



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 SAPS ACADEMIES**. 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 a 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 position 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 be as determine by the National Commissioner:  
South African Police Service**

**DIVISION: HUMAN RESOURCE DEVELOPMENT: SAPS ACADEMIES**

<b>Post Section</b>	<b>Supply Chain Management (INTERNS)</b>
	SAPS Academy All Saints: <b>Ref ISPD1/2017 HRD (2 posts)</b>
	SAPS Academy Arcadia: <b>Ref ISPD2/2017 HRD (2 posts)</b>
	SAPS Academy Atteridgeville: <b>Ref ISPD3/2017 HRD (2 posts)</b>
	SAPS Academy Benoni: <b>Ref ISPD4/2017 HRD (2 posts)</b>
	SAPS Academy Chatsworth: <b>Ref ISPD5/2017 HRD (2 posts)</b>
	SAPS Academy Graaff Reinet: <b>Ref ISPD6/2017 HRD (2 posts)</b>
	SAPS Academy Hammanskraal: <b>Ref ISPD7/2017 HRD (2 posts)</b>
	SAPS Academy Moloto: <b>Ref ISPD8/2017 HRD (2 posts)</b>
	SAPS Academy Mankwe: <b>Ref ISPD18/2017 HRD (2 posts)</b>
	SAPS Academy Rietondale: <b>Ref ISPD9/2017 HRD (2 posts)</b>
	SAPS Academy Roodeplaat: <b>Ref ISPD10/2017 HRD (2 posts)</b>
	SAPS Academy Thabong: <b>Ref ISPD11/2017 HRD (2 posts)</b>
	SAPS Academy Thabazimbi: <b>Ref ISPD12/2017 HRD (2 posts)</b>
	SAPS Academy Philippi: <b>Ref BPD13/2017 HRD (2 posts)</b>

**Additional Requirements:**

**\*Be in possession of a National Diploma/Degree Logistics or equivalent qualification**

**Core Functions:**

- \* Render physical duties pertaining to supply chain management accounting
- \*Perform loss control related tasks and render administrative duties pertaining to supply chain management MGP
- \*Ensure the maintenance of assets registered in respect of movable Government property



**Post Hospitality Management (INTERNS)**

- Section** SAPS Academy All Saints: **Ref ISPD14/2017 HRD (2 posts)**  
SAPS Academy Arcadia: **Ref ISPD15/2017 HRD (2 posts)**  
SAPS Academy Atteridgeville: **Ref ISPD16/2017 HRD (2 posts)**  
SAPS Academy Benoni: **Ref ISPD4/2017 HRD (2 posts)**  
SAPS Academy Chatsworth: **Ref ISPD18/2017 HRD (2 posts)**  
SAPS Academy Graaff Reinet: **Ref ISPD19/2017 HRD (2 posts)**  
SAPS Academy Hammanskraal: **Ref ISPD20/2017 HRD (2 posts)**  
SAPS Academy Moloto: **Ref ISPD21/2017 HRD (2 posts)**  
SAPS Academy Mankwe: **Ref ISPD22/2017 HRD (2 posts)**  
SAPS Academy Rietondale: **Ref ISPD23/2017 HRD (2 posts)**  
SAPS Academy Roodeplaat: **Ref ISPD24/2017 HRD (2 posts)**  
SAPS Academy Thabong: **Ref ISPD25/2017 HRD (2 posts)**  
SAPS Academy Thabazimbi: **Ref ISPD26/2017 HRD (2 posts)**  
SAPS Academy Philippi: **Ref BPD27/2017 HRD (2 posts)**

**Additional Requirements:**

**\*Be in possession of a Senior Certificate/N6/National Diploma in Hospitality Management, Computer Literacy or equivalent qualification**

**Core Functions:**

- \*Planning and preparation of food
- \*Cleaning of the kitchen accessories and serving of meals



**Post Musician INTERN (3 posts)**

- Section** SAPS Academy Tshwane (Band)  
**Location** Pretoria West  
**Ref Number** CD19/2017 HRD

**Additional Requirements:**

**\*Be in possession of a Senior Certificate/NQF 6/Diploma in Music or equivalent qualification**

**Core Functions:**

- \*Perform as an individual on a primary and secondary instrument as a musician with a band or any other group.
- \*Participate in practising and rehearsals with a band or group, maintain allocated instruments and equipment.
- \*Pack, load, unpack and unload musical instruments, equipment and sheet music and comply with SAPS Directives



**Post  
Section**

**Administration Clerk (INTERNS)**

- SAPS Academy All Saints: **Ref ISPD28/2017 HRD (2 posts)**
- SAPS Academy Arcadia: **Ref ISPD29/2017 HRD (2 posts)**
- SAPS Academy Atteridgeville: **Ref ISPD30/2017 HRD (2 posts)**
- SAPS Academy Benoni: **Ref ISPD31/2017 HRD (2 posts)**
- SAPS Academy Chatsworth: **Ref ISPD32/2017 HRD (2 posts)**
- SAPS Academy Graaff Reinet: **Ref ISPD33/2017 HRD (2 posts)**
- SAPS Academy Hammanskraal: **Ref ISPD34/2017 HRD (2 posts)**
- SAPS Academy Moloto: **Ref ISPD35/2017 HRD (2 posts)**
- SAPS Academy Mankwe: **Ref ISPD36/2017 HRD (2 posts)**
- SAPS Academy Rietondale: **Ref ISPD37/2017 HRD (2 posts)**
- SAPS Academy Roodeplaat: **Ref ISPD38/2017 HRD (2 posts)**
- SAPS Academy Thabong: **Ref ISPD39/2017 HRD (2 posts)**
- SAPS Academy Thabazimbi: **Ref ISPD40/2017 HRD (2 posts)**
- SAPS Academy Philippi: **Ref BPD41/2017 HRD (2 posts)**

**Additional Requirements:**

**\*Be in possession of a Senior Certificate/N6/Diploma in National Office Management & Technology/Administration/ Public Administration 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 diary of the office of the Section Head
- \*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, 6<sup>th</sup> Floor North Wing.

Private Bag X117, Pretoria 0001 (**For attention Captain Arries**)

**APPLICATIONS HAND DELIVERED:**

<p><b>SAPS Academy All Saints</b> R63 Komga Road Bhisho 5605 (042) 223 0600</p>	<p><b>SAPS Academy Arcadia</b> Crime Intelligent 640 Schoeman Street Pretoria 0001 (012) 344 1868</p>	<p><b>SAPS Academy Atteridgeville</b> Church Street Pretoria 0001 (012) 353 9662</p>	<p><b>SAPS Academy Benoni:</b> C/O Great North &amp; Hospital Road North Mead Benoni 1500 (011) 425 1617</p>
<p><b>SAPS Academy Chatsworth</b> 241 Morton Drive Chatsworth Durban 4092 (031) 451 4336</p>	<p><b>SAPS Academy Graaff Reinet</b> College Weg Graaff Rainet 6280 (049) 891 0050</p>	<p><b>SAPS Academy Hammanskraal</b> No: 1 Soutpan Road Hammanskraal 0407 (012) 711 8000</p>	<p><b>SAPS Academy Moloto</b> Moloto Road Farm 243 Moloto (012) 735 9600</p>
<p><b>SAPS Academy Mankwe</b></p>	<p><b>SAPS Academy Rietondale</b> Chailmberlain Street 661 Alben Building Rietondale (012) 329 6860</p>	<p><b>SAPS Academy Roodeplaat</b> Kwamhlanga Road Roodeplaat (012) 329 6860</p>	<p><b>SAPS Academy Thabong</b> Portion 1 Stand No: 8004 Modikeng Road Thabong 9436 (057) 391 8132</p>
<p><b>SAPS Academy Thabazimbi</b> Alma Road Thabazimbi 0380 (014) 721 0097</p>	<p><b>SAPS Academy Philippi</b> New Eisleban Road Philippi (021) 370 2602</p>		

**We welcome applications from persons with disAbilities** 