINISTRATION INTERN (1 post)

Section Financial Management

Location SAPS Embalenhle

Ref Number MP/INT/EMB(1)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification

*Diploma/Degree in Accounting, Financial Management, Public Finance or Public Management will be an added advantage

Core Functions:

*Handle administration tasks regarding Finance

Post SUPPLY CHAIN MANAGEMENT INTERN (1 post)

Section Supply Chain Management

Location SAPS Embalenhle

Ref Number MP/INT/EMB(2)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification

*Supply Chain Management qualification relevant qualifications

Core Functions:

*Perform administrative duties related to Supply Chain Management functions

Post AUXILIARY SERVICES INTERN (1 post)

Section Registry

Location SAPS Embalenhle

Ref Number MP/INT/EMB(3)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification

Core Functions:

*Receive and distribute mail and circulars

*Dispatch mail, receive files, update and open new files

*Retrieve brought forward and requested files

*General administration duties

SAPS DELMAS

Post **SUPPLY CHAIN MANAGEMENT INTERN (1 post)**

Section Supply Chain Management

Location SAPS Delmas

Ref Number MP/INT/DEL(1)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or equivalent qualification

*Supply Chain Management qualification relevant qualifications

Core Functions:

*Perform administrative duties related to Supply Chain Management functions

Post **ADMINISTRATIVE INTERN (2 posts)**

Section Human Resource Management

Location SAPS Delmas

Ref Number MP/INT/DEL(2)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12)

*Diploma/Degree in Human Resource Management

Core Functions:

*Handle all administrative duties relating to Human Resource Management

SAPS SUNDRA

Post **VISIBLE POLICING: FIREARM CONTROL**

Section Designated Firearm Control

Location SAPS Sundra

Ref Number MP/INT/SUND(1)

Additional Requirements:

*Be in possession of a Senior Certificate (Grade 12) or above

*Computer literate

Core Functions:

*Render administrative duties to the Designated Firearm Officer (DFO)

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:
SAPS Provincial Head Office
Private bag X12299
NELSPRUIT
1200

Hand Delivered To:

Provincial Human Resource Development
Skills Development Facilitation
2nd Floor, 7 Ferreira Street, Nelspruit
MPUMALANGA

Enquiries Can Be Directed To:

Sharitha Naidoo – Lt Col
Tel: 013-7624413

We welcome applications from persons with disAbilities 