
**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 and never participated in an internship programme 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 and application form for each advertised post with a reference number)

**Internship categories:**
**Graduate Intern:** Tertiary Qualification is required
**Student Intern:** Need practical experience in order to finalise qualification
**Matric Intern:** Senior Certificate (Grade 12) no tertiary qualification is required.

**NB:** stipend for each category will be as determined by the National Commissioner:

South African Police Service

**DIVISION: HUMAN RESOURCE DEVELOPMENT: HEAD OFFICE PRETORIA**

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**Additional Requirements:**
* Be in possession of a National Diploma/Degree in Graphic Designing or equivalent qualification

**Core Functions:**
* Establishing and maintain professional graphic support to the Division Human Resource Development
* Perform general administrative functions for the Section Management Information & Strategic Planning
* Render assistance to events within the Division Human Resource Development

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Post: Sound Engineering INTERN (1 post)
Section: ETD Operational Support
Location: Division HRD Pretoria
Ref Number: MISP2/2017 HRD

Additional Requirements:
*Be in possession of a National Diploma/Degree in Music Technology/Arts or equivalent qualification

Core Functions:
*Manage and administration of technical audio-visual support service
*Manage the provision of support in the maintenance of audio-visual equipment’s for events nationally and Division HRD
*Administer proper utilisation of resources allocated to the post environment

Post: Events Management & Strategic Planning INTERN (1 post)
Section: ETD Operational Support
Location: Division HRD Pretoria
Ref Number: MISP3/2017 HRD

Additional Requirements:
*Be in possession of a National Diploma/Degree in Event Management or equivalent qualification

Core Functions:
*Organise in consultation with the events coordinator and the event planning committee
*Manage the provision of support in the maintenance of audio-visual equipment’s for events nationally and Division HRD
*Administer proper utilisation of resources allocated to the environment
*Monitor and evaluate the Annual Performance Plan and handling of the monthly feedback and reports.
*Administration on the Training Administration System and related correspondence.
Post  Demand Management INTERN (1 post)
Section  ETD Operational Support
Location  Division HRD Pretoria
Ref Number  AFM5/2017 HRD

Additional Requirements:
*Be in possession of a National Diploma/Degree in Logistics or equivalent qualification

Core Functions:
*Administer all current needs for equipment via resource plan
*Establish a database for all National Transversal Term contract and a specific period of contract
*Conduct industry and commodity analysis in respective of required goods and services

Post  Supply Chain Management INTERN (2 posts)
Section  ETD Operational Support
Location  Division HRD Pretoria
Ref Number  AFM6/2017 HRD

Additional Requirements:
*Be in possession of a Senior Certificate/N6/National Diploma in Supply Chain Management / Computer Literacy or equivalent qualification

Core Functions:
*Arrange all travelling and accommodation bookings for all Senior Management and personnel including external candidates
*Administer the acquisition process for training academies and the Division Human Resource Development
*Ensure the maintenance of assets registered in respect of movable Government property

Post  Financial Management INTERN (1 post)
Section  ETD Operational Support
Location  Division HRD Pretoria
Ref Number  AFM7/2017 HRD

Additional Requirements:
*Be in possession of a National Diploma/Degree Finance Accounting or equivalent qualification

Core Functions:
*Manage the Training Provisioning Plan
*Administer functions regarding training intervention
*Capture allowances
Post: Financial Management INTERN (2 posts)
Section: ETD Operational Support
Location: Division HRD Pretoria
Ref Number: AFM8/2017 HRD

Additional Requirements:
* Be in possession of a Senior Certificate/Computer Literacy

Core Functions:
* Deal with claims and supplier payments coordinate telephone management
* Conduct Financial administration
* capture Sunday times

Post: Labour Relation INTERN (1 post)
Section: ETD Operational Support
Location: Division HRD Pretoria
Ref Number: HRM9/2017 HRD

Additional Requirements:
* Be in possession of a National Diploma/Degree Human Resources or equivalent qualification

Core Functions:
* Manage effective labour engagement and collective agreements between the South African Police Service and recognised employee labour organisations
* Manage grievances brought for joint Grievance Resolution Team and arrange dates for the sitting of the JGRT meetings
* Facilitate advisory session to management regarding labour matters

Post: Human Resource Management INTERN (2 posts)
Section: ETD Operational Support
Location: Division HRD Pretoria
Ref Number: HRM10/2017 HRD

Additional Requirements:
* Be in possession of a Senior Certificate/National Diploma/Degree Human Resources or equivalent qualification

Core Functions:
* Receive and register discipline files for the Division dealing with incoming and outgoing correspondence
* Complete SAPS 172 (b) for fines and suspension and capture information on Persal system
*Make photo copies, keeping the register up to date and handle telephone enquiries

Post Administration Clerk INTERN (1 post)
Section ETD Curriculum Development & Standards
Location Division HRD Pretoria
Ref Number CDS11/2017 HRD

Additional Requirements:
*Be in possession of a Senior Certificate/ Computer Literacy/ Diploma Office Management or equivalent qualification

Core Functions:
*Conduct administration of files maintaining of outgoing and incoming correspondence
*Register and maintain the database dealing with telephone inquiries
assist with the dairy of the Component head

Post Administration INTERN (2 posts)
Section ETD Policy & Standards
Location Division HRD Pretoria
Ref Number PS12/2017 HRD

Additional Requirements:
*Be in possession of a Senior Certificate/ Computer Literacy/ Diploma Office Management or equivalent qualification

Core Functions:

Post Research INTERN (1 post)
Section ETD Research & Quality Management
Location Division HRD Pretoria
Ref Number RQM13/2017 HRD

Additional Requirements:
*Be in possession of a Degree in Policing/Human Resource Management/Public Administration or equivalent qualification

Core Functions:
*Provide administrative functions in the office of Research & Quality Management
Monitor the implementation of the research project intents
* Capture and update the database on the explicit policing knowledge assets and repository.

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**Post**  Language Practitioner INTERN (1 post)
**Section**  ETD Curriculum Development Policing
**Location**  Division HRD Pretoria
**Ref Number**  ETDCDP14/2017 HRD

**Additional Requirements:**
* Be in possession of a Diploma/Degree in Language Practice or equivalent qualification

**Core Functions:**
* Translate, edit, interpret and transcribe Learning Programmes
* Assist in administration and manage document in the office of the Head ETD Curriculum Development Policing.

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**Post**  Administration Clerk INTERN (9 posts)
**Section**  ETD Skills Development
**Location**  Division HRD Pretoria
**Ref Number**  SD13/2017 HRD

**Additional Requirements:**
* Be in possession of a Senior Certificate/N6/National Office Management & Technology/Administration/ Public Admin or equivalent qualification

**Core Functions:**
* Conduct administration of files maintain of outgoing and incoming correspondence
* Register and maintain the database dealing with telephone inquiries assist with the dairy of the office of the Section Head

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**Post**  Sport Management INTERN (1 post)
**Section**  Basic Police Development
**Location**  Division HRD Pretoria
**Ref Number**  SRM14/2017 HRD

**Additional Requirements:**
* Be in possession of a National Diploma/Degree Sports Management or equivalent qualification
Core Functions:
* Perform administration functions regarding physical fitness maintenance. Compile and consolidate reports
* Arrange and coordinate venues, accommodation and travelling for physical fitness maintenance
* Update and maintain administration filing systems, compile and consolidate reports

Post Sport Management INTERN (1 post)
Section Basic Police Development
Location Division HRD Pretoria
Ref Number SRM15/2017 HRD

Additional Requirements:
* Be in possession of a Senior Certificate/Computer Literacy

Core Functions:
* Perform administration functions regarding physical fitness maintenance. Compile and consolidate reports
* Arrange and coordinate venues, accommodation and travelling for physical fitness maintenance.
* Update and maintain administration filing systems, compile and consolidate reports

Post Provisioning Admin Clerk INTERN (1 post)
Section Basic Police Development
Location Division HRD Pretoria
Ref Number BPD16/2017 HRD

Additional Requirements:
* Be in possession of a Diploma in Office Management/Administration or equivalent qualification

Core Functions:
* Perform administration functions within the Component Basic Policing Development
* Perform typing functions and compile reports
* Update and maintain administration filing systems

Post Administration Clerk INTERN (1 post)
Section Basic Police Development
Location Division HRD Pretoria
Ref Number BPD17/2017 HRD

Additional Requirements:
* Be in possession of a Senior Certificate/Computer Literacy
Core Functions:
* Perform administration functions within the Component Basic Policing Development
* Perform typing functions and compile reports
* Update and maintain administration filing systems

GENERAL:
- Only the official application form for the internship programme (available on DPSA website and at all SAPS Institutions) 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.
- 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.
- 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 2018-01-12 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 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 advertisement thereof.
- A stipend will be paid according to proof of relevant qualification.
- Internship programme in the 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.

ENQUIRIES:
Captain Arries Tel no. (012) 334 3551
CAC Baloyi Tinyiko Tel no. (012) 334 3699

APPLICATIONS POSTED:
Division Human Resource Development
429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing.
Private Bag X117, Pretoria 0001 (For attention Captain Arries)

APPLICATIONS HAND DELIVERED:
Division Human Resource Development
429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing.