



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve (12) 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, 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 categories: Graduate Intern: Tertiary Qualification is required

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

PUBLIC ORDER POLICE RESERVE UNIT – PRETORIA

Post FINANCE (1x Post)
Section Public Order Police Reserve Unit-Pretoria
Location Pretoria, Gauteng
Ref Number ORS 1

Additional Requirements:

- * Be a graduate in Finance/HRM/Business Management/Project Management

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 (1x Post)

Section Public Order Police Reserve Unit-Pretoria
Location Pretoria, Gauteng
Ref Number ORS 2

Additional Requirements:

* Be a graduate in Finance/HRM/Business Management/Project Management.

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; Administer Pay Progressions & Grade Progressions; Administer quarterly probation reports for interns & re-enlistments; Compile monthly and quarterly returns/reports.

FINANCE AND ADMINISTRATION: HEAD OFFICE PRETORIA

Post BUDGET INTERN (1 x Post)
Section Finance and Administration: Head Office
Location Pretoria, Gauteng
Ref Number ORS 3

Additional Requirements:

* Be a graduate in Finance/Business Management/Project Management

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 PERSONNEL ADMINISTRATION (1 x Post)
Section Human Resource Management: Head Office
Location Pretoria, Gauteng
Ref Number ORS 4

Additional Requirements:

* Be a graduate in HRM/Business Management/Project Management

Core Functions:

*Handle administration tasks, typing and filing.



Post DISCIPLINE INTERN (1x Post)
Section Human Resource Management: Head Office
Location Pretoria, Gauteng
Ref Number ORS 5

Additional Requirements:

* Be a graduate in HRM/Business Management/Project Management

Core Functions:

*Render and handle promotion, grade progression processes. Render and handle the recruitment process. Render and handle the administration of post translations. Render and handle of acting allowances and scarce skills allowances. Render and handle medals and probation reports. Maintain all human resources and physical resources functions at the Section. Render administrative duties regarding human resources for Personnel Services

DURBAN HARBOUR: KWAZULU NATAL

Post HUMAN RESOURCE MANAGEMENT (1x Post)
Section Durban Harbour
Location Durban, KZN
Ref Number ORS 6

Additional Requirements:

* Be a graduate in HRM/Business Management/Project Management

Core Functions:

* Handle administration tasks regarding all types of leave within the Unit; Administer injuries and administer applications for terminations; Administer and process applications for temporary incapacity leave, ill health retirements; General typing and filing.

SPECIAL TASK FORCE-BLUFF, DURBAN KWAZULU NATAL

Post PROVISIONING ACCOUNTING CLERK I (1x Post)
Section Special Task Force -
Location Bluff, Durban KwaZulu Natal
Ref Number ORS 7

Additional Requirements:

* Student (studying towards Business Management or Accounting degree/diploma)
* Letter from the Institution requesting workplace experience must be attached

Core Functions:

Administer cell phones, Telkom accounts and TMS System. Administer overtime, night shifts, public holidays and Sunday overtime allowances. Administration and payment of standing advances. Administration and payment of claims.

SPECIAL TASK FORCE-OPERATIONS: HQ PRETORIA

Post LEAVE ADMINISTRATION CLERK I (1x Post)

Section Special Task Force
Location Sunnyside Pretoria, Gauteng
Ref Number ORS 8

Additional Requirements:

- * Be a graduate in HRM/Business Management/Project Management

Core Functions:

- * Handle administration tasks regarding all types of leave within the Section. Compile Monthly reports. Administer injuries and applications for terminations. Administer and process applications for temporary incapacity leave, ill health retirements. General typing and filing

SPECIAL TASK FORCE: CAPE TOWN WESTERN CAPE

Post SUPPLY CHAIN MANAGEMENT (1x Post)

Section Special Task force – Cape Town
Location Western Cape, Cape Town
Ref Number ORS 9

Additional Requirements:

- * Student (studying towards SCM degree/diploma)
- * Letter from the Institution requesting workplace experience must be attached

Core Functions:

- * Assist with the inventories, processing of losses and damages. Assist with the vehicle fines, updating of tyre register. Maintaining the store room, booking out of stationary and cleaning equipment.

BORDER POLICING: MOSSEL BAY WESTERN CAPE

Post HUMAN RESOURCE MANAGEMENT (1x Post)
Section Border Policing
Location Mossel Bay, W/CAPE
Ref Number ORS 10

Additional Requirements:

- * Student studying towards HRM, Business Administration or Project Management degree or any other related qualification
- * Letter from the Institution requesting workplace experience must be attached

Core Functions:

- * Ensure accurate record keeping and efficient administration. Manage all human resources at Personnel Services. Implement, maintain and administer absenteeism management policies at the Unit. Render administration support regarding service allowances. Render administration support regarding the payroll and render administration support regarding the submission of WP1002 forms to Provincial Commissioner.

PEKA BRIDGE BORDER POLICING: FREE STATE

Post HUMAN RESOURCE MANAGEMENT (1x Post)
Section Boder Policing– Free State
Location Peka Bridge-Free State
Ref Number ORS 11

Additional Requirements:

* Student studying towards HRM degree, Business Administration or Project Management or any other related qualification
Letter from the Institution requesting workplace experience must be attached

Core Functions:

*Verify information on leave application forms. *Administer and process applications for medical boards, death boards, alcohol boards, stress and depression related boards.
*Administer and process applications for service termination, discharges and retirement.
*Maintain and submit statistical data/reports received and process transfers. *Receive and process promotions. *Verify information (SAPS 172). *Forward copies of SAPS 172.
*Process and finalise grievance/disciplinary enquiries. *Capture PEP information for the purpose of compliance. *Process incentives and rewards applications. *Consolidate and submit PEP Progress Reports.

OR TAMBO INTERNATIONAL AIRPORT: GAUTENG

Post HUMAN RESOURCE MANAGEMENT: DISCIPLINARY (1x Post)
Section Discipline
Location OR Tambo International Airport-Gauteng
Ref Number ORS 12

Additional Requirements:

* Be a graduate in HRM/Business Management/Project Management.

Core Functions:

Administration Duties: Departmental cases: open and investigate. Criminal cases: only monitor status of criminal cases. Administration duties: Board of Absence: open and investigate. Complaint against SAPS members: open and monitor until finalised. Grievances: open, investigate and monitor until finalised. Suspensions: handle all kinds of suspensions. Process the reinstatement of members and salaries after suspension. Open and investigate the Section 21 against members. Facilitate investigation of damage or loss cases.

OR TAMBO INTERNATIONAL AIRPORT: GAUTENG

Post MINIMUM INFORMATION CENTRE (MIC) (1x Post)
Section MIC
Location OR Tambo International Airport-Gauteng
Ref Number ORS 13

Additional Requirements:

*Graduate in possession of IT related qualification (Diploma/Degree)

Core Functions:

Register case dockets on the system, administration duties and record keeping. Maintain, configure, secure policy and comply with the Information and Technology Communication. Register and deregister members on specific mainframe functions. Submission of reports regarding the status of the CAS functions. Capture data, records, operational plans and reports on the Performance Chart.

PILANESBERG INTERNATIONAL AIRPORT: NORTH WEST

Post HUMAN RESOURCE MANAGEMENT: ADMIN CLERK (1x Post)
Section HRM
Location Pилanesberg International Airport-North West
Ref Number ORS 14

Additional Requirements:

*Graduate in possession of HRM, Business Administration or Project Management degree or any other related qualification

Core Functions:

Administer office files and documentation. Manage the utilisation of resources allocated to the immediate post environment. Administer loss management files of state owned firearms, vehicle collisions/damages and general state property. Administer the recording and updating of incidents of vehicle collisions/damages, firearms and general state property on individual respective systems.

SKILPADSHEK BORDER POST: NORTH WEST

Post HUMAN RESOURCE MANAGEMENT: ADMIN CLERK (1x Post)
Section Border Policing– North West
Location Skilpadshek Border Policing
Ref Number ORS 15

Additional Requirements:

*Graduate in possession of HRM /SCM degree

Core Functions:

Administer office files and documentation. Manage the utilisation of resources allocated to the immediate post environment. Administer loss management files of state owned firearms, vehicle collisions/damages and general state property. Administer the recording and updating of incidents of vehicle collisions/damages, firearms and general state property on individual respective systems.

SWARTKOPFONTEIN BORDER: NORTH WEST

Post SECRETARY (1x Post)
Section Border Policing– North West
Location Swartkopfontein Border Post
Ref Number ORS 16

Additional Requirements:

- *Student (studying towards Secretarial/Administration Management degree/diploma)
- * Letter from the Institution requesting workplace experience must be attached

Core Functions:

Distribute documents, agenda, minutes and record receipt of documents. Schedule meetings and ensure relevant role players are informed. Process incoming and outgoing emails. Receive visitors and ensure they are served refreshments. Filing of correspondence.

KOPFONTEIN BORDER POLICING: NORTH WEST

Post FINANCIAL CLERK (1x Post)
Section Border Policing– North West
Location Kopfontein Border Post
Ref Number ORS 17

Additional Requirements:

- *Graduate in possession of a Diploma/Degree in Finance or any related qualification

Core Functions:

Maintain the Unit revenue fund (cash) and administer advances and claims at the Unit.
Maintain the Unit's telephone accounts.

BORDER POLICE: CAPETOWN AIRPORT: WESTERN CAPE

Post FINANCIAL CLERK (1x Post)
Section Border Police– Western Cape
Location Cape Town
Ref Number ORS 18

Additional Requirements:

- * Graduate in possession of a Diploma/Degree in Finance or any related qualifications

Core Functions:

Administer pay roll and submit report. Compile applications for overtime and forward to Division ORS. Revise, administer and schedule overtime claims. Capture night shift claims on the computer and submit for approval. Deal with verbal financial enquiries. Prepare minutes for overtime inspection committee.

BORDER POLICE: CAPETOWN AIRPORT: WESTERN CAPE

Post SUPPLY CHAIN MANAGEMENT CLERK (1x Post)
Section Border Police– Cape Town
Location Cape Town
Ref Number ORS 19

Additional Requirements:

*Graduate in Supply Chain Management or any related qualifications

Core Functions:

Administer pay roll and submit report. Compile applications for overtime and forward to Division ORS. Revise, administer and schedule overtime claims. Capture night shift claims on the computer and submit for approval. Deal with verbal financial enquiries. Prepare minutes for overtime inspection committee.

SUPPLY CHAIN MANAGEMENT: HEAD OFFICE PRETORIA

Post LOSS MANAGEMENT INTERN (1 post)
Section Supply Chain Management
Location Schindler House, Pretoria, Gauteng
Ref Number ORS 19 (1x Post)

Additional Requirements:

* Graduate in Supply Chain Management or any related qualification

Core Functions:

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

SKILLS DEVELOPMENT FACILITATION: HEAD OFFICE PRETORIA

Post SKILLS DEVELOPMENT FACILITATION INTERN (1x Post)
Section Skills Development Facilitation (Training)
Location Schindler House, Pretoria, Gauteng
Ref Number ORS 20

Additional Requirements:

* Be in possession of a Degree/Diploma in either Financial Management, Accounting or Communication or any related qualification

Core Functions:

* Handle administration tasks regarding training related matters, typing, filing and bring forward system. Compilation of nominations of call-up instructions and compilation of reports. Administer the safe keeping of course files and data capturing.



ENQUIRIES:

Colonel JB Mahape, Tel no (012) 400 3790
Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

APPLICATIONS POSTED:

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

APPLICATIONS HAND DELIVERED:

The Skills Development Facilitator: 459 Schindler House; Leyds Street; Sunny Side; Pretoria; 3th Floor; Room 244 (For the attention of Lt Col Wolfaardt)

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 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 ***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.
- Recommended candidates will be expected to sign a twelve (12) month internship contract.
- Internship programme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

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

<p><u>Special Task Force Durban physical address:</u> 77 Stott Road Fynnland Bluff 4052 SAC S Shaik ☎ 031 466 7200</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>Skilpadshek: North West Special Task Force Cape Town physical address:</u> N4 Road Lobatse Skilpadshek North West PO Mosweu CP / SPO Seleka OG ☎ 018 365 9302</p>
<p><u>Pretoria: Head Office physical address:</u> The Skills Development Facilitator: 459 Schindler House Leyds Street Sunny Side; Pretoria 3th Floor; Room T24 (For the attention of Lt Col Wolfaardt) ☎ 012 400 3812</p>	<p><u>Provincial Commander Border Policing: Western Cape (Mossel Bay) physical address:</u> 35 Squadron Erica Drive Belhar 7493 Lt Col Ndzotyana / Capt Zito ☎ 021 935 5228</p>
<p><u>Pekabridge Port of Entry (Free State) physical address:</u> Pekabridge Port of Entry F306 Road Ficksburg 9730 Mrs Geyser S ☎ 051 933 1908</p>	

We welcome applications from persons with disAbilities 