



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme in the **Western Cape Province**. 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 an application for each ref number)

Intern 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

PROVINCIAL: WESTERN CAPE

POST ADMINISTRATIVE INTERN (1 post)

Section CID

Location Steenberg Vispol

Ref Number INT1/10/17WC

Additional Requirements:

- * Be in possession of a Matric

Core Functions:

- * Write up 35 dockets in court register daily.
- * Audit type from dictated tape/instrument and directives
- * Shorthand/speed write meeting minutes and retype.
- * Create and maintain spread

POST: ADMINISTRATIVE INTERN (1 post)

Section Human Resource Management

Location Steenberg Vispol

Ref Number INT2/10/17 WC

Additional Requirements:

- *Be in possession of a Matric

Core Functions:

- * To maintain all human Resource and physical resources functions at the Division.
- * Render administration duties pertaining to HR regarding Personnel services Related Function.
- *Render administration duties pertaining to HR regarding Human Resource Utilisation and related functions.

POST: ADMINISTRATIVE INTERN (1 post)

Section Provincial Monitoring and Evaluation

Location Cape Town, Customs House

Ref Number INT3/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma

Core Functions:

*Making and answering of calls on M&E

* Receiving and sending email on M&E

* Making Copies on M&E Related.

*Filling of M&E document.

POST: ADMINISTRATIVE INTERN (1 post)

Section Cape Town Central

Location Human Resource Management

Ref Number INT4/10/17 WC

Additional Requirements:

*Be in possession of a N6 HRM

Core Functions:

* Receive, process and monitor transfer/service arrangement.

* Administer notice of change (SAP172) and capture on the PERSAP System of personnel (employees) records (SAP 172).

*Maintain statistical data submit personnel reports to provincial offices.

*Co-ordinate and monitor training development for station employee's members.

POST: ADMINISTRATIVE INTERN (1 post)

Section Cape Town Central

Location Finance

Ref Number INT5/10/17 WC

Additional Requirements:

*Be in possession of a N6 IN Finance

Core Functions:

*Register and scan case dockets.

*Record exhibit (SAPS 13 property) on the system

*Capture circulation/ cancellation of stolen items.

* Case dockets to investigation Unit.

POST: ADMINISTRATIVE INTERN (1 post)

Section Cape Town Central

Location HRM

Ref Number INT6/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma in HRM

Core Functions:

- * Receive, process and monitor transfer/service arrangement.
- * Administer notice of change (SAP172) and capture on the PERSAP System of personnel (employees) records (SAP 172).
- *Maintain statistical data submit personnel reports to provincial offices.
- *Co-ordinate and monitor training development for station employee's members.

POST: ADMINISTRATIVE INTERN (1 post)

Section Provincial Finance

Location Finance

Ref Number INT7/10/17 WC

Additional Requirements:

- *Be in possession of a Degree/Diploma in Finance /Financial Information system

Core Functions:

- *Maintain and administer debt accounts of the station.
- *Maintain and administer garnishee order against members on station.
- *Maintain the stations telephone accounts.

POST: ADMINISTRATIVE INTERN (1 post)

Section Langa SAPS

Location SCM

Ref Number INT8/10/17 WC

Additional Requirements:

- *Be in possession of a Degree/Diploma SCM

Core Functions:

- *Inspection of Vehicle
- *Administration of Traffic fines
- *Maintenance and repairs of Vehicles
- *Renewals and maintenance of petrol cards
- *Administration of log sheets
- *Assisting with booking of vehicle for standby duties.
- *General administration

POST: ADMINISTRATIVE INTERN (1 post)

Section Langa SAPS

Location Human Resource Management

Ref Number INT9/10/17 WC

Additional Requirements:

- *Be in possession of a N6 in Human Resource Management

Core Functions:

- *To maintain all human Resource and Physical Resources functions at the division.
- *Render administration duties pertaining to HR regarding Personnel Services related Function.
- *Render administration duties pertaining to HR regarding Human Resource Utilisation and related functions.

POST: ADMINISTRATIVE INTERN (1 post)

Section Khayelitsha SAPS

Location Docket Management Centre

Ref Number INT10//10/17 WC

Additional Requirements:

*Be in possession of a N6 Public Management

Core Functions:

*Coordinate and control dockets store room.

* Perform station dockets store room administration duties and Record keeping.

*Regulate close register of the station.

POST: ADMINISTRATIVE INTERN (1 post)

Section Khayelitsha SAPS

Location Human Resource Management

Ref Number INT11/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma in Human Resource.

Core Functions:

Rendering duties of administrative nature which will include all HR related work as well as specific HR duties.

POST: ADMINISTRATIVE INTERN (2 posts)

Section Stellenbosch SAPS

Location Supply Chain Management

Ref Number INT12/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma in Supply Chain Management

Core Functions:

*Inspection of Vehicle

*Administration of Traffic fines

*Maintenance and repairs of Vehicles

*Renewals and maintenance of petrol cards

*Administration of log sheets

*Assisting with booking of vehicle for standby duties.

*General administration

POST: ADMINISTRATIVE INTERN (1 post)

Section Provincial office Crime Preventing

Location Crime Prevention

Ref Number INT13/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma in Office Administration

Core Functions:

- *SAPS 13 (PCEM) training course
- *Monthly meetings with SAP 13 Cluster Coordinators.
- *Consolidation and Coordinate all SAPS 13 PCEM and VSS
Monthly returns to Divisional Head Office.

POST: ADMINISTRATIVE INTERN (1 post)**Section** Lansdowne SAPS**Location** Registry**Ref Number** INT14/10/17 WC**Additional Requirements:**

- *Be in possession of a N6 Registry

Core Functions:

- *To maintain case dockets store room for the station.
- *Coordinate and control dockets store room.
- *Perform station dockets store room administration duties and record keep.
- *Regulate close register of the station.
- *Book out dockets.
- *Deal with docket enquiries.

POST: ADMINISTRATIVE INTERN (1 post)**Section** Legal Service**Location** Litigation Section**Ref Number** INT15/10/17 WC**Additional Requirements:**

- *Be in possession of a Diploma/ Degree in LLB

Core Functions:

- *Advise clients on disciplinary investigation, formulation of charges,
Conduct of disciplinary hearings, suspensions and confirmation of dismissals.

POST: ADMINISTRATIVE INTERN (1 post)**Section** Legal Secretary**Location** Operational Section**Ref Number** INT16/10/17 WC**Additional Requirements:**

- *Be in possession of a N6 Legal Secretary

Core Functions:

- *Plan and type letters as received from the Operation Legal support sub-component.
- *Receive and transmit messages by email
- * Compile Monthly reports.
- *Send and receive faxes and make phone copies.

POST: ADMINISTRATIVE INTERN (1 post)**Section** HRU Provincial**Location** Performance management (PEP)**Ref Number** INT17/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma in HRM

Core Functions:

*Introduction to N1/2005, Vol2

* Receive training w.r.t conducting of PEP inspection (provincial&station level).

*Attend PEP practical & PEP mentorship training session.

*Receive training w.r.t PEP PERSAP functions:

*Capturing &approval of PEP information pertaining to salary levels 1.-12

POST: ADMINISTRATIVE INTERN (1 post)

Section HRU Provincial

Location HR Planning and Utilisation

Ref Number INT18/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma in HRM

Core Functions:

*Introduction to the CSMF

*Receive training w.r.t the conducting of inspection on SMS Performance.

*Receive training.r.t the management of poor performance (level 13&above)

*Receive training w.r.t the salary structure process of Sms members.

POST: ADMINISTRATIVE INTERN (1 post)

Section HRU Provincial

Location Labour Relations

Ref Number INT19/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma in HRM

Core Functions:

*Manage the arrangement, scheduling preparation and submission of requisite document for monthly human resource committee meeting.

*Ensure submission of feedback document to head office as required.

*Monitor, control and analyse data received from PC components station for The HRU Development and Utilisation document.

POST: ADMINISTRATIVE INTERN (1 post)

Section Provincial HRD SDF

Location Human Resource Development

Ref Number INT20/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma in HRD/HRM

Core Functions:

*Database administration, enter data into a system and compile one monthly report for all the interns in the stations and provincial and email it to national office.

*Assist with RPL capturing and administration of all HR documents.

*Processing biographic details (finger prints)

*Transporting of RPL of file to provincial office, explaining internship agreement to the interns.

* Make calls on behalf of the Commander.

* Filling of correspondence.*Monitor the submission

POST: ADMINISTRATIVE INTERN (1 post)

Section Wood Stock SAPS

Location Register

Ref Number INT21/10/17 WC

Additional Requirements:

*Be in possession of a Matric

Core Functions

*Receive and record incoming and internally post/correspondence

*Categorise and classify post/correspondence documents.

*Dispatch and distribute post.

*Provide reference service for officially registered files and other documentation.

*Attend and deal with telephone and other related enquiries.

POST: ADMINISTRATIVE INTERN (1 post)

Section Wood Stock SAPS

Location Administration clerk

Ref Number INT22/10/17 WC

Additional Requirements:

*Be in possession of a N6 in Office Administration

Core Functions

Rendering duties of administrative nature which will include data capturing as well as specific administration duties.

POST: ADMINISTRATIVE INTERN (1 post)

Section OD

Location Strategic Management

Ref Number INT23/10/17 WC

Additional Requirements:

*Be in possession of a Degree /Diploma

Core Function:

*Co-ordinate the Internal and External Audits by providing assistance to the Office of the Auditor General, the National Internal Auditor and Provincial Internal Auditor and stations/units/components.

*Assist with the improvement of Provincial Performance by managing the Audit Nodal Point

*Assist and Co-ordinate the Audit Process in the Western Cape in support of the Regularity and Performance Frameworks of the South African Police and Manage the Management Information Processes.

*Interns must be computer literate and competent in Microsoft Excel, be able to do Power presentations

POST: ADMINISTRATIVE INTERN (2 posts)

Section OD

Location Mentoring and Evaluation

Ref Number INT24/10/17 WC

Additional Requirements:

*Be in possession of a Degree /Diploma

Core Function:

- * Develop, Implement and Maintain an Effective and efficient Organizational Performance Measurement system (Efficiency Index System) for the SA Police Service.
- * Develop Fixed Establishment (FE) for all police stations in the South African Police Service.
- *Facilitate the Implementation of the Performance Measurement System (Efficiency Index System) web-based application in Western Cape Province in line with the Efficiency Index System web-based application, IT and training instructions.
- * Maintain of a geographical information database on SAPS Service Points for the Western Cape.
- * Develop, Implement and Maintain an Effective and Efficient Organizational Performance Measurement System for the SA Police Service

POST: ADMINISTRATIVE INTERN (1 post)**Section** Fishoek SAPS**Location** Telkom Operator**Ref Number** INT25/10/17 WC**Additional Requirements:**

- *Be in possession of a Matric

Core Function:

- *Operate telecommunication equipment at the switchboard.
- *Maintain the Switchboard.
- *Receive and answer incoming and outgoing calls
- *Make calls on request
- *Note down and give messages

POST: ADMINISTRATIVE INTERN (1 post)**Section** HRD Sports Pinelands**Location** HRD**Ref Number** INT26/10/17 WC**Additional Requirements:**

- *Be in possession of a Degree/Diploma in Boikineticians

Core Functions:

- *Improving a person's physical quality of life by means of Physical assessment and prescribing of healthy exercise habits.
- *Evaluation and measuring body posture, body composition, glucose Levels, lung function, heart, rate, fitness and other health screenings to Determine the patient's capacity to work and excise.
- *Prescribing excise routines either as preventative health measures or to Correct health problems, such as sport injuries or recovery from diseases Or illness in close co-operation doctors and medical practitioners.

POST: ADMINISTRATIVE INTERN (1 post)**Section** HRD Sports Pinelands**Location** HRD**Ref Number** INT27/10/17 WC**Additional Requirements:**

- *Be in possession of a Diploma/Degree in Sport Management

Core Function:

- *Manage all calls coming in pinelands and recording of messages for the various, Members working on both line 531904 and 5319030.
- *Constant contacting of various sporting codes to bring them up to date on various aspects of the sporting codes.
- *Upkeep daily of various register such as photo-copy register, telephone register and the post book.
- *Recording and typing of minutes from weekly management meeting, month personnel meeting and various sports meeting.

POST: ADMINISTRATIVE INTERN (1 post)

Section Worcester SAPS

Location SCM

Ref Number INT28/10/17 WC

Additional Requirements:

- *Be in possession of a Degree /Diploma in SCM

Core Function:

- *Maintain the station Vehicle fleet
- *Complete administration as requested from the Provincial Office for the boarding Of vehicles
- *Renew vehicle licences monthly
- *Maintain vehicle register (SAPS 132(b) and fuel.
- *Repair vehicle allocated allocated to Worcester SAPS which were involved in Accidents or damaged.

POST: ADMINISTRATIVE INTERN (1 post)

Section HRD Faure

Location Mess

Ref Number INT29/10/17 WC

Additional Requirements:

- *Be in possession of a N6 in Food Technology

Core Function:

- *Supervise the preparation of food and refreshments to ensure that meals of good quality are prepared according to the approved menu and ration scale and report any deviancies, if necessary.
- * Ensure the serving and dishing of prepared food and refreshments
- * Render assistance with regard to the safekeeping of all food supplies/stock and keys and the cost effective use thereof by kitchen staff.
- * Ensure the cleaning of the kitchen, equipment, crockery and cutlery and the Removal of refuse.

POST: ADMINISTRATIVE INTERN (1 post)

Section HRD Band

Location:

Ref Number INT30/10/17 WC

Additional Requirements:

- *Be in possession of a Matric

Core Function:

- *Participate in practising and rehearsing individually, in sections, with a band or with a group.
- *Performs on a primary and / or secondary instrument.
- *Performs with the Band or any other group within the Band at Internal projects.
- *Maintain the instruments and equipment allocated as per National Instruction 3/2001 (SAPS Bands)
- *Comply with all SAPS National Instructions, Directives and Policies, applicable to the post environment.
- *Pack, load, unload and unpack musical instruments, equipment and sheet Music.

POST: ADMINISTRATIVE INTERN (1 post)**Section** Klawer**Location** Data Typist**Ref Number** INT31/10/17 WC**Additional Requirements:**

- *Be in possession of a Matric

Core Functions:

- *Copy type hand written, printed and type documents.
- *Audit type form dictated tape/instrument and directives
- *Shorthand/speed-write meeting minutes and retype.
- *Create and maintain spread

POST: ADMINISTRATIVE INTERN (1 post)**Section** Klawer**Location** Registry Clerk**Ref Number** INT32/10/17 WC**Additional Requirements:**

- *Be in possession of a Degree/Diploma in Administration

Core Functions:

- *Receive and record incoming and internally post/correspondence
- *Categorise and classify post/correspondence documents.
- *Dispatch and distribute post.
- *Provide reference service for officially registered files and other documentation.
- *Attend and deal with telephone and other related enquiries.

POST: ADMINISTRATIVE INTERN (1 post)**Section** Mc Gregor SAPS**Location** Registry Clerk**Ref Number** INT33/10/17 WC**Additional Requirements:**

- *Be in possession of Degree/Diploma in Public Management

Core Functions:

- *Register and distribute incoming outgoing correspondence.
- *Maintain Brig-Forward (BF) system and update database.
- *Maintain and update personnel records, register and files.
- *Compile, type, record and process forms and documents

POST: ADMINISTRATIVE INTERN (1 post)

Section Saron SAPS

Location Supply Chain Management

Ref Number INT34/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma in Supply Chain Management

Core Functions:

*Render general office administration assistance and support.

*Administer Supply chain Management (SCM) and logistical matters.

*Compile and monitor financial and applications.

POST: ADMINISTRATIVE INTERN (1 post)

Section Moorreesburg

Location Administration

Ref Number INT35/10/17 WC

Additional Requirements:

*Be in possession of a Matric

Core Functions

*Maintain the Employment Equity (EEA) at station level

*Deal with administration issues pertaining to personnel.

*Compile report as requested by the area office.

*Deal with member's grievance and conflict

POST: ADMINISTRATIVE INTERN (1 post)

Section Moorreesburg SAPS

Location Data Typist

Ref Number INT36/10/17 WC

Additional Requirements:

*Be in possession of a Matric

Core Functions

*Render effective administration.

*Register and maintain reported crime information/on
Computerised systems.

*Provide professional information.

POST: ADMINISTRATIVE INTERN (1 post)

Section Riebeek West SAPS

Location HRM

Ref Number INT37/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma HRM

Core Functions:

*To maintain all human Resource and Physical Resources functions at the division.

*Render administration duties pertaining to HR regarding Personnel Services related Function.

*Render administration duties pertaining to HR regarding Human Resource Utilisation and related functions.

POST: ADMINISTRATIVE INTERN (1 post)

Section Riebeek West SAPS

Location Supply Chain Management

Ref Number INT38/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma SCM

Core Functions:

*Store Keeping.

*Day to day Maintenance

*Loss Management

*Vehicle fleet Management

*Inventory Management

*Procurement and Acquisition.

POST: ADMINISTRATIVE INTERN (1 post)

Section Riebeek West SAPS

Location Detectives

Ref Number INT39/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma Office Administration

Core Functions:

*To ensure effective management and control over Administration system.

*Capture all information on the CAS system as written in the SAPS 3M Case dockets.

*Handle general administration duties and record keeping

POST: ADMINISTRATIVE INTERN (1 post)

Section HRD Centre George x1

Location Administration

Ref Number INT40/10/17 WC

Additional Requirements:

*Be in possession of a N6 in Public Management / Administration

Core Functions

*Received nomination from station

*Apply for financial authority

*Submit course courses reports

*Capture courses on the Training administration system.

POST: ADMINISTRATIVE INTERN (1 post)

Section HRD Centre George

Location HR

Ref Number INT41/10/17 WC

Additional Requirements:

*Be in possession of a N6 in Human Resource

Core Functions

Rendering duties of administrative nature which will include data capturing as specific administration duties.

POST: ADMINISTRATIVE INTERN (2 posts)

Section Thembaletu SAPS

Location Administration

Ref Number INT42/10/17 WC

Additional Requirements:

*Be in possession of a Degree/Diploma

Core Functions:

Rendering duties of administrative nature which will include data capturing as well as specific administration duties.

POST: ADMINISTRATIVE INTERN (1 post)

Section Wolseley SAPS

Location Personnel Officer

Ref Number INT43/10/17 WC

Additional Requirements:

*Be in possession of a Matric/ Grade 12

Core Functions:

- *Verify information of leave application form.
- * Plan leave of personnel national instruction and manage absenteeism
To ensure effective service delivery.
- *Coordinate training and development, initiates of members and monitor file SAP 15.

POST: ADMINISTRATIVE INTERN (1 post)

Section Beaufort West x1

Location Data Typist

Ref Number INT44/10/2017 WC

Additional Requirements:

*Be in possession of a Matric

Core Functions:

- *Rectify CAS faults on the system.
- *Circulate wanted suspects
- *Rectify correctional documentation
- *Open enquires of the unit.

POST: ADMINISTRATIVE INTERN (1 post)

Section Beaufort West x1

Location Telkom Operator

Ref Number INT45/10/2017 WC

Additional Requirements:

*Be in possession of a Matric

Core Functions:

*Operate telecommunication equipment at the switchboard.

*Maintain the switchboard.

*Receive and answer incoming and outgoing calls

*Make calls on request.

* Note down and give messages

GENERAL:

- Only the official application form for the internship programme (available on DPSA website and SAPS Official website) 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 (Grade 12) 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 **24 November 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.
- 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.

Application must be posted to:

Col Tertiens or Lt Col Libala
Human Resources Development: SDF
South African Police Service,
Private Bag X9004
Cape Town
8000

Hand Delivered To:

Room 236, 2nd Floor
Customs House
Heerengracht Street
Foreshore
Cape Town
8000

Enquiries Can Be Directed To

Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415

We welcome applications from persons with disAbilities 