



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve-month graduate’s scheme programme in **Free State Province**. The graduate scheme programme is part of the National Human Resource 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 must be residents of the Province where the post is advertised
- *Applicants are restricted to applying 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

Student Intern: Practical experience is required by the tertiary institution for the learner to finalise his/her qualification ((letter from the Institution not older than two (2) years must be attached))

NB: Stipend for each category will be as determined by the Divisional Commissioner Human Resource Development: South African Police Service

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

<p>Post: Graduate Administrative Intern (22 posts)</p> <p>Section: Operational Crime Analysis</p> <p>Location: Provincial OCC</p> <p>Parkweg</p> <p>Thabong</p> <p>Bloemspruit</p> <p>Phuthaditjhaba</p> <p>Botshabelo</p> <p>Zamdela</p> <p>PC Inspectorate</p> <p>Bethlehem</p> <p>Boithuso</p> <p>Kroonstad</p> <p>Bohlokong</p> <p>Theunissen</p> <p>Maokeng</p> <p>Sasolburg</p> <p>Mangaung</p> <p>Selosesha</p> <p>Bothaville</p> <p>Bloemfontein Provincial Office FCS</p> <p>Ficksburg</p> <p>Harrismith</p> <p>Namahadi</p>	<p>Ref no:</p> <p>FS INT 01/2024</p> <p>FS INT 02/2024</p> <p>FS INT 03/2024</p> <p>FS INT 04/2024</p> <p>FS INT 05/2024</p> <p>FS INT 06/2024</p> <p>FS INT 07/2024</p> <p>FS INT 08/2024</p> <p>FS INT 09/2024</p> <p>FS INT 10/2024</p> <p>FS INT 11/2024</p> <p>FS INT 12/2024</p> <p>FS INT 13/2024</p> <p>FS INT 14/2024</p> <p>FS INT 15/2024</p> <p>FS INT 16/2024</p> <p>FS INT 17/2024</p> <p>FS INT 18/2024</p> <p>FS INT 19/2024</p> <p>FS INT 20/2024</p> <p>FS INT 21/2024</p> <p>FS INT 22/2024</p>
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Additional requirement

* Be in possession of an applicable three (3) year National Diploma / Degree in Criminology/ Policing and Social Science recorded on the National Learner Record Databases (NLRD) on at least NQF 6 or higher or relevant qualification in the field of the post. Expert in the scientific study of criminals. Data analysis modules/courses will be an added advantage. Computer literacy will be an added advantage

Core Function:

Assist with: studying Crime around the Station precinct. Study the causes of crime around the Station precinct. Study the impact/effects of crimes in the area. Analyze the data to determine why the crime was committed and find a way to predict, detect, and prevent further criminal behavior.

Post:	Motor Mechanic Intern (petrol/Diesel Mechanic) (10 Posts)	Ref no:
Section:	Mechanical Services: SAPS Garages	FSINT 23/2024
Location:	Park Road Garage	FSINT 24/2024
	Thaba Nchu Garage	FSINT 25/2024
	Ladybrand Garage	FSINT 26/2024
	Welkom Garage	FSINT 27/2024
	Bethlehem Garage	FSINT 28/2024
	Phuthaditjhaba Garage	FSINT 29/2024
	Phillipolis Garage	FSINT 30/2024
	Kroonstad Garage	FSINT 31/2024
	Sasolburg Garage	FSINT 32/2024
	Mafube Garage	

Additional requirement

*Be in possession of N2 in Motor Mechanic/Mechanical Engineering or N3 in Motor Mechanic/Mechanical Engineering/ NCV level 4 in Motor Mechanic/Diesel Mechanic

Core Function:

Assist with: Performing quality and cost effective repairs and maintenance of SAPS vehicles. Ensure a clean and safe working environment. Diagnose, strip and determine the parts required for services and repairs. Complete parts request list for the part required per vehicle. Complete job cards with regards to work done and actual time taken. Ensure the safekeeping of tools and equipment. Comply with Occupational Health and Safety Act (Act 83 of 1995).

Post:	Graduate Financial Administrative Intern (3 Posts)	Ref No:
Section:	Expenditure, Budget, and Accounting	FS INT 33/2024
Location:	Bloemfontein Provincial Office Finance	FS INT 34/2024
	Phuthaditjhaba HRDC	FS INT 35/2024
	Thabong	

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in B.Com Accounting, Cost and Management Accounting, Financial Management, and Auditing recorded on the National Learner Record Databases (NLRD) on at least NQF 6 or higher or relevant qualification in the field of the post

Core Function:

*Assist with the Processing of claims and Standing Advances. Administer the budget and coordination of the expenditure of the business unit. Administer and monitor financial claims, payments, standing advances debts, and administrative processes. Assist with overtime remunerations and allowances. Check telephone accounts and payments thereof. Compile and submit Early Warning System (EWS).

Post: Graduate Administrative Intern (9 posts)
Section: Human Resource Management
Location: Provincial HRM (2 Posts)
Mangaung
Thaba Nchu
Welkom
Bainsvlei
Thabong
PO HRD (2 Posts)

Ref No:
FS INT 36/2024
FS INT 37/2024
FS INT 38/2024
FS INT 39/2024
FS INT 40/2024
FS INT 41/2024
FS INT 42/2024

Additional requirement:

*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management/ Public Management /Business Administration recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher. *Computer Literacy will be an added advantage

Core Function:

*Assist with performing general administration. * Manage confidential documents. *Administer brought forward files and coordinated target dates for correspondences.* Capturing of leave registers and personal files. *General filing of all HRM correspondences. *Taking minutes at HRM meetings.

Post: Graduate Administrative Intern (1 post)
Section: Supply Chain Management
Location: Park Road

Ref No:
FS INT 43/2024

Additional requirement:

*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management/Logistics/ Procurement Management recorded on the National Learner Record Databases (NLRD) on at least NQF 6 or higher or relevant qualification in the field of the post

Core Function:

*Assist with compiling day-to-day maintenance reports on maintenance of vehicles, offices, and all SAPS properties in the business unit. *Ensure vehicle logbooks are completed and up to date. *Assist with all Demand Management and MGP-related tasks. *Assist with Acquisition Management and obtain and update the supplier's database. *Administer all logistical matters.

Post: Student Administrative Intern (10 posts)
Section: Human Resource Management
Location: Clocolan
Wesselsbron
Odendaalsrus
Allanridge
Phuthaditjhaba HRDC (2 Posts)
Boithuso HRDC
Warden
Soutpan
Gariepdam

Ref No:
FS INT 44/2024
FS INT 45/2024
FS INT 46/2024
FS INT 47/2024
FS INT 48/2024
FS INT 49/2024
FS INT 50/2024
FS INT 51/2024
FS INT 52/2024

Additional requirement:

*Be in possession of N6 in HRM/Management Assistant /Public Management /Office Management (18 months) theoretical studies at a TVET / other college and in need of practical experience to obtain qualifications.

Core Function:

Assist with handling and maintaining all HRM/administrative-related functions. Update leave registers and leave the system. Process leave applications. Maintain a filing system. Assist with nominations and call-up instructions with regard to training and skills development of members. Ensure that the Training committee convenes. Receive and register disciplinary and grievance inquiries. Maintain all HRM

registers. Receive and process transfer applications. Assist with the PEP process and verify information on the Persal/Persap system. Assist with recruitment and selection processes. Process service termination and ill health documentation. Assist with all admin-related functions including registry and archive functions.

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.
- **Uncertified copies of an applicant's ID document, National Senior Certificate, and all post-school educational qualifications with a statement of results obtained must also be submitted and attached to every application.** 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 **2024-05-17**.
- 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 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.
- Recommended candidates will be expected to sign a 12-month Internship Contract.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

Applications Must Be Posted To:

ATT: Col Thulo/LT Col Heilbron / Sgt Thota/SAC Tobo

Private Bag X20501

BLOEMFONTEIN

9300

Hand Delivered To:

Col Thulo /LT Col Heilbron /SAC Tobo

TAB Building (3rd Floor)

Corner Charles and East Burger Str

BLOEMFONTEIN

9300

Enquiries Can Be Directed To

Col Thulo / Lt Col Heilbron / Sgt Thota /SAC Tobo (051) 4117839/45/47

We welcome applications from persons with disAbilities

