



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

PROVINCIAL LEVEL: WESTERN CAPE

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

Post : Administrative Graduate Intern (16 posts)

Section : Human Resource Management

Location :

PC Personnel Management, Cape Town	(1 post)	Ref number:	WC INT 01/2020
Gugulethu	(1 post)	Ref number:	WC INT 02/2020
Harare	(1 post)	Ref number:	WC INT 03/2020
Khayelitsha	(1 post)	Ref number:	WC INT 04/2020
Provincial Detectives: Support Services	(1 post)	Ref number:	WC INT 05/2020
Thembalethu	(1 post)	Ref number:	WC INT 06/2020
Villiersdorp	(1 post)	Ref number:	WC INT 07/2020
POPS, Cape Town	(1 post)	Ref number:	WC INT 08/2020
Beaufort West	(1 post)	Ref number:	WC INT 09/2020
Bellville FCS	(1 post)	Ref number:	WC INT 10/2020
Brackenfell	(1 post)	Ref number:	WC INT 11/2020
George	(1 post)	Ref number:	WC INT 12/2020
Hermanus	(1 post)	Ref number:	WC INT 13/2020
Langebaan	(1 post)	Ref number:	WC INT 14/2020
Provincial HRDC George	(1 post)	Ref number:	WC INT 15/2020
Provincial HRDC Faure	(1 post)	Ref number:	WC 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: Handle and maintain all HRM related functions; Update leave registers and leave system; Process leave applications; Maintain a filling system; with nominations and call up instructions with regards to training and skills development of members; Ensure that the Training Committee convene; Receive and register disciplinary and grievance enquiries of members; Maintain all HRM registers; Receive and process transfer applications; Assist with the Performance Enhancement Process and verify information on the SAPS systems; Recruitment and selections process; Service terminations and ill health documentation.

Post : Administrative Student Intern (32 posts)

Section : Human Resource Management

Location:

PC HRD Support	(1 post)	Ref number:	WC INT 17/2020
Cape Town Central	(1 post)	Ref number:	WC INT 18/2020
Genadendal	(1 post)	Ref number:	WC INT 19/2020
Lingeletu West	(1 post)	Ref number:	WC INT 20/2020
Oudtshoorn	(1 post)	Ref number:	WC INT 21/2020
Bishop Lavis	(1 post)	Ref number:	WC INT 22/2020
Steenberg	(1 post)	Ref number:	WC INT 23/2020
Tulbagh	(1 post)	Ref number:	WC INT 24/2020
Wolseley	(1 post)	Ref number:	WC INT 25/2020
Mowbray SAPS	(1 post)	Ref number:	WC INT 26/2020
Bellville	(1 post)	Ref number:	WC INT 27/2020
Cape Town Central Detectives	(1 post)	Ref number:	WC INT 28/2020
Khayelitsha FCS	(1 post)	Ref number:	WC INT 29/2020
Khayelitsha	(1 post)	Ref number:	WC INT 30/2020
Kraaifontein	(1 post)	Ref number:	WC INT 31/2020
Lingeletu West	(1 post)	Ref number:	WC INT 32/2020
Malmesbury	(1 post)	Ref number:	WC INT 33/2020
McGregor CID	(1 post)	Ref number:	WC INT 34/2020
Mitchells Plain	(1 post)	Ref number:	WC INT 35/2020
Nyanga FCS	(1 post)	Ref number:	WC INT 36/2020
Nyanga	(1 post)	Ref number:	WC INT 37/2020
Nyanga: CID	(1 post)	Ref number:	WC INT 38/2020
Parow Visible Policing	(1 post)	Ref number:	WC INT 39/2020
Philippi SAPS	(1 post)	Ref number:	WC INT 40/2020
Philippi East	(1 post)	Ref number:	WC INT 41/2020
Prince Alfred Hamlet	(1 post)	Ref number:	WC INT 42/2020
Beaufort West	(1 post)	Ref number:	WC INT 43/2020
Vredenburg	(1 post)	Ref number:	WC INT 44/2020
Samora Machel	(1 post)	Ref number:	WC INT 45/2020
Worcester	(1 post)	Ref number:	WC INT 46/2020
Conville	(1 post)	Ref number:	WC INT 47/2020
Gugulethu	(1 post)	Ref number:	WC INT 48/2020

Additional Requirements:

* Be in possession of an applicable N6 Certificate in Human Resource Management / Public Management, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

Core Functions:

* Assist with: Handle and maintain all HRM related functions; Update leave registers and leave system; Process leave applications; Maintain a filling system; with nominations and call up instructions with regards to training and skills development of members; Ensure that the Training Committee convene; Receive and register disciplinary and grievance enquiries of members; Maintain all HRM registers; Receive and process transfer applications; Assist with the Performance Enhancement Process and verify information on the SAPS systems; Recruitment and selections process; Service terminations and ill health documentation.

Post : Administrative Student Intern (1 post)

Section : HRD Provisioning

Location : Provincial HRD Provisioning

Ref number: WC INT 49/2020

Additional Requirements:

* Be in possession of an applicable N6 Certificate in Office Management, Public Administration or Office Administration, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post. (A letter from the institution must be attached).

Core Functions:

*Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases of training interventions, attending meetings, taking and typing of minutes; Assist with nominations and call up instructions with regards to training plan and skills development of members. Be exposed to procurement process for training interventions

Post : Administrative Graduate Intern (1 post)

Section : HRD Skills Development

Location : Provincial HRD Skills Development

Ref number: WC INT 50/2020

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Office Management, Public 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. Be computer literate.

Core Functions:

*Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases as per National Projects (bursaries, Recognition of Prior Learning and Internship) attending meetings, taking and typing of minutes; Assist with Skills Audit with regards to training and skills development of members. Ensure that the Training Committee convene.

Post : Administrative Graduate Intern (1 post)
Section : HRD Monitoring and Evaluation
Location : Provincial HRD Monitoring and Evaluation **Ref number: WC INT 51/2020**

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Office Management, Public 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. Be computer literate.

Core Functions:

*Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases for Assessors and Moderators, attending meetings, taking and typing of minutes; Assist with monitoring and evaluation of programmes on Training Plan,

Post : Administrative Graduate Intern (6 posts)
Section : Detective Services
Location :

Provincial Detectives: Commercial Crime	(1 post)	Ref number: WC INT 52/2020
Provincial Command Centre	(1 post)	Ref number: WC INT 53/2020
Provincial Detectives Crime Investigation	(1 post)	Ref number: WC INT 54/2020
Provincial Detectives: FCS Investigation	(1 post)	Ref number: WC INT 55/2020
Provincial Detectives: Organized Crime	(1 post)	Ref number: WC INT 56/2020
Provincial Detectives: Specific Crime	(1 post)	Ref number: WC INT 57/2020

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Office Management, Public 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. Be computer literate.

Core Functions:

*Assist with: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases for inspections, attending meetings, taking and typing of minutes; Feedbacks to National / Provincial Office regarding crime statistics, Update database for detectives in province, as well development of each member

Post : Administrative Graduate Intern (9 posts)
Section : Support Services: Supply Chain Management
Location :

Cape Town Central: Loss Management	(1 post)	Ref number: WC INT 58/2020
Cape Town Central (SCM)	(1 post)	Ref number: WC INT 59/2020
Oudtshoorn	(1 post)	Ref number: WC INT 60/2020
Steenberg	(1 post)	Ref number: WC INT 61/2020
POPS Cape Town	(1 post)	Ref number: WC INT 62/2020
Ceres SAPS	(1 post)	Ref number: WC INT 63/2020
Provincial Inspectorate	(1 post)	Ref number: WC INT 64/2020
Provincial Personnel Management: EHW	(1 post)	Ref number: WC INT 65/2020
Mowbray SAPS	(1 post)	Ref number: WC INT 66/2020

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: the rendering of general office administration services and support; Administering Supply Chain Management and Logistical Matters example vehicle logbooks, licenses of vehicles, quotations for expendable items and updating registers

Post **Administrative Intern (2 posts)**

Section: **Crime Registrar**

Location:

PC Crime Registrar - Statistics and Research (1 post)

Ref number: WC INT 67/2020

PC Crime Registrar - Quality Assurance (1 post)

Ref number: WC INT 68/2020

Additional requirements:

Be in possession of an applicable Degree in the following: Criminology / Social Science / Policing which is recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or any relevant qualification in the field of the post. *Data Analysis course / module will be an added advantage.*

Core Functions

Assist with: Studying of the Crimes around the Province; the causes of crime around the Province's precinct, Study the impact / effects of crime around the area; Analyse the data to determine why the crime was committed and find ways to - Predict-Detect and prevent further criminal behaviour.

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/ DIVISION/ COMPONENT	NAME	CONTACT	EMAIL	ADDRESS
Western Cape : Provincial Office	Capt Greeff Cst Adams	021 4096639 021 4096637	WC:Prov HRD Skills Development	<p>Customs House Heerengracht Street Foreshore Second Floor Room 236 Cape Town</p> <p>Postal Address: SAPS: Prov HRD: SDF Private Bag X9004 Cape Town 9000</p>

We welcome applications from persons with disAbilities 