



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at Division: Visible Policing. 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

**Intern categories:**

**Graduate Intern:** Tertiary Qualification is required

**Student Intern:** N6 Certificate (students requiring workplace experience in order to obtain their qualification)

**Matric Intern:** Senior certificate (Grade 12) no tertiary qualification is required.

**Section: Human Resource Management: Number of Posts: (9)**

Post Ref	No of Posts	Qualifications required	Core Functions	Location
VP/INT/1/2017	4	*Senior certificate ( Grade12)	*Perform all Personnel Management, Skills Development and Human Resource Utilisation Functions	Pretoria
VP/INT/2/2017	1	*Degree/ Diploma in Human Resource Management/ Public Administration/ Labour Relations/ Human Resource Development (NQF 6/7/8)		Pretoria Silverton
VP/INT/3/2017	1			Johannesburg
VP/INT/4/2017	1			Eastern Cape
VP/INT/5/2017	1			Western Cape
VP/INT/6/2017	1	*N6 Certificate Human Resource Management/ Public Administration/ Labour Relations/ Human Resource		KwaZulu Natal

**Section: Supply Chain Management: Number of posts (7):**

Post Ref	No of Posts	Qualifications	Core Functions	Location
VP/INT/7/2017	2	*Senior certificate ( Grade12)	*Perform Supply Chain Management Related Functions (e.g. Demand and Acquisition, Fleet Management, Movable Government Property, Facility Management, etc.)	Pretoria
VP/INT/8/2017	1	*Degree/Diploma Supply Chain Management/ Public Management and Administration/ Logistics (NQF 6/7/8)		Pretoria Silverton
VP/INT/9/2017	1			Johannesburg
VP/INT/10/2017	1			Eastern Cape
VP/INT/11/2017	1			Western Cape
VP/INT/12/2017	1	*N6 Certificate Supply Chain Management/ Public Management and Administration/ Logistics		KwaZulu Natal

**Section: Finance and Administration Services: Number of posts (5):**

Post Ref	No of Posts	Qualifications	Core Functions	Location
VP/INT/13/2017	1	<b>*Senior certificate( Grade12)</b>	*Perform all Finance Related functions (e.g. Capturing of allowances, management of Travel Centre, processing of applications for official journeys, etc.)	Pretoria
VP/INT/14/2017	1	<b>* Degree/Diploma in Financial Management/ Financial Accounting (NQF 6/7/8)</b>		Pretoria Silverton
VP/INT/15/2017	1			Johannesburg
VP/INT/16/2017	1			Eastern Cape
VP/INT/17/2017	1			Western Cape
VP/INT/18/2017	1			KwaZulu Natal

**Section: Management Information and Strategic Planning: Number of post: 1**

Post Ref	No of Posts	Qualification	Core Functions	Location
VP/INT/19/2017	1	<p><b>*Degree/Diploma in Administration, Public Management, Public Administration, Strategic Management, Project Management, Monitoring and Evaluation, Secretarial Diploma or social sciences. (NQF 6/7/8)</b></p> <p><b>Additional Requirements</b></p> <p>*Good interpersonal relations. Be assertive, trustworthy, ethical and professional with integrity. *Must be willing to occasionally work after hours and travel to different provinces. *Be able to work independently and as part of a team. *Be able to work under pressure and maintain a high level of confidentiality.</p>	*Assist with the facilitation of Annual Performance Plans and Quarterly Reports. *Assist with the compilation of management information report and documents. *Assist with the development, maintenance and verification of statistical information and database key performance areas. *Assist in monitoring, collating, evaluating and coordinating of management information and research.	Pretoria

**Component: Rapid Rail and Police Emergency Services: Office of the Component Head: Number of Post (1)**

Post Ref	No of Pots	Qualification	Core Functions	Location
VP/INT/20/2017	1	<p><b>*Senior certificate( Grade12)</b></p> <p>*Basic/ Computer Literacy will serve an advantage</p>	<p>*Perform all admin related functions in the Office of the Head, (e.g. document management system, compiling information notes, letters, agendas, minutes, etc.)</p> <p>*Maintain Bring-Forward (BF) system and update information management database.</p>	Pretoria

**Component: Social Crime Prevention: Number of Posts (10)**

Post Ref	No of Posts	Qualifications	Core Functions	Location
VP/INT/21/2017	1	<p><b>* Degree/Diploma in Office Administration (NQF 6)</b></p>	<p>* Perform administrative related functions in the Component Head: Social Crime Prevention. Compile monthly, quarterly and annual performance reporting.</p> <p>*Management of brought forward system and other administrative tasks within the office of the Component Head.</p>	Pretoria
VP/INT/22/2017	1	<p><b>*Degree/Diploma in Policing/ Criminal Justice or NQF 7 in Social Science with Social Research as subject</b></p>	<p>*Analyze crimes against women and children including Domestic Violence and the collation of analytical reports. *Advice on research requirements analyses example, trends in child justice (decreases/increases of arrests)</p>	Pretoria
VP/INT/23/2017	6	<p><b>Degree/Diploma in Public Relations/Community Development/Criminology (NQF6/7)</b></p>	<p>*Develop and implement targeted mobilization and outreach plans. *Develop and update database of stakeholders.*Monitor the implementation of intervention plans. *Develop action plan based on the issues raised during Imbizo, and monitor implementation. *Conduct impact assessment awareness. Identify, produce and develop relevant marketing materials including content and Distribution the plan and implementation. *Conduct compliance visits. Input on the impact assessment of programmes. *Presentation and public speaking on issues relating to crime Report writing</p>	Pretoria

VP/INT/24/2017	1	<b>*Degree/Diploma</b> in Public Administration/ Policing (NQF 6/7/8)	*Provide administrative support to the office of the Section Head: Crime Prevention Awareness (e.g. compilation of monthly, quarterly and annual performance reporting) *Management of the brought forward system and other administrative tasks within the office of the Section Head	Pretoria
VP/INT/25/2017	1	<b>Degree/Diploma</b> in Public Administration/ Policing (NQF 6/7/8)	*Assist and support Section Partnership Policing with coordination of work sessions. Manage administrative and secretarial functions of Section Partnership Policing	Pretoria

**Component: Pro Active Policing: Number of Posts: (2)**

Post Ref	No of Posts	Qualifications	Core Functions	Location
VP/INT/26/2017	1	<b>Degree/Diploma</b> in Police Administration/Office Management and Technology (NQF 6/7/8)	*To provide Secretarial support functions to the Component Head by Arranging /preparing meetings, agendas, typing and taking of minutes. *Answering and screening all incoming calls to the Component Head. * Liaise with other Sections and Components on matters relating to the Component Head's office. *Maintain good record keeping, filing and brought forward system. Process and submit claims, make travelling and accommodation arrangements. *Manage the diary as well as receive and host visitors of the office. *Operate standard equipment (Fax, Photocopy machine, Telephone, Computer etc.)	Pretoria
VP/INT/27/2017	1	Diploma in Office Administration (NQF 6)	*Provide administrative support to the sub section: Client Service Centre and complaints; making copies, typing, faxing, handling post, handling telephone enquiries, minute taking. *Process documents for sub section: Client Service Centre and complaints; itineraries, claims, keeping a database	Pretoria

**Component: Firearm Liquor and Second Goods: Number of Posts: (15)**

Post Ref	No of Posts	Qualifications	Core Functions	Location
VP/INT/28/2017	15	<b>Senior certificate (Grade 12)</b> qualification is required. Basic Computer/ Computer Literacy will serve as an advantage.	**Administer enquiries and statistics at National Firearms, Liquor and Second hand goods• *Receive and Conduct telephone enquiries on a Firearm Liquor and Second Hand goods• * Verify information and application status on the system function Enhance from internal and external Clients• *To Report complains of long outstanding application. *Receive SAPS 271 applications on EFRS, *Opening of files, preparing applications, testing for Competencies. *Receiving of incoming post, *Administer the checking and verification of all incoming applications (Competencies and Individual Firearm applications). *Administer Quality check on all applications *Receiving of clients and visitors, manage the incoming and outgoing register. *Ensure proper handling and disposal of closed files and documents in archives. *Assist with the development and maintenance of data base. *Administer information Management hub, Generate, Collate, Interpret, and disseminate information to different stakeholders.	Pretoria

**GENERAL:**

\*Closing date for the applications is **2017-08-18 at 16:00**.

\*Only the attached application form 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 post particulars and reference number of the post must be correctly specified on the application form

\*Comprehensive *Curriculum Vitae* must be submitted together with the application form

\*Certified copies of an applicant's Identity Document, Senior Certificate and relevant educational qualifications obtained.

\*Application must be mailed timeously. Late applications will not be accepted or considered.

\*If a candidate is shortlisted it can be expected for him/her to undergo a personal interview as well as a practical assessment.

\*All shortlisted candidates will be subjected to fingerprint screening.

\*A stipend will be paid according to proof of relevant qualification.

\***Enquiries can be directed to:** Colonel Makgeta (012) 421 8118, Lt Col Thakanyane Tel (012) 421 8242, Capt Mashiane/PPO Manong Tel (012) 421 8232, and Constable Kgosana (012) 421 8073.

\***Applications can be posted or hand delivered to:**

The Divisional Commissioner : Visible Policing (Attention: Colonel Makgeta), Private Bag x12, Arcadia, 0007 or hand delivered to 540 Pretorius Street, for attention Colonel Makgeta.