



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12-month Graduate Recruitment Scheme at **Component Auxiliary Services**. 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 or equivalent (NCV L4)
- *Must have no previous criminal conviction(s) or case(s) pending
- *Applicants must be unemployed, never employed in the field of the advertised post, and never participated in an internship programme in the relevant field of the post
- *Applicants must be residents of the Province where the post is advertised
- *Applicants are restricted to apply for only three (3) posts (complete a separate application form for each post reference number)

Intern categories with minimum requirements:

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

NB: STIPEND FOR THIS CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER: HUMAN RESOURCE DEVELOPMENT: SOUTH AFRICAN POLICE SERVICE

COMPONENT AUXILIARY SERVICES: HEAD OFFICE

The following posts are advertised to be considered as part of the Graduate Recruitment Scheme in the South African Police Service.

Post: Graduate Administrative intern (1 post)
Section: Support Services (Human Resource Management)
Location: Head Office, Component Auxiliary Services, Pretoria

Ref Number: AS INT 01/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Personnel Management / Public Management and Administration / Office Management, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

Core Functions:

* Assist with Maintaining leave record registers and files; *Render administrative duties pertaining to human resources regarding data integrity; *Render administrative duties pertaining to human resources regarding personnel management-related functions; *Render administrative duties pertaining to human resources regarding human resource-utilization-related functions; *Render administrative duties pertaining to human resources regarding human resource development; *Recruitment, hired and oversee all staff, managing job interviews, conducting exit interviews and leading on boarding sessions.

Post: Financial Administrative Graduate Intern (1 post)
Section: Support Services (Financial Management)
Location: Head Office, Component Auxiliary Services, Pretoria

Ref Number: AS INT 02/2024

Additional Requirements:

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

Core Functions:

*Assist with registering correspondence and all related accounting transactions; *Compiling monthly payroll certificates *Assisting in verification of overtime claims; *Ensuring the safekeeping of all transactions supporting documents; *Recovering departmental debts within SAPS; *Budgeting and Expenditure; *Administration of landline, *3G and landline telephone accounts including TMS; *Administration of losses.

Post: Administrative Graduate Intern (1 post)
Section: Support Service (Supply Chain Management)
Location: Head Office, Component Auxiliary Services, Pretoria

Ref Number: AS INT 03/2024

Additional Requirements:

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

Core Functions:

* Assist with rendering Logistical Support functions for Component Auxiliary Services. Administer Vehicle Fleet for the Component Auxiliary Services. Administer Moveable Government Property for the Component. Administer Central Supplier Database for the Component. Administer rotation of Suppliers. Administer Procurement and Provisioning of physical resources for the Component. Administer losses for the Component with respect of vehicles and general losses

Post: Administrative Graduate Intern (1 post)
Section: Records Management (Information Management)
Location: Head Office, Component Auxiliary Services, Pretoria

Ref Number: AS INT 04/2024

Additional Requirements:

* Be in possession of an applicable four (4) year Degree in Bachelor of Laws recorded on the National Learner Record Database (NLRD) on at least NQF 8 or higher level.

Core Functions:

*Assist in rendering administrative support to the Sub-section: Information Management by – Dispatching and receiving documents to and from the sub-section. Administering the use and maintenance of the photocopier and fax machine used by the sub-section. Coordinating and preparing training material for information sessions and workshops. Receipt and recording of

monthly PAIA returns. *Assist with the implementation of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) * Assisting with interventions in requests for access to records or internal appeals.

Post: Graduate Intern (1 post)
Section: Miscellaneous Section (Information Management)
Location: Head Office, Component Auxiliary Services, Pretoria

Ref Number: AS INT 05/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma/Degree in Public Administration/ Public Sector Management / Office Administration recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

* Assist with Administering of Telephone Management System* Updating of the SAPS Telephone Directory* Operate switchboard telecommunication equipment* Maintain the switchboard.

GENERAL:

- Only the official application form for the Graduate Recruitment Scheme programme (**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.**
- A Curriculum Vitae must be submitted together with the application form
- Uncertified copies of an applicant's ID document, Senior Certificate, and all post-school educational qualifications obtained must also be submitted and attached to every application. No faxed or e-mailed applications will be considered ***only a certificate of qualifications will be accepted, with a statement of results attached.**
- All short-listed candidates will be subjected to fingerprint screening.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **2024-05-17**
- 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.
- Recommended candidates will be expected to sign a 12-month internship contract.
- The Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

ENQUIRIES:

Colonel E Van Zyl: Tel no. (012) 393 1021

PPO KS Modishane: Tel no. (012) 393 1023

APPLICATIONS POSTED:

The Section Commander: Support Services

Component Auxiliary Services
Private Bag X94
Pretoria, 0001.

(For attention PPO KS Modishane)

APPLICATIONS HAND-DELIVERED:
231 Pretorius Street.
Wachthuis Building
Pretoria
0001

We welcome applications from persons with disAbilities

