



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Division: Operational Response 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 for each ref 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

MOBILIZATION SUPPORT AND EXTERNAL DEPLOYMENT SERVICES

Post	PERSONNEL INTERN (2 posts)
Section	Mobilization Support & External Deployment Services
Location	Pretoria, Gauteng
Ref Number	ORS 1
	Additional Requirements:
	*Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy and applicable driver's license.
	Core Functions:
	* Handle administration tasks regarding Human Resource Management, typing and filling

Post **LOSS MANAGEMENT INTERN (1 post)**

Section Supply Chain Management

Location Schindler House, Pretoria, Gauteng

Ref Number ORS 2

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

* Handle administration tasks regarding Loss Management, typing and filling and bring forward system

PUBLIC ORDER POLICE RESERVE UNIT – PRETORIA

Post **FINANCE (1 post)**

Section Public Order Police Reserve Unit-Pretoria

Location Pretoria, Gauteng

Ref Number ORS 3

Additional Requirements:

* Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy.

Core Functions:

**Handle administration tasks regarding Finance, pay roll, compile overtime applications, revise, administer and schedule overtime claims, capture night shift claims, deal with verbal finance enquiries, prepare minutes for overtime inspection committee

Post **PERSONNEL MANAGEMENT OFFICE INTERN (1 post)**

Section Public Order Police Reserve Unit-Pretoria

Location Pretoria, Gauteng

Ref Number ORS 4

Additional Requirements:

* Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy.

Core Functions:

*Handle administration tasks regarding all Personnel related matters, receive members by transfers and placing them correctly, Efficient and effective implementation of incoming and outgoing transfers. Basic correspondence of the Personnel Management office, Administer and maintain Vetting Risk Report, Complete and capture SAP 172,Administering of Pay Progressions & Grade Progressions, Administer quarterly probation reports for interns & re-enlistments, Compile monthly and quarterly returns/reports.

NATIONAL INTERVENTION UNIT- PRETORIA

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

Section National Intervention Unit-Pretoria

Location Pretoria, Gauteng

Ref Number ORS 5

Additional Requirements:

* Be in possession of a Grade 12 or Student and Computer literacy.

Core Functions:

* Receive and issue equipment, Control and maintain all inventories

NATIONAL INTERVENTION UNIT- MTHATHA

Post FLEET INTERN (1 post)
Section National Intervention Unit-Mthatha
Location Mthatha, Eastern Cape
Ref Number ORS 6

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

*Handle administration tasks regarding Fleet, typing and filling, Render and improve availability of vehicle fleet, Monitor fuel cards, vehicle misuse and abuse, Monitor boarding of vehicles and AVL of vehicles of the unit.

Post PROCUREMENT INTERN (1 post)
Section National Intervention Unit-Mthatha
Location Mthatha, Eastern Cape
Ref Number ORS 7

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

*Handle administration tasks regarding procurement and provisioning of physical resources, Administer payment to suppliers, Render general administration of Supply Chain Management.

FINANCE AND ADMINISTRATION: HEAD OFFICE

Post FINANCIAL AND ADMINISTRATION INTERN (1 post)
Section Finance and Administration: Head Office
Location Pretoria, Gauteng
Ref Number ORS 8

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

*Handle administration tasks regarding claims administration, Supplier Payment Administration, Statistical analysis and reporting and general Administration.

Post ADMINISTRATION INTERN (1 post)
Section Finance and Administration: Head Office
Location Pretoria, Gauteng
Ref Number ORS 9

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

* Receive and distribute mail and circulars, Dispatch mail, Receive files, update and open new files. Retrieve brought forward and requested files and General Administration

Post **BUDGET INTERN (2 posts)**
Section Finance and Administration: Head Office
Location Pretoria, Gauteng
Ref Number ORS 10

Additional Requirements:

*Graduate or Student or Grade 12, Telephone etiquette and Computer literacy.

Core Functions:

**Handle administration tasks regarding General Budget management, Budget Analysis and compilation of reports, Budget monitoring.

HUMAN RESOURCE MANAGEMENT: HEAD OFFICE

Post **HUMAN RESOURCE UTILIZATION (1 post)**
Section Human Resource Management: HQ
Location Pretoria, Gauteng
Ref Number ORS 11 (1x Post)

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

*Handle administration tasks regarding Personnel related matters. Ensure every member is equipped with a pep instrument, Capture all pep documents, Maintain and update Section 21(Employment Equity Report), Maintain & update the duty list, Maintain and update the unit organogram, Basic correspondence of the HRU office. Compile monthly and quarterly returns/reports.

Post **HUMAN RESOURCE PERSONNEL ADMINISTRATION (1 post)**
Section Human Resource Management: HQ
Location Pretoria, Gauteng
Ref Number ORS 12

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

*Handle administration tasks regarding Administration, Typing, and Filing

Post **DISCIPLINE INTERN (1 post)**
Section Human Resource Management: Head Office
Location Pretoria, Gauteng
Ref Number ORS 13

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy and applicable driver's license

Core Functions:

*Handle administration tasks regarding disciplinary cases and monitor suspensions and expeditious process, Capture disciplinary cases on PERSAL #412 system, Administer and Monitor the implementation of IPID recommendations

Post LEAVE/SERVICE TERMINATION INTERN (1 post)
Section Human Resource Management: HQ
Location Pretoria, Gauteng
Ref Number ORS 14

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

*Handle administration tasks regarding all types of leave within the Division, Administer injuries, and Administer applications for Service Terminations within the Division, Administer and process applications for temporary incapacity leave / III- Health retirement

BULEMBU AIRWING:

Post SCM INTERN (1 post)
Section Bulembu Airwing
Location Bulembu; Eastern Cape
Ref Number ORS 15

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

* Receiving and issuing of equipment, Control and maintain all inventories

Post HRM INTERN (1 post)
Section Bulembu Airwing
Location Bulembu; Eastern Cape
Ref Number ORS 16

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

*Handle administration tasks regarding, Typing, and Filling

Post HRM INTERN (1 post)
Section Bulembu Airwing
Location Bulembu; Eastern Cape
Ref Number ORS 16

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

*Handle administration tasks regarding, Typing, and Filling

DURBAN HARBOUR:

Post SCM INTERN (1 post)
Section Durban Harbour
Location Durban, KZN
Ref Number ORS 17

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

*Handle administration tasks regarding Supply Chain Management, Receiving and issuing of equipment, Control and maintain all inventories.

Post HRM INTERN (1 post)
Section Durban Harbour
Location Durban, KZN
Ref Number ORS 18

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

* Handle administration tasks regarding, Typing, and Filing

Post COMMUNICATIONS INTERN (1 post)
Section Durban Harbour
Location Durban, KZN
Ref Number ORS 19

Additional Requirements:

* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy

Core Functions:

* Handle administration tasks regarding typing and filling

SPECIAL TASK FORCE-PRETORIA

Post PROVISIONING CLERK INTERN (1 post)
Section Special Task Force - Pretoria
Location Pretoria, Gauteng
Ref Number ORS 20

Additional Requirements:

* Be in possession of a Grade 12 and/or above, such as telephone etiquette, Computer literacy

Core Functions:

*Assist effective, Logistical management. Assist effective logistical, resource management. Assist effective logistical, financial management, Assist with effective vehicle fleet management

Post AMOROUS (1 post)
Section Special Task Force - Pretoria

Location Pretoria, Gauteng
Ref Number ORS 21
Additional Requirements:
* Student in Technical and amorous.

Core Functions:

* Handle all fire arm repair request, Compile service reports. Inspections of firearms at Units. Manage and exercise control over all fire arms booked in for repairs

PUBLIC ORDER POLICING: HEAD OFFICE

Post **SUPPLY CHAIN MANAGEMENT (1 post)**
Section Public Order Policing: HQ
Location Pretoria, Gauteng
Ref Number ORS 22
Additional Requirements:
* Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy.

Core Functions:

* Manage losses, Handle procurement, Handle damage and accident files and Control photocopy machine. Monitor and maintain application for garage, Register and handle traffic fines

Post **PERSONNEL MANAGEMENT INTERN (1 post)**
Section Public Order Policing: HQ
Location Pretoria, Gauteng
Ref Number ORS 23
Additional Requirements:
* Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy.

Core Functions:

*Handle administration tasks regarding all Personnel related matters, Receive members by transfers and placing them correctly, maintain efficient and effective implementation of incoming and outgoing transfers, Basic correspondence of the Personnel Management office, Administer and maintain Vetting Risk Report. Complete and capture SAP 172.Administering of Pay Progressions & Grade Progressions. Administer quarterly probation reports for interns & re-enlistments, Compile monthly and quarterly returns/reports.

NATIONAL OPERATIONAL COORDINATION SECTION OPERATIONS:

Post **JOINTS OPERATIONS: Planning and Coordination (1 post)**
Section National Operations Coordination Section Operations
Location Pretoria, Gauteng
Ref Number ORS 24
Additional Requirements:
* Be in possession of a Grade 12 and/or NQF 6 Qualification, Computer literacy.

Core Functions:

*Administer the coordination and planning of National Crime Combating Operations for Safety, Security and Stability, Administer and maintain files/records administration, Administer the execution of National Crime Combating Operations by using the resources, Administer name list of members to be deployed from the different units, Administration of the call up instructions until signed and distributed to the relevant Divisions, Provinces and Units

Post **JOINTS OPERATIONS: Monitoring and Evaluation (1 post)**
Section National Operations Coordination Section Operations
Location Pretoria, Gauteng
Ref Number ORS 25

Additional Requirements:

* Be in possession of a Grade 12 and/or NQF 6 Qualification, Computer literacy.

Core Functions:

*Handle administration tasks regarding Joint Operations, Monitoring and Evaluation Administer, monitor and evaluate implementation of the Operational Plans Projects within Crime Combating Operations, Administer the call up instruction by physical checking the deployed members according to call up instruction, Administer the financial documents and checking all signatures.

Administer the daily situation report and dissemination of report, Administer the final report.

Administer general administration services.

Post **MAJOR EVENTS: Planning and Coordination: (1 post)**
Section National Operations Coordination Section Operations
Location Pretoria, Gauteng
Ref Number ORS 26

Additional Requirements:

* Matric Qualifications further, NQF 6 Qualification on:

Policing/Events Management/Project Management/ Law/ Safety Management or Equivalent qualifications is applicable

Core Functions:

*Draft correspondence ,Review and maintain guidelines, policies or directives and standards in terms of procedural manual or SOP for Major Events planning ,Categorize in terms of Safety at Sports and Recreational Events Act, Act 2 of 2010 ,Review and maintain checklist pertaining the monitoring of Major Events ,Administration duties and Monitoring events against the IRIS system

Post **ANALYSIS & MONITORING: Analysis Centre (1 post)**
Section National Operations Coordination Section Operations
Location Pretoria, Gauteng
Ref Number ORS 27

Additional Requirements:

* Bachelor's degree with an emphasis on Criminology, Public administration, Sociology, Statistics and Research Methodology

Core Functions:

* Gather, analyse, and organize information ,Communicate effectively, orally and in writing ,Understand and carry out written instructions ,Prepare reports and make presentations ,Read, interpret, and develop maps, graphs, and charts ,Maintain accurate records and files, Maintain effective relationships with others; and operate computer hardware and software.

Post **MONITORING CENTRE (1 post)**
Section National Operations Coordination Section Operations
Location Pretoria, Gauteng
Ref Number ORS 28

Additional Requirements:

* Grade 12 and/or NQF 6 Qualification, Computer Skills.

Core Functions:

* Implement new services, Continues Monitoring, Control and report, Peruse operational plans Factual report, File reports

SPECIAL TASK FORCE: CAPE TOWN

Post **HUMAN RESOURCE MANAGEMENT (1 post)**
Section Special Task force – Cape Town
Location Western Cape, Cape Town,
Ref Number ORS 29

Additional Requirements:

* Grade 12/Student in Technical, Telephone etiquette and Computer literacy.

Core Functions:

* Receive, divert and answer incoming and outgoing calls, Monitor and report faults regarding equipment in OB Room, Control and update the fax register, Type letters receive and forward E-mails, Collect and circulate documentation, Update and maintain the Occurrence book. Compile and submit standby list, weekly programme and weekly situation reports, Update and maintain the task register, request register and absence on duty register, Compile the quarterly success reports.

POLICY AND ADMINISTRATION, TACTICAL RESPONSE TEAMS:

Post **DATA CAPTURING (1 post)**
Section Policy and Administration: Tactical Response Team
Location Pretoria, Gauteng
Ref Number ORS 30

Additional Requirements:

* Student, Telephone etiquette and Computer literacy.

Core Functions:

* Administer and coordinate the updating of database information regarding all members, Commanders and Coordinators attached to TRT
* Administer and coordinate the updating of database information of all criminal, departmental or civilian cases, Section 102/103 against TRT members and shooting incidents of TRT members or whereby TRT were involved
* Administer and coordinate the updating of database of human resource related matters of TRT members.

* Administer and coordinate the updating of national database skills audit, submission of nominations for all TRT training interventions and capturing of information and results of members that attended courses.

AVIATION TECHNICAL:

Post AVIATION TECHNICIANS (2 posts)
Section Aviation Technical
Location Pretoria, Gauteng
Ref Number ORS 31

Additional Requirements:

* Aviation Students / Graduates in aviation

Core Functions:

* Aviation

NATIONAL HELIPORT:

Post HRM (2 posts)
Section Aviation Technical
Location Pretoria, Gauteng
Ref Number ORS 32

Additional Requirements:

* Graduates/ Matric

Core Functions:

* Process all types of leaves within the National Heliport, Process injury on and off duty, medical account, and Ill Health Retirements applications, Process transfers, promotions, grading and recruitment appointments, Process Service Terminations, data integrity within the provinces (SAP 172's) and monetary and non-monetary awards within the section.

GENERAL:

- Only the official application form for the internship programme (available on DPSA website and at all Provincial SAPS Garages) 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 **2017-09-22 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.

ENQUIRIES:

Colonel JB Mahape, Tel no (012) 400 3790

Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

APPLICATIONS POSTED: FOR HEAD OFFICE POSTS PRETORIA:

The Divisional Commissioner: Operational Response Services, Private Bag X30, Sunny Side, Pretoria, 0132 (For the attention of Col Mahape / Lt Col Wolfaardt)

- **Application forms must be hand-delivered to relevant offices in the provinces and Head Office Pretoria as indicated below:**

<p><u>Bulembu Airwing physical address:</u> Bhisho Airport N2 Highway Hangar1&2 King Williams Town 5616 Colonel SJ Van Rooyen (Unit Commander) ☎ : 040 659 5015 ☎ : 071 689 5604</p>	<p><u>Durban Harbour: (KZN) physical address:</u> 143 Salmon Grove Magaret Mngadi Maritime House 6th Floor / Room 606 Durban 4001 Capt Geldenhuys (HRM Commander) Telephone: ☎ 031 319 2222 / 2221 / 2228</p>
<p><u>Special Task Force Cape Town physical address:</u> 35 Squadron Erica Drive BELHAR 7493 WO G Thubane (Acting HRM Supervisor) ☎ 021 9355 205 ☎ 081 040 1765</p>	<p><u>NIU Mthatha (Eastern Cape) physical address:</u> Old Embassy Building R61 Ngcobo Road Mthatha Lt Col Sapepa (Unit Commander) ☎ 079 873 6463</p>
<p><u>Pretoria Head Office physical address:</u> The Skills Development Facilitator: 459 Schindler House Leyds Street Sunny Side; Pretoria 4th Floor; Room F02 (For the attention of Lt Col Wolfaardt) ☎ : Tel no (012) 400 3812</p>	

We welcome applications from persons with disAbilities 