



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Gauteng Province**. The Graduate Recruitment Scheme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

Generic requirements:

- *Be a South African citizen;
- *Must be in possession of National Senior Certificate / Senior Certificate / National Certificate Vocational (level 4);
- *Must have no previous criminal conviction(s) or case(s) pending;
- *Applicants must be unemployed, never employed in field of the advertised post and never participated in an internship programme relevant to the field of the post;
- * Proof of residential address to be attached;
- *Applicants are restricted to apply for only three (3) positions and complete separate application forms for each post reference number.

Intern categories with minimum requirements:

Graduate Intern: Tertiary Qualification is required (Statement of Results must be attached).

Student Intern: Practical experience required by the Tertiary Institution in order for learners to finalise their qualification (letter from the Institution must be attached).

NB: Stipend for each category will be determined by the Divisional Commissioner Human Resource Development: South African Police Service

PROVINCIAL LEVEL: GAUTENG

The following posts are advertised for the consideration of the graduate scheme programme into the South African Police Service.

Post: Legal Administrative Intern (2 Posts)

Section: PC Legal Services

Location: Provincial Head Office: Gauteng (Johannesburg)

Ref Number: GP INT 01/2020

Additional Requirements:

*Be in possession of an applicable three (3) year Degree in Law/ LLB, recorded on the National Learner Record Database (NLRD) on at least a NQF 7 or higher level or relevant qualification in the field of the post.

Core Functions:

**Assist with: Provide legal assistance in preparing legal documents and correspondence; Preparing and compiling documentary exhibits; Conducting of investigations on the facts of cases; Provide assistance with research on legal matters; Accompany legal officers during consultations; General office administration.

Post: Administrative Intern (2 Posts)
Section: PC Services
Location: Provincial Head Office: Gauteng (Johannesburg)
Ref Number: GP INT 02/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma in Law / Degree Labour Law/ Labour Relations Management recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:

*Assist with: Conflict and dispute resolution in the Stations or Units, workplace; Overseeing labour matters through internal process; Handle and maintain grievances in the Province.

Post: Administrative Intern (2 Posts)
Section: PC: Personnel Services
Location: Provincial Head Office: Gauteng (Johannesburg)
Ref Number: GP INT 03/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:

*Assist with: Maintaining effective strategic human resource management; Administer effective Personnel Management practices within the Division; Implementation of Human Resource Utilization (HRU) programs and procedures; Human Resource Development (HRD) programmes and ensure development and utilization of personnel. General office administration.

Post: Graphic Design Intern (1 Post)
Section: Corporate Communications
Location: Provincial Head Office: Gauteng (Johannesburg)
Ref Number: GP INT 04/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Graphic Design, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:

*Assist with: Creating new ideas and concepts; Use innovation to redefine a design brief within the constraints of cost and time; Present finalised ideas and concepts to managers; Work with a wide range of media, including photography and computer-aided design; Contributing ideas and design artwork to the overall brief; Demonstrate illustrative skills with rough sketches; Work on layouts and artwork pages ready for print; Keep abreast of emerging technologies in new media, particularly design programs such as InDesign, Illustrator, Photoshop and Acrobat. Develop interactive design; Work as part of a team with other designers; Assist with general administration duties on projects in the Project Office.

Post: Photography and Videography Intern (2 Posts)
Section: Corporate Communication
Location: Provincial Head Office: Gauteng (Johannesburg)
Ref Number: GP INT 05/2020.

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Audio-visual communication/Photography/ Motion Art, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:

*Assist with: Developing interview questions and storyboards; Maintaining a blog to document the team's progression; Set up and operate various production equipment including Cameras; Audio and video recorders; lighting equipment, props and microphones for location and studio production

Post: Sound Engineer Intern (1 Post)
Section: Corporate Communication
Location: Provincial Head Office: Gauteng.
Ref Number: GP INT 06/2020

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Sound Engineering / Sound Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:

*Assist with: Connecting sound to enhance and amplify the band and the light music; All functions related to sound levels, music equipment, sound checks; Must be able to work under pressure and be flexible.

Post: Administrative Intern (2 Posts)
Section: PC Provincial Work Study
Location: Provincial Head Office: Gauteng (Johannesburg)
Ref Number: GP INT 07/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Management Services / Work study / Organizational Development / Operational Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Providing support on Programmes and Project Management Procedures, Standards and Norms; Assisting with Provincial applications to conduct Research; Assisting with administration of Executive Support with Questions in Parliament and Legislature in the Province; Provide support on MISP functions for Organisational and Strategic Support.

Post: Administrative Intern (2 Posts)
Section: PC Strategic Management.
Location: Provincial Head Office: Gauteng (Johannesburg)
Ref Number: GP INT 08/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Business Management / Management Services, Work study / Organizational Development / Operational Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Receiving and processing organizational requests; Studying investigations and finalizing information;
Conducting work-study investigations regarding the establishment; Re-organization and closure of companies/Stations and Units; Checking of vehicles and its communication equipment.

Post: Administrative Intern (10 Posts)

Section: Supply Chain Management

Location:

Akasia	Ref number:	GP INT 09/2020
Lyttelton	Ref number:	GP INT 10/2020
PTA West	Ref number:	GP INT 11/2020
Boksburg North	Ref number:	GP INT 12/2020
Primrose	Ref number:	GP INT 13/2020
Ennerdale	Ref number:	GP INT 14/2020
Lenasia South	Ref number:	GP INT 15/2020
Benoni	Ref number:	GP INT 16/2020
JHB Central	Ref number:	GP INT 17/2020
Mamelodi East	Ref number:	GP INT 18/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Monitoring, planning and executing both capital and repairs and renovation projects; Conducting inspection to assess the conditions of building components such as mechanical components including building structural integrity and civil works; Ensuring that the supplier database is maintained and suppliers are rotated; Ensuring the National Transversal term contracts, Specific Period Contract and ad-hoc Contracts are maintained;
Maintaining and preparing the invitation of price quotation for quotations applications are received; Ensuring that suppliers are paid on time; Maintaining procurement of fleet management; Management and administration of procurement, stocktaking, accounting and the disposal of movable fixed goods.

Post: Financial Administrative Intern (3 Posts)

Section: Financial Services

Location:

Sandton

Ref number: GP INT 19/2020

Alberton

Ref number: GP INT 20/2020

Provincial Head Office: Gauteng (Johannesburg)

Ref number: GP INT 21/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Administrative functions in relation to budget management; Salaries and maintenance, Claims and expenditure management; Co-ordinating the training budget; Maintaining the budget and coordinate the expenditure of sections and units; Verifying payroll printout; Observing the utilization of funds; Capturing and allocate approved budget; Compliance with the prescripts in National Treasury.

Post: Sports Management Intern (1 posts)

Section: PC Sports HRD (Human Resource Development)

Location: Provincial Head Office: Gauteng: Johannesburg

Ref Number: GP INT 22/2020

Additional Requirements

*Be in possession of an applicable three (3) year National Diploma / Degree in Sports Management /Sports Science/ Physical Education and Sports Coaching/ Sports Administration/ Sports Development and Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Co-ordinating physical Fitness assessment; Assisting with hosting the SAPS National Championships allocated to the Province; Co-ordinate and Administrate sports activities.

Post: Administrative Intern (2 Post)

Section: PC SDF (Skills Development Facilitator) HRD (Human Resource Development)

Location: Provincial Head Office: Gauteng Johannesburg

Ref Number: GP INT 23/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Human Resource Development/ Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Administration of skills audit; Administration of skills Development Projects; Assisting with co-ordinating and monitor the implementation of the Courses; Monitoring the TAS (Training Administration System) Capturing of courses; Co-ordinate call up instruction process of Detective courses presented by National Head Office.

Post: Administrative Intern (4 Posts)**Section: Human Resource Management****Location:**

Diepkloof	Ref Number:	GP INT 24/202
Mondeor	Ref Number:	GP INT 25/2020
Protea Glen	Ref Number:	GP INT 26/2020
Alberton	Ref Number:	GP INT 27/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Human Resource Development/ Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Rendering duties of administrative nature, which will include general administration duties as well as specific administration duties; Assist in rendering duties of administrative nature, which will include general Administration duties as well as specific administration duties; Assist in rendering administrative duties pertaining to HR management and related functions; Assist in managing administrative duties pertaining to HRM utilization and related functions; Ensure accurate record keeping and efficient office management.

Post: Administrative Intern (5 Posts)**Section: Management of Information Centre (MIC)****Location:**

Roodepoort	Ref Number:	GP INT 28/2020
Honeydew	Ref Number:	GP INT 29/2020
Alexandra	Ref Number:	GP INT 30/2020
Tembisa	Ref Number:	GP INT 31/2020
Springs	Ref Number:	GP INT 32/2020

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Information Science / Management Services / Information Resource Management / Business and Information Management / Strategic Management / Policing (only Degree on NQF 7), recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:

*Assist with: Analysing and monitoring the station performance; Assist in managing and providing Stations Management Information Function; Assist to secure and facilitate information resources and information communication technologies; Assist in ensuring data integrity audits.

Post: Musician Intern (4 Posts)
(Woodwind instruments e.g. Saxophone, Clarinet, Flute)
(Brass instrument e.g. Trumpet, Trombone, Tuba, Euphonium, French horn)
(Rhythm Instrument e.g. Guitar, Bass Guitar, Drum kit, Piano)
(Percussion Instrument)
Section: HRD Band
Location: Provincial Head Office, Gauteng (Johannesburg)
Ref Number: GP INT 33/2020

Additional Requirements:

*Be in possession of an applicable Grade Six (6) practical certificate in Music or higher from an Accredited Institution. *Be willing to undergo a practical audition prior to appointment*

Core Functions:

*Play a primary and secondary instrument as circumstances dictate in line with the SAPS mission; Participate in practicing and rehearsing individually, in sections, with a group or with a band; Perform with the band or any other group within the band; Promote and maintain good public relations and inter-relationships, improving the morale and image of the SAPS through the medium of music.

Post: Sound Engineer Intern (1 Post)
Section: HRD Band
Location: Provincial Head Office, Gauteng (Johannesburg)
Ref Number: GP INT 34/2020

Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Sound Engineering / Sound Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

Core Functions:

*Assist with: Connecting sound to enhance and amplify the band and light music played by the band;
Be able to work under pressure and be flexible to perform at irregular hours as per SAPS functions and requirements.

Post: Administrative Intern (1 Post)
Section: PHO Management Intervention - Human Resource Management
Location: Provincial Head Office, Gauteng (Johannesburg)
Ref Number: GP INT 35/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Maintaining effective strategic human resource management; Administer effective Personnel Management practices within the province; Implementation of Human Resource Utilization (HRU) programs and procedures; General office administration and duties.

Post: Crime Information Management and Analysis Centre Intern (CIMAC) (1 Post)
Section: PHO Management Intervention
Location: Provincial Head Office, Gauteng (Johannesburg)
Ref Number: GP INT 36/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Criminology /Law or Police Science /, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Studying of the crimes around Gauteng Province; Studying the causes of crime around Gauteng Province; Study the impact/effects of crime around Gauteng Province; Analyse the data to determine why the crime was committed and find ways to predict, detect and prevent further criminal behaviour.

Post: Administrative Intern (2 Posts)
Section: PHO Finance and Administration – Registry
Location: Provincial Head Office, Gauteng (Johannesburg)
Ref Number: GP INT 37/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Archive and Records Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology/, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions

Assist with: Receiving, opening, sorting and date stamping of incoming mail; Keeping records of money and valuable articles; The proper maintenance and application of the approved Records Classification System; Proper filing of records, which includes assigning of the correct reference number to all, incoming correspondence, indexing of the records, the opening of the relevant files and the neat correct placing of records on files.

Post: Crime Information Management and Analysis Centre Intern CIMAC Intern (10 Posts)

Section: CIMAC office at the Stations

Location:

Alexandra	Ref Number: GP INT 38/2020
Hillbrow	Ref Number: GP INT 39/2020
PTA Central	Ref Number: GP INT 40/2020
Kagiso	Ref Number: GP INT 41/2020
Brixton	Ref Number: GP INT 42/2020
Ivory Park	Ref Number: GP INT 43/2020
Kliptown	Ref Number: GP INT 44/2020
Eldorado Park	Ref Number: GP INT 45/2020
Jeppe	Ref Number: GP INT 46/2020
Sophiatown	Ref Number: GP INT 47/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Criminology /Law or Police Science /, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Studying of the crimes around Gauteng Province; Studying the causes of crime around Gauteng Province; Study the impact/effects of crime around Gauteng Province; Analyse the data to determine why the crime was committed and find ways to predict, detect and prevent further criminal behaviour.

Post: Administrative Student Intern (1 Post)

Section: Loss Management - HRM

Location: Provincial Head Office, Gauteng, Johannesburg

Ref Number: GP INT 48/2020

Additional Requirements:

*Be in possession of an applicable N6 certificate in Public Administration / Financial Management / Business Management. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. *Computer Literacy will be an added advantage.*

Core Functions:

Assist with: Analysing any loss cases that are reported; Capturing of the loss files; Register loss files on the system; Receive losses for the Province / General administration duties and tasks regarding loss management.

Post: Administrative Student Intern (3 Posts)
Section: Personnel Services - HRM
Location: Provincial Head Office: Gauteng, Johannesburg
Ref Number: GP INT 49/2020

Additional Requirements:

*Be in possession of an applicable N6 certificate in Human Resource Management / Public Administration. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Maintaining effective strategic human resource management; Administer effective Personnel Management practices within the province; Implementation of Human Resource Utilization (HRU) programs and procedures; General office administration and duties.

Post: Administrative Student Interns (10 Posts)
Section: Human Resource Management at the stations

Location:

Vanderbijlpark	Ref Number:	GP INT 50/2020
Krugersdorp	Ref Number:	GP INT 51/2020
Magalies	Ref Number:	GP INT 52/2020
Westonaria	Ref Number:	GP INT 53/2020
Wierdabrug	Ref Number:	GP INT 54/2020
Sophiatown	Ref Number:	GP INT 55/2020
Springs	Ref Number:	GP INT 56/2020
Brooklyn	Ref Number:	GP INT 57/2020
Moroka	Ref Number:	GP INT 58/2020
Rietgat	Ref Number:	GP INT 59/2020

Additional Requirements:

*Be in possession of an applicable N6 certificate in in Human Resource Management / Public Administration. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Maintaining effective strategic human resource management; Administer effective Personnel Management practices within the province; Implementation of Human Resource Utilization (HRU) programs and procedures; General office administration and duties.

Post: Financial Services Student Intern (8 Posts)

Section: Financial Services at the stations

Location:

Sunnyside	Ref Number: GP INT 60/2020
Dobsonville	Ref Number: GP INT 61/2020
Magalies	Ref Number: GP INT 62/2020
Meadowlands	Ref Number: GP INT 63/2020
Hillbrow	Ref Number: GP INT 64/2020
Alexandra	Ref Number: GP INT 65/2020
PTA Central	Ref Number: GP INT 66/2020
Randfontein	Ref Number: GP INT 67/2020

Additional Requirements:

*Be in possession of an applicable N6 certificate in in Financial Management / Business Management / Public Administration. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: Administrative functions in relation to budget management; Salaries and maintenance, claims and expenditure management; Co-ordinating the station budget; Maintaining the budget and coordinate the expenditure of sections and units; Verifying payroll printout, monitor the utilization of funds; Compliance with the prescripts of National Treasury.

GENERAL:

- Only the official Application Form for the Graduate Recruitment Scheme (**available on the SAPS 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 post particulars and reference number of the post must be correctly specified on the Application Form.**
- An updated Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant's ID document, National Senior Certificate and all post school educational qualifications with statement of results obtained must also be submitted and attached to every application. Certified copies should not be older than 6 months. No faxed or e-mailed applications will be considered.
- Applications must be posted/hand delivered timeously. Late applications will not be accepted or considered. The closing date for all applications is **2020-02-28**.
- All short-listed candidates will be subjected to fingerprint screening.
- All short-listed candidates will undergo a personal interview. Short-listed applicants may be subjected to vetting.
- Correspondence will be conducted with successful candidates only. If you have not been contacted within 4 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.
- Recommended candidates will be expected to sign a 12 months Internship Contract.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

*Applications can be posted or hand delivered to:

PROVINCE	NAME	CONTACT	PHYSICAL ADDRESS	POSTAL ADDRESS
GAUTENG	Colonel Mathabatha Captain Mabitsela Intern Njovuyalema	011 274 7477 011 274 7507 011 274 7479	16 Empire Road, Parktown, Johannesburg (Office no GE 004)	16 Empire Rd Parktown

We welcome applications from persons with disAbilities 