



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve (12) month internship programme at **Component : Presidential Protection Service**. 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 LEVEL: HEAD OFFICE PRETORIA

Post: Financial Management Intern (1X Post)
Reference: 01/2018 PPS: HEAD OFFICE
Section: Finance and Administration
Location: PPS: Maupa-Naga Building, 03 Troy Street Sunnyside Pretoria, Gauteng

Additional Requirements:

Degree or Diploma in Financial Accounting with computer skills

Core Functions:

- *Handle administrative tasks regarding Financial Management.
- *Control and monitor all financial claims, payments, debts and administrative processes
- *Manage and administrate state income
- *Administer Claims
- *Peruse and administer advances/cash withdraws/Debt accounts and inspections
- *Archives, dispatching of mail and safe keeping of records



Post **Supply Chain Management Intern (1X Post)**
Reference: **02/2018 PPS: HQ**
Section: Supply Chain Management Office
Location: PPS: Maupa-Naga Building, 03 Troy street Sunnyside Pretoria, Gauteng

Additional Requirements:

Degree or Diploma in Procurement, Logistic, Supply Chain Management and Fleet Management with computer skills

Core Functions:

- *Handle administrative tasks regarding supply chain management.
- * Administer the procurement and logistical support within the Sub-Section SCM
- *Administer the payment process of goods and services
- *Manage resources allocated on daily basis in an efficient manner



Post: **Training (1X Posts)**
Reference: **03/2018 PPS: HQ**
Section: Human Resource Development
Location: Maupa-Naga Building, 03 Troy Street Sunnyside Pretoria, Gauteng

Additional Requirements:

Degree in sports science or Fitness related qualification
Gym instructor, Personal trainer experience

Core Functions:

- Promote physical fitness and wellness.
- To support the manager with training related matters
- Administer budget control for courses
- Administer and update courses arrangements related to PPS



Post: **Human Resource Management (1X Post)**
Reference: **04/2018 PPS: HQ**
Section: Human Resource Management Section
Location: Maupa-Naga Building, 03 troy street Sunnyside Pretoria, Gauteng

Additional Requirements:

Degree or Diploma in Human Resource Management
Computer skills

Core Functions:

- *Handle administrative tasks regarding Human Resource Management.
- *Administer all recruitment and appointment processes of the Component.
- *Administer all Life Cycle Management and Service Termination functions of the Component.
- *Administer all types of Absenteeism and leave audit of all members of the Component
- *Administer all types of Service Terminations within the Component.

PPS: PROVINCIAL OFFICE CAPE TOWN: WESTERN CAPE

Post: Financial Management Intern (1X Post)
Reference: 05/2018 PPS: CAPE TOWN
Section: Finance Office
Location: PPS: Garmor House 121 Pleinstreet, Cape Town

Additional Requirements:

Degree or Diploma in Financial Accounting with computer skills

Core Functions:

- *Handle administrative tasks regarding Financial Management.
- *Control and monitor all financial claims, payments, debts and administrative processes
- *Manage and administrate state income
- *Administer Claims
- *Peruse and administer advances/cash withdraws/Debt accounts and inspection
- * Archives, dispatching of mail and safe keeping of records

PPS: PROVINCIAL OFFICE KWAZULU NATAL

Post: Financial Management Intern (1X Post)
Reference: 06/2018 PPS: KZN
Section: Finance and Administration
Location: PPS: KZN Cato Manor Block E, 446 Vusi Mzimela Road, Private bag X54306 Durban 4000

Additional Requirements:

Degree or Diploma in Financial Accounting with computer skills

Core Functions:

- *Handle administrative tasks regarding Financial Management.
- *Control and monitor all financial claims, payments, debts and administrative processes
- *Manage and administrate state income
- *Administer Claims
- *Peruse and administer advances/cash withdraws/Debt accounts and inspection
- * Archives, dispatching of mail and safe keeping of records

PPS: PROVINCIAL OFFICE MTHATHA

Post: Financial Management Intern (1X Post)
Reference: 07/2018 PPS: MTHATHA
Section: Finance and Administration
Location: PPS: Mthatha Botha Sigcawu Building 11th Floor Cnr Leeds and Owen Street Mthatha 5099

Additional Requirements:

Degree or Diploma in Financial Accounting with computer skills

Core Functions:

*Handle administrative tasks regarding Finance Management. *Control and monitor all financial claims, payments, debts and administrative processes *Manage and administrate state income *Administer Claims. *Peruse and administer advances/cash withdraws/ Debt accounts and inspections *Archives, dispatching of mail and safe keeping of records

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.

ENQUIRIES: HQ PRETORIA

Captain Phahlamohlaka, Tel no (012) 400 5400 (082 778 8657)

W/O Ralutanda, Tel no (012) 400 6387)

ENQUIRIES: CAPE TOWN

Capt Bestbier and W/O Teyise 021 467 6489

ENQUIRIES: KWAZULU NATAL

Lt Col Nchukana: 031 203 7329 066 303 9333

APPLICATIONS POSTED:

The Component Head: Presidential protection Service, Human Resource Development, Private Bag X784, Pretoria, 0001 (For the attention of Capt Phahlamohlaka)

APPLICATIONS HAND DELIVERED:

The Presidential Protection Service: Human Resource Development, 03 Troy Street, Maupa-Naga Building, Sunnyside, Pretoria, 0001. For attention Capt Phahlamohlaka/ Sgt Ramokgatla

We welcome applications from persons with disAbilities 