



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve (12)-month internship programme at **Division: Personnel Management**. 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

NATIONAL HEAD OFFICE: PRETORIA

Post OCCUPATIONAL INCIDENTS INTERNS (2 posts)
Section Absenteeism and Medical Administration
Location Head Office
Ref Number PM 11

Requirements:

Be in possession of N6 in Human Resource Management with a letter from the Tertiary Institution stating that you need practical experience in order to finalise qualification

Core Functions:

- Handle administration and approve all injury and illness boards
- Administer outstanding injury and illness boards
- Control injury on duty claims of primary customers
- Attend to Injury on duty telephonic and walk-in enquiries
- Receive and process all documentation and accounts pertaining to injury on duty
- Process all accounts pertaining to IOD as per minimum requirement for services rendered and
- Render support services to Senior Management



ENQUIRIES:

Lt Col BP Maluleke Tel no: (012) 393 1563
Captain B Boshomane Tel no: (012) 393 4390
PO NE Raphela Tel: (012) 393 1632

APPLICATIONS POSTED:

The Divisional Commissioner: Personnel Management, Human Resource Management, Private Bag X94, Pretoria, 0001

APPLICATIONS HAND DELIVERED:

The Divisional Commissioner: Personnel Management, 231 Wachthuis building, Pretorius Street, Pretoria

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.

We welcome applications from persons with disAbilities 