



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Component: Internal Audit**. 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**

**NATIONAL LEVEL: HEAD OFFICE**

The following posts are advertised for consideration in terms of the Graduate Recruitment Scheme into the South African Police Service.

**Post** : Auditor Intern (2 posts)  
**Section** : Performance Audit: Auditor  
**Location** : Head Office: Pretoria  
**Ref Number** : IA INT 01/2020

**Additional Requirements:**

- \* Be in possession of an applicable three (3) year National Diploma / Degree in Internal Audit/ B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Cost Management and Accounting, 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: attending opening conference per engagement; Conducting preliminary survey through gathering background and contextual information relevant to the audit project; Conducting a risk assessment through interview client, inspect and analyse information obtained, record results and identify high risk areas to inform audit programme relevant to the audit project; Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion; Develop findings and recommendation for the enhancement of basic controls/process by documenting finding in the required format, present findings to the project leader, discuss finding and recommend to the client, make recommendations to the project leader on possible changes to reportable items. Maintain good relations with the client before, during and after the audit in order to ensure customer satisfaction; Execute, document finding and sign off audit working papers of engagement; Use TeamMate EWP to document the audit engagement.

**Post** : Auditor Intern (2 posts)  
**Section** : Forensic Audit: Auditor  
**Location** : Head Office: Pretoria  
**Ref Number** : IA INT 02/2020

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Internal Audit/Commerce/LLB 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: Conducting of Forensic Audit/ Investigations in accordance with the investigation methodology and within the determined time frames; Drafting the report on the results of the investigation; Liaising with other State law enforcement agencies on the reported cases; Drafting progress reports to management; Performing ad hoc assignments as when requested by management; Co-ordinating the forensic audit assignments with other units within the Department, including Internal Audit; Representing the Department in the criminal or civil recovery processes; Formulation of disciplinary charges

**Post** : Auditor Intern (2 posts)  
**Section** : Information Technology Audit: Auditor  
**Location** : Head Office: Pretoria  
**Ref Number** : IA INT 03/2020

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Internal Audit/Commerce/ B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Cost Management and Accounting/ B-tech in Information technology/Information systems, 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: Conducting application controls and general controls review, system development life cycle review and governance reviews on SAPS systems and related internal controls; Developing system process flows and audit programmes; Performing audit testing as per audit procedures; Preparing draft audit findings to discuss with IT Audit management and clients. Capturing record of work performed on TeamMate; Creating, managing manual audit files and referencing evidence. Attending client meetings and capturing minutes

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : Head Office: Pretoria  
Ref Number : IA INT 04/2020

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : Gauteng Office: Pretoria  
Ref Number : IA INT 05/2020

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : Limpopo Office: Polokwane:  
Ref Number : IA INT 06/2020

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : North West Office: Potchefstroom  
Ref Number : IA INT 07/2020

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : Free State Office: Bloemfontein  
Ref Number : IA INT 08/2020

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : KwaZulu-Natal Office: Durban  
Ref Number : IA INT 09/2020

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : Western Cape Office: Cape Town  
Ref Number : IA INT 10/2020

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : Northern Cape Office: Kimberly  
Ref Number : IA INT 11/2020

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : Eastern Cape Office: East London  
Ref Number : IA INT 12/2020

Post : Auditor Intern (2 posts)  
Section : Risk Based and Compliance Audit: Auditor  
Location : Mpumalanga Office: Nelspruit:  
Ref Number : IA INT 13/2020

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Internal Audit/Commerce/ B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Cost Management and Accounting/ B-tech in Information technology/Information systems, 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: Conducting preliminary survey through gathering background and contextual information relevant to the audit project; Conducting a risk assessment through interview client, inspect and analyse information obtained, record results and identify high risk areas to inform audit program relevant to the audit project; Preparing audit manual master file relevant to the audit project; Executing audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion; Developing findings and recommendations for the enhancement of basic controls/process by documenting finding in the required format, present findings to the project leader, discuss finding and recommend to the client, make recommendations to the project leader and possible changes to reportable items. Creating audit project on TeamMate audit management system.

**Post** : Administrative Intern (2 posts)  
**Section** : Internal Audit: SCM  
**Location** : Head Office: Pretoria  
**Ref Number** : IA INT 14/2020

**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.

**Core Functions:**

\* Assist with: Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management within the Component; Administer and control distribution and utilization of physical resources.

**Post** : Administrative Intern - Finance (2 posts)  
**Section** : Internal Audit: Finance  
**Location** : Head Office: Pretoria  
**Ref Number** : IA INT 15/2020

**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.

**Core Functions:**

\*Assist with: Processing of claims; Perusal of overtime registers; Handle office inventory tasks; Handle administrative tasks regarding Finance Management; Handle telephone enquiries. finalized.

**Post** : Administrative Intern (2 posts)  
**Section** : Internal Audit: HRM  
**Location** : Head Office: Pretoria  
**Ref Number** : IA INT 16/2020

**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

**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:**

COMPONENT	NAME	CONTACT	ADDRESS
The Section Head: Corporate Support, National Head Office	Capt. Dhlamini AC Makhopochane	012 393 4524 012 393 3305	233 Opera Plaza Building: Corner Pretorius Street and Bank Lane, Pretoria IA INT

**We welcome applications from persons with disAbilities** 