The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at Division: Supply Chain Management. 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  
*Applicants must be unemployed and never participated in an internship programme previously  
*Applicants must be residents of the province where the post is advertised  
*Applicants are restricted to apply for 3 positions only

### NATIONAL LEVEL: PRETORIA

<table>
<thead>
<tr>
<th>Post</th>
<th>PERSONNEL INTERN</th>
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</thead>
<tbody>
<tr>
<td>Section</td>
<td>Human Resource Utilization</td>
</tr>
<tr>
<td>Location</td>
<td>Silverton, Pretoria, Gauteng</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM1</td>
</tr>
<tr>
<td>Additional Requirements:</td>
<td></td>
</tr>
<tr>
<td>- Be in possession of a Diploma/Degree in either Personnel Management or Human Resource Management</td>
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</tbody>
</table>

| Core Functions: |
| - Handle administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations |

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<thead>
<tr>
<th>Post</th>
<th>AUXILIARY INTERN</th>
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<td>Section</td>
<td>Auxiliary Services</td>
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<tr>
<td>Location</td>
<td>Silverton, Pretoria, Gauteng</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM2 (2 x posts)</td>
</tr>
<tr>
<td>Additional Requirements:</td>
<td></td>
</tr>
<tr>
<td>- No Additional Requirements (must meet generic requirements)</td>
<td></td>
</tr>
</tbody>
</table>

| Core Functions: |
| - Render general office administration assistance and support  
- Administer Supply Chain Management (SCM) and logistical matters |
PROJECT MANAGEMENT INTERN

Section: Programme & Project Management
Location: Lynnwood, Pretoria, Gauteng
Ref Number: SCM3

Additional Requirements:
* Be in possession of a Diploma/Degree in Project Management

Core Functions:
* Assist with general administration duties on projects in the Project Office

PUBLIC ADMINISTRATION INTERN

Section: Programme & Project Management
Location: Lynnwood, Pretoria, Gauteng
Ref Number: SCM4

Additional Requirements:
* Be in possession of either a Diploma/Degree in Public Administration, Logistics or Supply Chain Management

Core Functions:
* Assist with Supply Chain Management related matters

PERSONNEL INTERN

Section: Programme & Project Management
Location: Lynnwood, Pretoria, Gauteng
Ref Number: SCM5

Additional Requirements:
* Be in possession of either a Diploma/Degree in Personnel Management or Human Resource Management

Core Functions:
* Assist with Human Resource related matters

ADMINISTRATIVE INTERN

Section: Infrastructure Maintenance Services
Location: Lynnwood, Pretoria, Gauteng
Ref Number: SCM6

Additional Requirements:
* No Additional Requirements (must meet generic requirements)

Core Functions:
* Assist with rendering supportive duties regarding itineraries, S&T’s, miscellaneous claims and standing advances of all personnel in Infrastructure Maintenance Services
* Assist with handling telephone and cell phone accounts regarding payment of private calls
* Assist with rendering supportive duties regarding financial related tasks
* Assist with rendering administrative duties for the travel office at Infrastructure Maintenance Services
Administrative Intern - Demand & Infrastructure Planning
Location: Lynnwood, Pretoria, Gauteng
Ref Number: SCM7
Additional Requirements:
* Be in possession of a Diploma/Degree in Public Administration
Core Functions:
* Assist with needs assessment and filing thereof
* Assist with documentation, record keeping and retrieving of data as per request
* Assist with preparation and finalization of specification documents for a meeting to be held
* File all signed copies of relevant documentation
* Assist with updating of the database for suppliers

Provisioning Administration Intern - Miscellaneous Stock Management (Sundries Store)
Location: Silverton, Pretoria, Gauteng
Ref Number: SCM8
Additional Requirements:
* Be in possession of either a Diploma/Degree in Logistics, Supply Chain Management or Public Administration
Core Functions:
* Determine replenishment quantities and issue purchase orders
* Receive, store and issue diverse items to stations
* Assist with stock taking
* Work on PAS system

Provisioning Administration Intern - Miscellaneous Stock Management (Stationery Store)
Location: Silverton, Pretoria, Gauteng
Ref Number: SCM9
Additional Requirements:
* Be in possession of a Diploma/Degree in either Logistics, Supply Chain Management or Public Administration
Core Functions:
* Determine replenishment quantities and obtain reprint authorisation, financial authority and procurement
* Issue purchase order
* Receive, store and issue stationery to stations
* Assist with stock taking
* Work on PAS System
Post PROVISIONING ADMINISTRATION INTERN  
Section Clothing & Distribution Management  
Location Silverton, Pretoria, Gauteng  
Ref Number SCM10 (2 x posts)  

Additional Requirements:  
*Be in possession of a Diploma/Degree in either Logistics, Supply Chain Management, Public Administration or Purchasing Management  

Core Functions:  
*Receive, store and issue clothing items *Assist with stocktaking *Assist with the replenishment process of clothing items.

Post PROVISIONING ADMINISTRATION INTERN  
Section Demand & Asset Management (Demand Management)  
Location Silverton, Pretoria, Gauteng  
Ref Number SCM12 (2 x posts)  

Additional Requirements:  
*Be in possession of a Diploma/Degree in either Logistics or Supply Chain Management  

Core Functions:  
*Draft letters and reports *Monitor and coordinate feedback and the receipt of letters *Peruse received documents for correctness *Attend meetings *Perform secretarial duties in meetings *Assist with the compilation of the Demand Plan *Update Demand Register

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<table>
<thead>
<tr>
<th>Post</th>
<th>PERSONNEL INTERN</th>
<th>Section</th>
<th>Demand &amp; Asset Management (HRM)</th>
<th>Location</th>
<th>Silverton, Pretoria, Gauteng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref Number</td>
<td>SCM13</td>
<td>Additional Requirements:</td>
<td>*Be in possession of either a Diploma/Degree in Personnel Management or Human Resource Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Functions:</td>
<td>*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</td>
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</tbody>
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<tr>
<th>Post</th>
<th>PROVISIONING ADMINISTRATION INTERN</th>
<th>Section</th>
<th>Contract Management</th>
<th>Location</th>
<th>Silverton, Pretoria, Gauteng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref Number</td>
<td>SCM14 (3 x posts)</td>
<td>Additional Requirements:</td>
<td>*Be in possession of either a Diploma/Degree in Procurement, Purchasing Management, Logistics or Supply Chain Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Functions:</td>
<td>*Ensure an efficient and cost effective procurement function for the supply of various commodities</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>Post</th>
<th>PERSONNEL INTERN</th>
<th>Section</th>
<th>Transport Management</th>
<th>Location</th>
<th>Lynnwood, Pretoria, Gauteng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref Number</td>
<td>SCM15</td>
<td>Additional Requirements:</td>
<td>*Be in possession of a Diploma/Degree in either Human Resource Management or Personnel Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Functions:</td>
<td>*Perform personnel functions including leave administration, service termination, injury on duty, labour relations and discipline management *Attend to telephone enquiries *Type internal correspondence as instructed *Capture and retrieve information from the Human Resource Information System</td>
<td></td>
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</tr>
</tbody>
</table>
MECHANICAL SERVICES: GAUTENG PROVINCE

Post SCM INTERN
Section Mechanical Services: Pretoria Central Garage
Location Silverton, Pretoria, Gauteng
Ref Number SCM16

Additional Requirements:
* Be in possession of a Diploma/Degree in either Supply Chain Management, Logistics, Procurement or Purchasing 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

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Post MOTOR MECHANIC INTERN
Section Mechanical Services: Pretoria Central Garage
Location Silverton, Pretoria, Gauteng
Ref Number SCM17 (3 x posts)

Additional Requirements:
* Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering

Core Functions:
* Perform quality and cost effective repairs and maintenance of SAPS vehicles * Ensure a clean and safe working environment * Diagnose, strip and determine the parts required for services and repairs * Complete parts request list for the parts required per vehicle * Complete job card with regards to work done and actual time taken * Ensure safe keeping of tools and equipment * Comply with the Occupational Health & Safety Act (Act 83 of 1995)

● ● ● ● ●

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Benoni Garage
Location Benoni, Gauteng
Ref Number SCM18 (3 x posts)

Additional Requirements:
* Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering

Core Functions:
* Perform quality and cost effective repairs and maintenance of SAPS vehicles * Ensure a clean and safe working environment * Diagnose, strip and determine the parts required for services and repairs * Complete parts request list for the parts required per vehicle * Complete job card with regards to work done and actual time taken * Ensure safe keeping of tools and equipment * Comply with the Occupational Health & Safety Act (Act 83 of 1995)

● ● ● ● ●
Post MOTOR MECHANIC INTERN  
Section Mechanical Services: Johannesburg Garage  
Location Diepkloof, Gauteng  
Ref Number SCM19 (3 x posts)  

Additional Requirements:  
*Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering  

Core Functions:  
*Perform quality and cost effective repairs and maintenance of SAPS vehicles  
*Ensure a clean and safe working environment  
*Diagnose, strip and determine the parts required for services and repairs  
*Complete parts request list for the parts required per vehicle  
*Complete job card with regards to work done and actual time taken  
*Ensure safe keeping of tools and equipment  
*Comply with the Occupational Health & Safety Act (Act 83 of 1995)  

MECHANICAL SERVICES: MPUMALANGA PROVINCE  

Post SCM INTERN  
Section Mechanical Services: Ermelo Garage  
Location Ermelo, Mpumalanga  
Ref Number SCM20  

Additional Requirements:  
*Be in possession of a Diploma/Degree in either Supply Chain Management, Logistics, Procurement or Purchasing 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  

Post MOTOR MECHANIC INTERN  
Section Mechanical Services: Nelspruit Garage  
Location Nelspruit, Mpumalanga  
Ref Number SCM21 (3 x posts)  

Additional Requirements:  
*Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering  

Core Functions:  
*Perform quality and cost effective repairs and maintenance of SAPS vehicles  
*Ensure a clean and safe working environment  
*Diagnose, strip and determine the parts required for services and repairs  
*Complete parts request list for the parts required per vehicle  
*Complete job card with regards to work done and actual time taken  
*Ensure safe keeping of tools and equipment  
*Comply with the Occupational Health & Safety Act (Act 83 of 1995)
MOTOR MECHANIC INTERN

Mechanical Services: Middelburg Garage
Middelburg, Mpumalanga
SCM22 (3 x posts)

Additional Requirements:
* Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering

Core Functions:
* Perform quality and cost effective repairs and maintenance of SAPS vehicles * Ensure a clean and safe working environment * Diagnose, strip and determine the parts required for services and repairs * Complete parts request list for the parts required per vehicle * Complete job card with regards to work done and actual time taken * Ensure safe keeping of tools and equipment * Comply with the Occupational Health & Safety Act (Act 83 of 1995)

MECHANICAL SERVICES: NORTH WEST PROVINCE

SCM INTERN

Mechanical Services: Potchefstroom Garage
Potchefstroom, North West
SCM23

Additional Requirements:
* Be in possession of a Diploma/Degree in either Supply Chain Management, Logistics, Procurement or Purchasing 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

MOTOR MECHANIC INTERN

Mechanical Services: Potchefstroom Garage
Potchefstroom, North West Province
SCM24 (3 x posts)

Additional Requirements:
* Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering

Core Functions:
* Perform quality and cost effective repairs and maintenance of SAPS vehicles * Ensure a clean and safe working environment * Diagnose, strip and determine the parts required for services and repairs * Complete parts request list for the parts required per vehicle * Complete job card with regards to work done and actual time taken * Ensure safe keeping of tools and equipment * Comply with the Occupational Health & Safety Act (Act 83 of 1995)
<table>
<thead>
<tr>
<th>Post</th>
<th>MOTOR MECHANIC INTERN</th>
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</thead>
<tbody>
<tr>
<td>Section</td>
<td>Mechanical Services: Rustenburg Garage</td>
</tr>
<tr>
<td>Location</td>
<td>Rustenburg, North West Province</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM25 (3 x posts)</td>
</tr>
</tbody>
</table>

**Additional Requirements:**  
*Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering*

**Core Functions:**  
*Perform quality and cost effective repairs and maintenance of SAPS vehicles *Ensure a clean and safe working environment *Diagnose, strip and determine the parts required for services and repairs *Complete parts request list for the parts required per vehicle *Complete job card with regards to work done and actual time taken *Ensure safe keeping of tools and equipment *Comply with the Occupational Health & Safety Act (Act 83 of 1995)

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**MECHANICAL SERVICES: EASTERN CAPE PROVINCE**

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<th>MOTOR MECHANIC INTERN</th>
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<tbody>
<tr>
<td>Section</td>
<td>Mechanical Services: East London Garage</td>
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<tr>
<td>Location</td>
<td>East London, Eastern Cape</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM26 (3 x posts)</td>
</tr>
</tbody>
</table>

**Additional Requirements:**  
*Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering*

**Core Functions:**  
*Perform quality and cost effective repairs and maintenance of SAPS vehicles *Ensure a clean and safe working environment *Diagnose, strip and determine the parts required for services and repairs *Complete parts request list for the parts required per vehicle *Complete job card with regards to work done and actual time taken *Ensure safe keeping of tools and equipment *Comply with the Occupational Health & Safety Act (Act 83 of 1995)

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<tr>
<th>Post</th>
<th>MOTOR MECHANIC INTERN</th>
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</thead>
<tbody>
<tr>
<td>Section</td>
<td>Mechanical Services: Port Elizabeth Garage</td>
</tr>
<tr>
<td>Location</td>
<td>Port Elizabeth, Eastern Cape</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM27 (3 x posts)</td>
</tr>
</tbody>
</table>

**Additional Requirements:**  
*Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering*

**Core Functions:**  
*Perform quality and cost effective repairs and maintenance of SAPS vehicles *Ensure a clean and safe working environment *Diagnose, strip and determine the parts required for services and repairs *Complete parts request list for the parts required per vehicle *Complete job card with regards to work done and actual time taken *Ensure safe keeping of tools and equipment *Comply with the Occupational Health & Safety Act (Act 83 of 1995)
**MECHANICAL SERVICES: FREE STATE PROVINCE**

<table>
<thead>
<tr>
<th>Post</th>
<th>SCM INTERN</th>
<th>Location</th>
<th>Ladybrand, Free State</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCM28</td>
<td>Mechanical Services: Ladybrand SAPS Garage</td>
<td>SCM28 (3 x posts)</td>
<td>SCM28 (3 x posts)</td>
</tr>
<tr>
<td><strong>Additional Requirements:</strong></td>
<td><em>Be in possession of a Diploma/Degree in either Supply Chain Management, Logistics, Procurement or Purchasing Management</em></td>
<td><strong>Core Functions:</strong></td>
<td><em>Perform loss management, procurement and demand functions</em> <em>Handle office inventory tasks</em> <em>Conduct inspections on Government Property Account</em> <em>Perform filing within the section</em> <em>Handle telephone enquiries</em></td>
</tr>
<tr>
<td>Core Functions:</td>
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</tbody>
</table>

**Post** MOTOR MECHANIC INTERN

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<tr>
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<th>Mechanical Services: Bloemfontein Garage</th>
<th>Location</th>
<th>Bloemfontein, Free State</th>
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</thead>
<tbody>
<tr>
<td>SCM29</td>
<td>(3 x posts)</td>
<td></td>
<td>SCM29 (3 x posts)</td>
</tr>
<tr>
<td><strong>Additional Requirements:</strong></td>
<td><em>Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering</em></td>
<td><strong>Core Functions:</strong></td>
<td><em>Perform quality and cost effective repairs and maintenance of SAPS vehicles</em> <em>Ensure a clean and safe working environment</em> <em>Diagnose, strip and determine the parts required for services and repairs</em> <em>Complete parts request list for the parts required per vehicle</em> <em>Complete job card with regards to work done and actual time taken</em> <em>Ensure safe keeping of tools and equipment</em> <em>Comply with the Occupational Health &amp; Safety Act (Act 83 of 1995)</em></td>
</tr>
<tr>
<td>Core Functions:</td>
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</tbody>
</table>

**Post** MOTOR MECHANIC INTERN

<table>
<thead>
<tr>
<th>Section</th>
<th>Mechanical Services: Welkom Garage</th>
<th>Location</th>
<th>Welkom, Free State</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCM30</td>
<td>(3 x posts)</td>
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<td>SCM30 (3 x posts)</td>
</tr>
<tr>
<td><strong>Additional Requirements:</strong></td>
<td><em>Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering</em></td>
<td><strong>Core Functions:</strong></td>
<td><em>Perform quality and cost effective repairs and maintenance of SAPS vehicles</em> <em>Ensure a clean and safe working environment</em> <em>Diagnose, strip and determine the parts required for services and repairs</em> <em>Complete parts request list for the parts required per vehicle</em> <em>Complete job card with regards to work done and actual time taken</em> <em>Ensure safe keeping of tools and equipment</em> <em>Comply with the Occupational Health &amp; Safety Act (Act 83 of 1995)</em></td>
</tr>
<tr>
<td>Core Functions:</td>
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</table>
### MECHANICAL SERVICES: KWA-ZULU NATAL PROVINCE

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<td>Mechanical Services: Jacobs Garage</td>
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<tr>
<td>Location</td>
<td>Jacobs, Kwa-zulu Natal</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM31 (3 x posts)</td>
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<tr>
<td><strong>Additional Requirements:</strong></td>
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<tr>
<td></td>
<td><em>Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering</em></td>
</tr>
<tr>
<td><strong>Core Functions:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Perform quality and cost effective repairs and maintenance of SAPS vehicles *Ensure a clean and safe working environment *Diagnose, strip and determine the parts required for services and repairs *Complete parts request list for the parts required per vehicle *Complete job card with regards to work done and actual time taken *Ensure safe keeping of tools and equipment *Comply with the Occupational Health &amp; Safety Act (Act 83 of 1995)</td>
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<thead>
<tr>
<th>Post</th>
<th>SCM INTERN</th>
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</thead>
<tbody>
<tr>
<td>Section</td>
<td>Mechanical Services: Pietermaritzburg Garage</td>
</tr>
<tr>
<td>Location</td>
<td>Pietermaritzburg, Kwa-Zulu Natal</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM32</td>
</tr>
<tr>
<td><strong>Additional Requirements:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Be in possession of a Diploma/Degree in either Supply Chain Management, Logistics, Procurement or Purchasing Management</em></td>
</tr>
<tr>
<td><strong>Core Functions:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>*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</td>
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<tr>
<th>Post</th>
<th>MOTOR MECHANIC INTERN</th>
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<tbody>
<tr>
<td>Section</td>
<td>Mechanical Services: Pietermaritzburg Garage</td>
</tr>
<tr>
<td>Location</td>
<td>Pietermaritzburg, Kwa-zulu Natal</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM33 (3 x posts)</td>
</tr>
<tr>
<td><strong>Additional Requirements:</strong></td>
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</tr>
<tr>
<td></td>
<td><em>Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering</em></td>
</tr>
<tr>
<td><strong>Core Functions:</strong></td>
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<tr>
<td></td>
<td>*Perform quality and cost effective repairs and maintenance of SAPS vehicles *Ensure a clean and safe working environment *Diagnose, strip and determine the parts required for services and repairs *Complete parts request list for the parts required per vehicle *Complete job card with regards to work done and actual time taken *Ensure safe keeping of tools and equipment *Comply with the Occupational Health &amp; Safety Act (Act 83 of 1995)</td>
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</tbody>
</table>
### MECHANICAL SERVICES: NORTHERN CAPE PROVINCE

<table>
<thead>
<tr>
<th>Post</th>
<th>SCM INTERN</th>
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<tbody>
<tr>
<td>Section</td>
<td>Mechanical Services: De Aar Garage</td>
</tr>
<tr>
<td>Location</td>
<td>De Aar, Northern Cape</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM34</td>
</tr>
</tbody>
</table>

**Additional Requirements:**
- Be in possession of a Diploma/Degree in either Supply Chain Management, Logistics, Procurement or Purchasing 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

### MECHANICAL SERVICES: WESTERN CAPE PROVINCE

<table>
<thead>
<tr>
<th>Post</th>
<th>SCM INTERN</th>
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<tbody>
<tr>
<td>Section</td>
<td>Mechanical Services: Stellenbosch Garage</td>
</tr>
<tr>
<td>Location</td>
<td>Stellenbosch, Western Cape</td>
</tr>
<tr>
<td>Ref Number</td>
<td>SCM36</td>
</tr>
</tbody>
</table>

**Additional Requirements:**
- Be in possession of a Diploma/Degree in either Supply Chain Management, Logistics, Procurement or Purchasing 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
### MOTOR MECHANIC INTERN

**Section**  
Mechanical Services: Maitland Garage

**Location**  
Cape Town, Western Cape

**Ref Number**  
SCM37 (3 x posts)

**Additional Requirements:**  
*Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering*

**Core Functions:**  
*Perform quality and cost effective repairs and maintenance of SAPS vehicles *Ensure a clean and safe working environment *Diagnose, strip and determine the parts required for services and repairs *Complete parts request list for the parts required per vehicle *Complete job card with regards to work done and actual time taken *Ensure safe keeping of tools and equipment *Comply with the Occupational Health & Safety Act (Act 83 of 1995)

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### MOTOR MECHANIC INTERN

**Section**  
Mechanical Services: Oudtshoorn Garage

**Location**  
Oudtshoorn, Western Cape

**Ref Number**  
SCM38 (3 x posts)

**Additional Requirements:**  
*Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering*

**Core Functions:**  
*Perform quality and cost effective repairs and maintenance of SAPS vehicles *Ensure a clean and safe working environment *Diagnose, strip and determine the parts required for services and repairs *Complete parts request list for the parts required per vehicle *Complete job card with regards to work done and actual time taken *Ensure safe keeping of tools and equipment *Comply with the Occupational Health & Safety Act (Act 83 of 1995)

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### MECHANICAL SERVICES: LIMPOPO PROVINCE

**Post**  
MOTOR MECHANIC INTERN

**Section**  
Mechanical Services: Polokwane Garage

**Location**  
Polokwane, Limpopo

**Ref Number**  
SCM39 (3 x posts)

**Additional Requirements:**  
*Be in possession of a minimum N3 qualification in Motor Mechanics or qualified in Mechanical Engineering*

**Core Functions:**  
*Perform quality and cost effective repairs and maintenance of SAPS vehicles *Ensure a clean and safe working environment *Diagnose, strip and determine the parts required for services and repairs *Complete parts request list for the parts required per vehicle *Complete job card with regards to work done and actual time taken *Ensure safe keeping of tools and equipment *Comply with the Occupational Health & Safety Act (Act 83 of 1995)
GENERAL:
- Only the official application form for the internship programme (available on DPSA website and at all Provincial SAPS Garages) 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.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **18 August 2017 at 16:00**.
- 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.

ENQUIRIES:
Colonel V Maharaj, Tel no (012) 841 7224  
Lieutenant Colonel RM Thokwane, Tel no (012) 841 7666  
Captain TS Chauke, Tel no (012) 841 7030

APPLICATIONS POSTED:
The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001  
(For the attention of Col Maharaj)

APPLICATIONS HAND DELIVERED:
The Divisional Commissioner: SCM, 117 Cresswell Road (cor Cresswell and Pretoria Road), Silverton, Pretoria (Main entrance to A-Block) (For the attention of Col Maharaj)

We welcome applications from persons with disAbilities 🚶‍♂️