



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Northern Cape 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

NORTHERN CAPE PROVINCE

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

Post : Legal Administrative Intern (1 posts)
Section : Frances Baard Cluster Legal Services
Location : Kimberley
Ref Number : NCGI 1/2020

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 : Social Work Intern (1 post)
Section : Provincial Personnel Management: Employee Health and Wellness
Location : Kimberley: Psychological Services
Ref Number : NCGI 2/2020

Additional Requirements:

*Be in possession of a recognized Social Work Degree (SAQA accredited NQF level 6) registered as a Social worker with the South African Council of Social Service Professions (SACSSP) and submit proof (certified copy) of valid registration for the 2020/2021 financial year.

Core Functions:

* Assist with: Implementation of the Disability Workplace Programme in the Division; Actualization of Divisional Disability Management's budget; Participate in policy, Project planning and liaison programmes; Advise Management on trends and patterns pertaining to disability; Integrated Employee Health and Wellness programmes and projects. Report Disability Programmes

Post : Social Work Intern (1 post)
Section : Provincial Personnel Management: Employee Health and Wellness
Location : Kimberley: Social Work Services
Ref Number : NCGI 3/2020

Additional Requirements:

*Be in possession of a recognized Social Work Degree (SAQA accredited NQF level 6) registered as a Social worker with the South African Council of Social Service Professions (SACSSP) and submit proof (certified copy) of valid registration for the 2020/2021 financial year

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 (1 post)
Section : Human Resource Utilization: Labour Relations
Location : Provincial Office: Kimberley
Ref Number : NCGI 4/2020

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 in handling labour relations matters in respect. Dispute resolution. Assist in handling grievance procedures. The planning of human resource utilization in the SAPS. The management of human resource performance in the SAPS. The management of labour and industrial relations in the SAPS. The proper management and utilization of all resources allocated to the immediate post environment in accordance with relevant directives and legislation.

Post : Sports Management Intern (1 post)
Section : Human Resource Development:
Location : Provincial Sports Office: Kimberley
Ref Number : NCGI 5/2020

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 (5 posts)		
Section	: Human Resource Development:		
Location	: Springbok HRDC: Springbok	Ref Number	: NCGI 6/2020
	Upington HRDC: Upington	Ref Number	: NCGI 7/2020
	De Aar HRDC: De Aar	Ref Number	: NCGI 8/2020
	Galeshewe HRDC: Galeshewe	Ref Number	: NCGI 9/2020
	Kuruman HRDC: Kuruman	Ref Number	: NCGI 10/2020

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, 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 (1 post)
Section	: Human Resource Development:
Location	: Provincial SDF Office: Kimberley
Ref Number	: NCGI 11/2020

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, 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 (1 post)
Section	: Human Resource Management:
Location	: Provincial HRM: Kimberley
Ref Number	: NCGI 12/2020

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, 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: 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 (1 post)
Section : Human Resource Development:
Location : Band: Kimberley
Ref Number : NCGI 13/2020

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in 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

Core Functions:

Assist with: Rendering duties of administrative nature, which will include general administration duties as well as specific administration duties. Assist in managing the band schedule and appointments, arrangements of travelling. Liaising with stakeholder on behalf of the band.

Post : Administrative Intern (1 post)
Section : Visible Policing
Location : Youth Desk: Kimberley
Ref Number : NCGI 14/2020

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Youth Development / Social Sciences / Policing, 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: the development and review of the regulatory frameworks. Assist in managing Youth Crime Prevention Programmes initiated by SAPS on School Based Crime Prevention. Support establishment of Youth Crime Prevention Desks in the Province. Compile information notes and projects plans.

Post	: Administrative Intern (22 Posts)		
Section	: Support Services		
Location	: Alexandra Bay SAPS: Alexandra Bay	Ref Number	: NCGI 15/2020
	Mothibistad SAPS: Mothibistad	Ref Number	: NCGI 16/2020
	Batlharos SAPS: Batlharos	Ref Number	: NCGI 17/2020
	Aggeneys SAPS: Aggeneys	Ref Number	: NCGI 18/2020
	Kakamas SAPS: Kakamas	Ref Number	: NCGI 19/2020
	Kuruman SAPS: Kuruman (2 posts)	Ref Number	: NCGI 20/2020
	Hopetown SAPS: Hopetown	Ref Number	: NCGI 21/2020
	Nieuwoudtville SAPS: Nieuwoudtville	Ref Number	: NCGI 22/2020
	Keimoes SAPS: Keimoes	Ref Number	: NCGI 23/2020
	Grobblershoop SAPS: Groblershoop	Ref Number	: NCGI 24/2020
	Witdraai SAPS: Witdraai	Ref Number	: NCGI 25/2020
	Kenhardt SAPS: Kenhardt	Ref Number	: NCGI 26/2020
	Colesberg SAPS: Colesberg	Ref Number	: NCGI 27/2020
	Hartswater SAPS: Hartswater	Ref Number	: NCGI 28/2020
	Hartswater FCS: Hartswater	Ref Number	: NCGI 29/2020
	Loerisfontein SAPS: Loerisfontein	Ref Number	: NCGI 30/2020
	Delporthoop SAPS: Delporthoop	Ref Number	: NCGI 31/2020
	Deben SAPS: Deben	Ref Number	: NCGI 32/2020
	Britstown SAPS: Britstown	Ref Number	: NCGI 33/2020
	Prieska SAPS: Prieska	Ref Number	: NCGI 34/2020
	Van Zylsrus SAPS: Van Zylsrus	Ref Number	: NCGI 35/2020

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, 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 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 : Financial Services Intern (1 post)
Section : Provincial Finance
Location : Kimberley
Ref Number : NCGI 36/2020

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: 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	: Administrative Student Intern (12 posts)		
Section	: Human Resource Management		
Location	: Port Nolloth SAPS: Port Nolloth	Ref Number	: NCSI 01/2020
	Douglas SAPS: Douglas	Ref Number	: NCSI 02/2020
	Roodepan SAPS: Roodepan	Ref Number	: NCSI 03/2020
	De Aar SAPS: De Aar	Ref Number	: NCSI 04/2020
	Springbok SAPS: Springbok (2 Posts)	Ref Number	: NCSI 05/2020
	Kimberley SAPS: Kimberley	Ref Number	: NCSI 06/2020
	Rosedale SAPS: Rosedale (2 Posts)	Ref Number	: NCSI 07/2020
	Pabalelo SAPS: Pabalelo	Ref Number	: NCSI 08/2020
	Upington SAPS: Upington	Ref Number	: NCSI 09/2020
	Kathu SAPS: Kathu	Ref Number	: NCSI 10/2020

Additional Requirements:

*Be in possession of an applicable N6 certificate in in Human Resource Management / 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: 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.

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	EMAIL	ADDRESS
Northern Cape : Provincial HRD: Kimberley	Colonel Markgraaff	053 807 0110	markgraaffNC@saps.gov.za	16 Warren Street, De Beers, Kimberley
Northern Cape : Provincial HRD: Kimberley	Lt Col Van Wyk	053 807 0123	vanwykP@saps.gov.za	16 Warren Street, De Beers, Kimberley

We welcome applications from persons with disAbilities 