



1. The posts contained in this circular are vacant and are hereby advertised externally for appointment purposes. The Internship programme is part of the National Human Resource Development Strategy and the National Skills Development Strategy. The posts will be advertised in the following local newspapers from 15 **November 2017**: Diamond Fields Advertiser, Kalahari Bulletin, De Aar Echo, Noordkaap. The contents of this circular will be circulated to all e-mail users in the Northern Cape and must be made available to all employees of the South African Police Service

2. **Post Requirements: GRADUATE INTERNS**

Graduate Interns – is a person who has completed a formal qualification and requires work/ and or practical work experience within the field of his/her qualification obtained for the purpose of seeking minimum work experience for employment purposes.

- Must be in possession of Senior Certificate (Grade 12)
- Must be in possession of a N6/National Diploma/ B-Tech Bachelors Degree or Higher Qualification
- Be a South African Citizen
- Fluency in at least two official languages, of which one must be English
- Be unemployed and Never participated in an Internship Programme before
- Must be between the ages of 18 – 35 years
- Have no previous or pending criminal record.

3. **Post Requirements: STUDENT INTERNS:**

Student Interns – is a person who is enrolled at a private or public further or higher education and training institution for a qualification, and is required to obtain practical experience in order to fulfill the requirements for the qualification.

- Must be in possession of Senior Certificate (Grade 12)
- Be a registered Student at a accredited ETD Institution
- Be a South African Citizen
- Fluency in at least two official languages, of which one must be English
- Be unemployed and Never participated in an Internship Programme before
- Must be between the ages of 18 – 35 years
- Have no previous or pending criminal record.

4. Post Requirements: MATRIC INTERNS:

Matriculated Interns – is a person who has completed Matric and could not access entry to higher education and training institutions and requires work and or practical work experience for the purpose of seeking minimum work experience for employment purposes within the public service or elsewhere.

- Must be in possession of Senior Certificate (Grade 12)
- Be a South African Citizen
- Fluency in at least two official languages, of which one must be English
- Be unemployed and Never participated in an Internship Programme before
- Must be between the ages of 18 – 35 years
- Have no previous or pending criminal record.

5. GRADUATE INTERNS (17 posts)

Stipend/ Remuneration will be determined by the Divisional Commissioner HRD according the qualification obtained or the NQF Level

Kimberley x 19	(Ref NCGI 1/10/2017)
De Aar x 2	(Ref NCGI 2/10/2017)
Springbok x 1	(Ref NCGI 3/10/2017)
Upington x 1	(Ref NCGI 4/10/2017)
Kuruman x 2	(Ref NCGI 5/10/2017)

Core functions:

Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.

Generic functions:

Render administrative support functions within the Unit / Section/ Station. Be able to draft and type correspondence in MS Word format and PowerPoint; *Arrange and prepare for meetings, prepare agendas, typing and taking of minutes; *Answer and screening of all incoming calls; Maintain good record keeping, filing system and bring forward; *Handle confidential documents; *Operate standard office equipment (fax, photocopy machine, telephone, computer etc.). Maintain accurate record keeping and efficient administration on all files and records. Administer brought forward files to co-ordinate target dates for correspondence.

6. Post Provincial Organizational Development and Strategic Management (3 posts)

Ref Nr Ref NCGI 1/10/ /2017 -Kimberley,
NCGI 3/10/2017 - Springbok,
NCGI 4/10/2017 – Upington

Section Work Study/Strategic Management

Additional requirements

Be in possession of NQF level 6 Diploma /Degree in Organizational Development/ Strategic Management / Work Study/ Human Resource Management

Core Functions

- Conduct and implement professional scientific work study methods related to investigations for the Free State Province
- Conduct, maintain and implement feasible impact studies and business process re-engineering interventions for the Province
- Generate and maintain the fixed establishment for the Province
- Maintain and update the Geographical Information System (GIS-NPIS) in the Province
- Manage the compilation of the Annual Performance Plan
- Ensure compilation of quarterly report and provide feedback to role players
- Compile the Annual Report

7. STUDENT INTERNS (10 posts)

Stipend/ Remuneration will be determined by the Divisional Commissioner HRD according the qualification obtained or the NQF Level

Upington x 1	(Ref NCSI 6/10/2017)
De Aar x 1	(Ref NCSI 7/10/2017)
Kuruman x 1	(Ref NCSI 8/10/2017)
Springbok x 1	(Ref NCSI 9/10/2017)
Kimberley x 1	(Ref NCSI 10/10/2017)
Mothibistad x 1	(Ref NCSI 11/10/2017)
Kakamas x 1	(Ref NCSI 12/10/2017)
Olifantshoek x 1	(Ref NCSI 13/10/2017)
Griekwastad x 1	(Ref NCSI 14/10/2017)
Roodepan x 1	(Ref NCSI 15/10/2017)

Core functions:

Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.

Generic functions:

Compile correspondence, reports and presentations. Regulate the receipt and flow of documental internally and externally. Render administrative support functions within the Unit / Section/ Station. Be able to draft and type correspondence in MS Word format and PowerPoint; *Arrange and prepare for meetings, prepare agendas, typing and taking of minutes; *Answer and screening of all incoming calls; Maintain good record keeping, filing system and bring forward; *Handle confidential documents; *Operate standard office equipment

(fax, photocopy machine, telephone, computer etc.). Maintain accurate record keeping and efficient administration on all files and records. Administer brought forward files to co-ordinate target dates for correspondence.

8. MATRIC INTERNS (10 posts)

Stipend/ Remuneration will be determined by the Divisional Commissioner HRD according the qualification obtained or the NQF Level

Kimberley x 1	(Ref NCMI 16/10/2017)
Hartswater x1	(Ref NCMI 17/10/2017)
Batlharos x 1	(Ref NCMI 18/10/2017)
Upington x 1	(Ref NCMI 19/10/2017)
Keimoes x 1	(Ref NCMI 20/10/2017)
Bothitong x 1	(Ref NCMI 21/10/2017)
Delportshoop x1	(Ref NCMI 22/10/2017)
Kagisho x 1	(Ref NCMI 23/10/2017)
De Aar x 1	(Ref NCMI 24/10/2017)
Springbok x 1	(Ref NCMI 25/10/2017)

Core Functions:

Will be dealing with all relevant matters relating to the placement.

Generic functions:

Compile correspondence, reports and presentations. Regulate the receipt and flow of documental internally and externally. Render administrative support functions within the Unit / Section/ Station. Be able to draft and type correspondence in MS Word format and PowerPoint; *Arrange and prepare for meetings, prepare agendas, typing and taking of minutes; *Answer and screening of all incoming calls; Maintain good record keeping, filing system and bring forward; *Handle confidential documents; *Operate standard office equipment (fax, photocopy machine, telephone, computer etc.). Maintain accurate record keeping and efficient administration on all files and records. Administer brought forward files to co-ordinate target dates for correspondence.

General:

- * Only the SAPS Internship official application form (available on the SAPS website and at SAPS recruitment offices) 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 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.**
- * **The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months.**
- * **Qualifications submitted will be subjected to verification checking with the relevant institutions.**
- * Applications must be mailed timeously. Late applications will not be accepted or considered.
- * **The closing date for applications is: 2017-11-24**
- * If a candidate is short-listed, it can be expected of him/her to undergo a personal interview.
- * Reference checking will be conducted on all short listed applicants.
- * All short-listed candidates will be subjected to fingerprint screening.
- * 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.
- * A stipend will be paid according the proof of relevant qualification.
- * Internship programme in 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.
- * The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

Enquiries can be directed to Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

Completed application forms must be hand-delivered or posted to:

The Provincial Head: Human Resource Development
Private Bag X5001
16 Warren Street
De Beers
Kimberley
8301