



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at the **Office of the National Commissioner: Corporate Support**. 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** relevant to the field of the post;
- \*Applicants are restricted to applying 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).

**Student Intern:** Practical experience required by the Tertiary Institution in order for learners to finalise their qualification (**letter from the Institution not older than two (2) years 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.

**COMPONENT: CORPORATE COMMUNICATION AND LIAISON**

**Post: IsiZulu Language Practitioner Intern (1 Post)**

**Section: Internal Communication**

**Location: Head Office, Pretoria**

**Ref Number: CCL INT 01/2024**

**Additional Requirement**

\*Be in possession of a three (3) year National Diploma / Degree in Language Practice / Applied Linguistics, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Translation of documents from English into IsiZulu and vice versa; \*Editing and proofreading of IsiZulu documents; \*Interpreting from IsiZulu into English and vice versa; \*Transcribing of information recorded in IsiZulu and English only and the development of IsiZulu and English terminology list.

**Post: Camera Operator (2 Posts)**

**Section: Publication and Broadcast Communication**

**Location: Head Office, Pretoria, Gauteng**

**Ref Number: CCL INT 02/2024**

**Additional Requirements:**

\*Be in possession of a National Diploma / Degree in Video Production/ Communication Science, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Operate video camera and related equipment to originate video material for broadcast purposes.  
\*Maintain camera and related equipment and production administrative duties. \*Record video and audio material for When Duty Calls and other special projects and inserts and include the planning and development of the visual presentation of the inserts. \*Creatively Filming SAPS events and recording audio material to be edited and packaged for broadcasts. \*Filming live events using the SAPS live broadcast equipment. \*Ensuring steady and controlled camera movements while filming life events as per filming standards and guidelines, Ensuring camera is set up timeously.

**Post:** Film and Television Intern (1 Post)  
**Section:** Publication and Broadcast Communication  
**Location:** Head Office, Pretoria **Ref Number:** CCL INT 03/2024

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Film and Television studies / Film Production / Film and Media Productions: Digital media and Informatics Stream / Film and Media Production – Screen Production/ Motion Art, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with \*Shooting requests from production companies; \*Liaise with production companies regarding the progress and or outcome of their request; \*Ensure that members requested to assist with shoots are informed of the shooting schedule; \*Keep and maintain a register of requests versus shoots; \*Always ensure at shoots that SAPS Standards and procedures are strictly adhered to; \*Monitor television programmes where SAPS is projected in storylines; \*Administrative support duties.

**Post:** Marketing & Advertising Intern (1 Post)  
**Section:** Marketing and Stakeholder Relations  
**Location:** Head Office, Pretoria **Ref Number:** CCL INT 04/2024

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Communication Science, Marketing, and Advertising, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Various media schedules of events through Government Communication Information Systems (GCIS); \*Be able to liaise and communicate with GCIS for upcoming events; \*To assist in the management of marketing operations under the supervision of a marketing manager; \*To prepare proposals, hosting events and researching marketing trends within SAPS; \*Be able to operate with other aspects of the department such as protocol and events; \*Be willing to travel and work under pressure.

**Post:** Graphic Design Intern (1 post)  
**Section:** Marketing and Stakeholder Relations  
**Location:** Head Office, Pretoria **Ref Number:** CCL INT 05/2024

**Additional Requirements:**

\*Be in possession of a Diploma / Degree (NQF level 6/7/8) in Graphic Design recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with meeting clients to discuss the business and design objectives and requirements of the job. Interpreting the client's business needs and developing a concept to suit their purpose. Estimating the time required to complete the work. Think creatively to produce 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

**COMPONENT: ORGANISATIONAL DEVELOPMENT**

**Post:** Work Study Intern (4 Posts)

**Section:** Organisational Development

**Location:** Head Office, Pretoria

**Ref Number:** OD INT 01/2024

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Management Services, Work study / Organizational Development / Industrial Engineering / Operational Management / Production Management, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with \*Providing assistance in developing and maintaining efficient functional, organisational, and post structures based on the principle of structure follows strategy; \*Development and maintenance of organisational, functional, and post structures for police stations, and an application to calculate the Theoretical Human Resources Requirements (THRR) for police stations; \*Development of Business process re-engineering of existing and future business processes and procedures, and design and review forms and registers according to business processes.

**COMPONENT: RESEARCH**

**Post:** Assistant Research Intern (3 Posts)

**Component:** Research

**Location:** Head Office, Pretoria

**Ref Number:** RS INT 01/2024

**Additional Requirements:**

\*Be in possession of a B-Tech / Honours Degree in the field of Law Enforcement / Psychology / Industrial Psychology / Organisational Behaviour / Industrial Relations / Sociology / Criminology, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Qualitative and Quantitative research methodologies in research projects; \*other different methods of data collection and analysis; \*Conducting and analysing literature reviews; \*Maintain accurate records of interviews; \*Safeguarding the confidentiality of research subjects as necessary.

**Post:** Administrative Intern (1 Post)  
**Section:** Management Information Strategic Planning  
**Location:** Head Office, Pretoria **Ref Number:** RS INT 02/2024

**Additional Requirements:**

\*Be in possession of a three (3) year Diploma/ Degree registered on the National Learner Record database on at least an NQF level 6 or higher in Policing, Business Administration, Administration Management, Public Management and Administration, or any relevant qualification recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with \*General administration which includes arranging and preparing for meetings, taking minutes, sending invitations, and arranging for refreshments; \*Registering of all incoming and outgoing correspondence; \*Render administrative duties pertaining to human resource, finance, supply chain-related duties; \*Assist in the arrangement of all traveling and accommodation needs; \*Update and manage phone calls, emails and maintaining a filing system.

**COMPONENT: STRATEGIC MANAGEMENT**

**Post:** Monitoring and Evaluation Intern (1 Post)  
**Section:** Organisational Performance Monitoring  
**Location:** Head Office, Pretoria **Ref Number:** SM INT 01/2024

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma in Strategic Management / Office Administration/Management and related studies recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with the compilation of Reports; \*Assist with the compilation of the presentations; \*Assist with quality assurance of reports/presentations; \*Assist with all administration duties relating to the Section: Monitoring and Evaluation; \*Assist in the office of the Section Head: Monitoring and Evaluation with the following duties; \*Planning and updating the diary entries and booking of the meetings of the Section Head; \*Render Secretarial support functions to the office of the Section Head; \*Inform scheduled meetings in the diary to the Section Head; \*Organising and securing venues for meetings as per request of the Section Head; \*Assist with ad-hoc requests as and when necessary.

**Post:** Monitoring and Evaluation Intern (1 Post)  
**Section:** Performance Evaluation and Assessment  
**Location:** Head Office, Pretoria **Ref Number:** SM INT 02/2024

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Strategic Management/ Office Management/ Administration (with Research as a module or Subject) Policing (with Strategic Management as a module), recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with Conducting of evaluations; \*Conducting research regarding the relevant topic at hand; \*Arrange work sessions; \*Assist with developing of evaluation Concept Notes and Improvement Plan; \*Analysis and interpretation of key government policies/prescripts/legislation that impact on the strategic direction of the SAPS for the review of the three-year rolling Departmental Evaluation

Plan; \*Assist with compiling reports and presentations, \*Administration regarding the facilitation and coordination for an evaluation system for the SAPS; \*Assist in the Section Head: Monitoring and Evaluation with the following duties: Planning and updating the diary entries and booking of the meetings, \*Render Secretarial support functions to the office of the Section Head; \*Inform scheduled meetings in the diary to the Section Head; \*Organising and securing venues for meetings as per request of the Section Head; \*Assist with ad-hoc requests as and when necessary-

## **COMPONENT: RISK AND INTEGRITY MANAGEMENT**

**Post: Risk Management Practitioner Intern (2 Posts)**

**Section: Risk Management**

**Location: Head Office, Pretoria**

**Ref Number: RIM INT 01/2024**

### **Additional Requirements:**

A three (3) year National Diploma / Bachelor's Degree in Risk Management / Internal Auditing / Cost and Management Accounting / Finance / Business Continuity Management recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

### **Core Functions:**

\*Assist with the coordination, development, implementation, monitoring and review of the Risk Management and Business Continuity Management Framework; \*Assist with the facilitation of strategic, operational, fraud and ethics including ad-hoc risk assessments at Division/Components/Provinces for the SAPS; \*Assist with the facilitation of risk response plans for Divisions/Components/Provinces; \*Assist with the facilitation of risk treatment of the identified key risks and identification of emerging risks; \*Assist with the facilitation of the Business Continuity and disaster management initiatives for the SAPS; \*Assist with the facilitation for updating Business Continuity Plans of the Divisions/Components/Provinces; \*Assist with the coordination and testing of all BCPs; \*Compile an assurance map and assess the level of assurance provided; \*Assist with the facilitation of quarterly risk management reports for the relevant committees; \*Assist with the facilitation and the functioning for the governance structures within the Section; \*Assist with the promotion of risk and business continuity management awareness culture throughout the SAPS through communication and training programmes; Maintain and provide support on the Risk Management System.

**Post: Integrity Management Practitioner Intern (2 Posts)**

**Section: Integrity Management**

**Location: Head Office, Pretoria**

**Ref Number: RIM INT 02/2024**

### **Additional Requirements:**

A three (3) year National Diploma / Bachelor's Degree in Public Administration / Public Management / Human Resource Management / Internal Audit / Risk Management / Forensic Investigation / Law and Policing recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

### **Core Functions:**

\*Assist with the administering and processing of Financial Disclosures application for all categories in SAPS; \*Assist with the administering and processing of Other Remunerative Work Outside the SAPS applications for all employees; \*Assist with the administering the submission and analysis of financial declarations by all designated categories; \*Assist with the administering of Integrity Assessment and Life Style Audits pertaining to SAPS employees; \*Assist with the analysis of trends on unethical conduct, fraud and corruption; \*Assist with the compilation of the Declaration of Interest Registers inclusive of analysis of the Gift Register, Donations, cases pertaining to conflict of interest and cases received through protective disclosure; \*Assist with the conducting of investigations of

reported cases of ethical breaches and conflict of interest of employees in the South African Police Service; \*Assist with the administering of unethical behaviour cases resolutions through investigation as well as monitoring and reporting on ethics related matters; \* Assist with the compilation of investigation reports; \*Assist with all administration duties pertaining to the Ethics Committee; \*Assist to respond to reports received from oversight bodies; \* Assist with the administering of ethics programmes inclusive of ethics advocacy, education and awareness; \*Assist with the administering communication of ethics initiatives; \*Assist with the administering of compliance to SAPS code of conduct and programmes to ensure the maintenance of ethics in SAPS; \*Administer the maintenance of the Case Management System.

#### **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:**

Lieutenant Colonel MS Mmamadisha: Tel no. (012) 407 0436  
PO MP Kgaloshi, PO T Nkunkwana, (012) 407 0436

#### **APPLICATIONS POSTED:**

The Section Head: Corporate Support  
South African Police Service,  
Private Bag X 94, Pretoria, 0001.

**(For attention Lieutenant Colonel MS Mmamadisha)**

#### **APPLICATIONS HAND-DELIVERED TO:**

The Section Head: Corporate Support, **421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, South African Police Service, Pretoria.**

(Application must be dropped into the box available at the reception area).

**We welcome applications from persons with disAbilities**

