



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve (12) month internship programme at **Division: Protection and Security 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

NATIONAL AND PROVINCIAL LEVEL

Post	PERSONNEL INTERNS (7 POSTS)			
Section	Human Resource Management			
Location	Pretoria Head Office	(2 posts):	Ref Number	HRM1/PSS/HQ
	Eastern Cape	(1 post):	Ref Number	HRM2/PSS/EC
	Free State	(1 post):	Ref Number	HRM3/PSS/FS
	KwaZulu Natal	(1 post):	Ref Number	HRM4/PSS/KZN
	Northern Cape	(1 post):	Ref Number	HRM5/PSS/NC
	North West	(1 post):	Ref Number	HRM6/PSS/NW
	Mpumalanga	(1 post):	Ref Number	HRM7/PSS/MPU

Additional Requirements:

- *Be in possession of a National Diploma/Degree in Human Resource Management.

Core Functions:

- *Handle administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations*Update leave files and SAPS 26 *Register and monitor planned leave *Prepare and assist with Z8 register *File all documents on the relevant files *Type letters *Assist with messenger duties *Monitor receipt of project documents and peruse them for correctness *Assist with coordination and consolidation of the section's Annual Operational Plan *Monitor and coordinate the expiration of drivers licences *Update electronic training database *Assist with secretarial duties

Post FITNESS INSTRUCTOR INTERN (1 POST)
Section Human Resource Development
Location Pretoria Head Office
Ref Number HRD13/PSS/HQ

Additional Requirements:

*Be in possession of a National Diploma/Degree in Sport Management/Exercise Science

Core Functions:

*Present Group fitness classes *Drafting of gym programmes to the members
*Assistance of members at the gym with using gym equipment *Gym inspections
and packing of the gym equipment *Assist with maintenance fitness programme
including summative assessments *General administration in fitness office.



Post FINANCE MANAGEMENT INTERN (1POST)
Section Provincial Support
Location Western Cape
Ref Number FIN14/PSS/WC

Additional Requirements:

*Be in possession of National Diploma/Degree in either Accounting, Financial
Management, or Public Finance.

Core Functions:

*Processing of claims *Perusal of overtime registers *Handle office inventory tasks *
Handle administrative tasks regarding Finance Management *Handle telephone
enquiries



Post SUPPLY CHAIN MANAGEMENT INTERN (1 POST)
Section Supply Chain Management
Location Gauteng
Ref Number SCM15/PSS/GP

Additional Requirements:

*Be in possession of a National Diploma/Degree in Supply Chain Management.

Core Functions:

*Perform loss management, procurement and demand functions *Handle office
inventory tasks *Conduct inspections on Government Property Account *Perform filing
within the section *Handle telephone enquiries

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:

Col HJ Gerber Tel no (012) 400 5669
PAC N Mphaphuli, Tel no (012) 400 6457

APPLICATIONS POSTED/ HAND DELIVERED:

Applications for the various posts in the respective provinces must be submitted to the following addresses:-

PSS HEAD OFFICE

Posts: HRM1/PSS/HQ, HRD11/PSS/HQ, SUPP12/PSS/HQ and HRD13/PSS/HQ,

The Divisional Commissioner
Protection and Security Services
Private Bag X784
Pretoria
0001

Hand delivery:-
Maupa Naga Building
c/o Park and Troye Street
Sunnyside
Pretoria

Col Gerber
PAC Mphaphuli

(012) 400-5669
(012) 400-6457

EASTERN CAPE

Post: HRM2/PSS/EC

The Provincial Head
Protection and Security Services
Private Bag X0056
Bhisho
5605

Hand delivery:-
49 Amatola road
King Williams Town

Colonel Qotoyi
Captain Ngqanani
SAC Ndlebe

(043) 604-1012
(043) 604-1164
(043) 604-1162

FREE STATE

Post: HRM3/PSS/FS

The Provincial Head
Protection and Security Services
Private Bag X20615
Bloemfontein
9300

Hand delivery:-
Absa Building 4th floor
Floreat Maitland str
Bloemfontein

Col Molise
Captain Saaiman

(051) 411-7054
(051) 411-7041

GAUTENG

Posts: HRM8/PSS/GP, SCM15/PSS/GP

The Provincial Head
Protection and Security Services
Private Bag X650

Pretoria
0001

Hand delivery:-
Land Affairs Building
C/O Bosman and Jacob Mare str
Masemola Street
Pretoria

Lt Col Bonga
Lt Col Naidoo

(012) 353-6779
(012) 353-6701

KWA-ZULU NATAL

Post: HRM4/PSS/KZN

The Provincial Head
Protection and Security Services
Private Bag X54302
Durban
4001

Hand delivery:-
143 Maritime House
Durban

Colonel Smith
Capt Naidoo
Capt Reddy

(031) 319-2008
(031) 319-2131/2
(031) 319 2044

LIMPOPO

Post: HRM9/PSS/LP

The Provincial Head
Protection and Security Services
Private Bag X9560
Polokwane
0700

Hand delivery:-
28 c/o Market & Rabie Street
PSS Building
Polokwane

Colonel Shai
Capt Purcocks

(015) 284-8545
(015) 284 5866

NORTHERN CAPE

Post: HRM5/PSS/NC

The Provincial Head
Protection and Security Services
Private Bag X5006
Kimberley
8300

Hand delivery:-
88 Kenilworth Street
De Beers
Kimberley

Colonel Sokoyi
Lt Col Venter

(053)8369356
(053)8369309

NORTH WEST

Post: HRM6/PSS/NW

The Provincial Head
Protection and Security Services
Private Bag X2052
Mafikeng
2745

Hand delivery:-
c/o William Dick and Sarel Eloff
Embassy Complex
Mafikeng

Colonel Mabe
Capt Maleka

(018) 397-9015
(018) 397-9009

WESTERN CAPE

Posts : HRM10/PSS/WC, FIN14/PSS/WC

The Provincial Head
Protection and Security Services
Private Bag X1
Stalplein
8015

Hand delivery:-
21 Plein Street
Garmour House
Cape Town

Colonel Brand
PPO Claasen

(021) 467-6518
(021) 467-6413

MPUMALANGA

Post : HRM7/PSS/MPU

The Provincial Head
Protection and Security Services
Private Bag X11299
Nelspruit
1200

Hand delivery:-
10 Paul Kruger Street
Bester Brown Building
2nd Floor Office No 3
Nelspruit

Colonel Thaver
Lt Col Maphanga
PPO Cato

(013) 756-0252
(013) 756-0261
(013) 756 0254

We welcome applications from persons with disAbilities 