



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

Post PERSONNEL INTERN
Section Human Resource Utilization
Location Silverton, Pretoria, Gauteng
Ref Number SCM1

Additional Requirements:

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

Core Functions:

*Handle administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations



Post AUXILIARY INTERN
Section Auxiliary Services
Location Silverton, Pretoria, Gauteng
Ref Number SCM2 (2 x posts)

Additional Requirements:

*No Additional Requirements (must meet generic requirements)

Core Functions:

*Render general office administration assistance and support *Administer Supply Chain Management (SCM) and logistical matters



Post 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



Post 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



Post 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



Post 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



Post ADMINISTRATIVE INTERN
Section 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



Post PROVISIONING ADMINISTRATION INTERN
Section 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



Post PROVISIONING ADMINISTRATION INTERN
Section 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 (Asset Management)
Location Silverton, Pretoria, Gauteng
Ref Number SCM11
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 *Monitor asset certification on the PAS system *Liaise with province coordinators via telephone and e-mail *Coordinate the receipt of stocktaking programmes and certificates *Receive monthly returns for donations and auctions *Control and manage lease asset, i.e. cell phones *Assist in reconciling the financial asset register



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 *Monitor and coordinate feedback and the receipt of letter *Peruse received documents for correctness *Attend meetings *Perform secretarial duties in meetings *Assist with the compilation of the Demand Plan *Update Demand Register



Post PERSONNEL INTERN
Section Demand & Asset Management (HRM)
Location Silverton, Pretoria, Gauteng
Ref Number SCM13

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

Core Functions:
 *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 PROVISIONING ADMINISTRATION INTERN
Section Contract Management
Location Silverton, Pretoria, Gauteng
Ref Number SCM14 (3 x posts)

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

Core Functions:
 *Ensure an efficient and cost effective procurement function for the supply of various commodities



Post PERSONNEL INTERN
Section Transport Management
Location Lynnwood, Pretoria, Gauteng
Ref Number SCM15

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

Core Functions:
 *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

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



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)



Post **MOTOR MECHANIC INTERN**
Section Mechanical Services: Middelburg Garage
Location Middelburg, Mpumalanga
Ref Number 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

Post **SCM INTERN**
Section Mechanical Services: Potchefstroom Garage
Location Potchefstroom, North West
Ref Number 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



Post **MOTOR MECHANIC INTERN**
Section Mechanical Services: Potchefstroom Garage
Location Potchefstroom, North West Province
Ref Number 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)



Post **MOTOR MECHANIC INTERN**
Section Mechanical Services: Rustenburg Garage
Location Rustenburg, North West Province
Ref Number SCM25 (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: EASTERN CAPE PROVINCE

Post **MOTOR MECHANIC INTERN**
Section Mechanical Services: East London Garage
Location East London, Eastern Cape
Ref Number SCM26 (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: Port Elizabeth Garage
Location Port Elizabeth, Eastern Cape
Ref Number SCM27 (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: FREE STATE PROVINCE

Post SCM INTERN
Section Mechanical Services: Ladybrand SAPS Garage
Location Ladybrand, Free State
Ref Number SCM28

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: Bloemfontein Garage
Location Bloemfontein, Free State
Ref Number SCM29 (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: Welkom Garage
Location Welkom, Free State
Ref Number SCM30 (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: KWA-ZULU NATAL PROVINCE

Post MOTOR MECHANIC INTERN
Section Mechanical Services: Jacobs Garage
Location Jacobs, Kwa-zulu Natal
Ref Number SCM31 (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 SCM INTERN
Section Mechanical Services: Pietermaritzburg Garage
Location Pietermaritzburg, Kwa-Zulu Natal
Ref Number SCM32
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: Pietermaritzburg Garage
Location Pietermaritzburg, Kwa-zulu Natal
Ref Number SCM33 (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: NORTHERN CAPE PROVINCE

Post SCM INTERN
Section Mechanical Services: De Aar Garage
Location De Aar, Northern Cape
Ref Number SCM34
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: Kimberley Garage
Location Kimberley, Northern Cape
Ref Number SCM35 (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: WESTERN CAPE PROVINCE

Post SCM INTERN
Section Mechanical Services: Stellenbosch Garage
Location Stellenbosch, Western Cape
Ref Number SCM36
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: 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)



Post **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)

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 