



The South African Police Service hereby invites unemployed youth who conforms to the requirements for a twelve-month internship programme at **Division: Human Resource Development (HRD)**. 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 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**

**Post**            **Graphic Designer INTERN (2 posts)**  
**Section**        ETD Operational Support  
**Location**      Division HRD Pretoria  
**Ref Number**   MISP1/2017 HRD (1 Post)  
                       ETDCDP1/2017 HRD (1 Post)

**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



**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:**

- \* To monitor the reproduction of assessment and answering of calls on Monitoring &Evaluation receiving and sending emails on Monitoring &Evaluation. Making Copies on Monitoring &Evaluation related documents. Filling of Monitoring &Evaluation documents



**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.



**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.



**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



**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 filling 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 DPISA 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, 6<sup>th</sup> 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, 6<sup>th</sup> Floor North Wing.

**We welcome applications from persons with disAbilities** 



