



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **North West 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 / 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
- * Applicants must be residents of the Province where the post is advertised
- * Applicants are restricted to apply for only three (3) posts and complete a separate application forms for each post reference number.

Intern categories with minimum requirements:

Graduate Intern: Tertiary Qualification is required

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.

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

Post:	Graduate Administrative Intern (5 Posts)	
Section:	Supply Chain Management	
Location:	Brits	Ref Number: NW-INT 01/2024
	Mahikeng	NW-INT 02/2024
	Rustenburg	NW-INT 03/2024
	Klerksdorp	NW-INT 04/2024
	PC HRD	NW-INT 05/2024

Additional Requirements:

*Be in possession of a 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. *Computer Literacy will be an added advantage.*

Core Functions:

*Assist with: *Monitoring, planning and executing both capital and repairs and renovation projects;; *Ensuring that the supplier database is maintained and suppliers are rotated; *Ensuring the National Transversal term contracts, Specific Period Contract and ad-hoc Contracts are maintained;; *Ensuring that suppliers are paid on time; *Maintaining procurement of fleet management; *Management and administration of procurement, stocktaking, accounting and the disposal of movable fixed assets.

Post:	Graduate Administrative Intern (22 Posts)	
Section:	Social Crime Prevention (Youth Crime Prevention)	
Location:	Rustenburg	Ref Number: NW-INT 06/2024
	Ikageng	NW-INT 07/2024
	Klerksdorp	NW-INT 08/2024
	Potchefstroom	NW-INT 09/2024
	Brits	NW-INT 10/2024
	Jouberton	NW-INT 11/2024
	Mahikeng	NW-INT 12/2024
	Boitekong	NW-INT 13/2024
	Mmabatho	NW-INT 14/2024
	Lichtenburg	NW-INT 15/2024
	Mogwase	NW-INT 16/2024
	Tlhabane	NW-INT 17/2024
	Phokeng	NW-INT 18/2024
	Mooinooi	NW-INT 19/2024
	Taung	NW-INT 20/2024
	Ventersdorp	NW-INT 21/2024
	Vryburg	NW-INT 22/2024
	Letlhabile	NW-INT 23/2024
	Wolmaransstad	NW-INT 24/2024
	Lichtenburg	NW-INT 25/2024
	Lomanyaneng	NW-INT 26/2024
	Khuma	NW-INT 27/2024

Additional Requirements:

Have an applicable three (3) year National Diploma / Degree in Youth Development / Social Sciences /Human Resource Development/ Policing, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

Core Functions:

Assist with: the development and review of the regulatory frameworks. Assist in managing Youth Crime Prevention Programmes initiated by SAPS on School-Based Crime Prevention. Support establishment of Youth Crime Prevention Desks. Compile information notes and projects plans. Conduct station/office compliance visits and compile feedback reports. Consolidate monthly and quarterly reports.

Post:	Graduate Administrative Intern (Cimac) (7 Posts)	
Section:	Crime Information Management Analysis Centre	
Location:	Brits	Ref Number: NW-INT 28/2024
	Klerksdorp	NW-INT 29/2024
	Mahikeng	NW-INT 30/2024
	Potchefstroom	NW-INT 31/2024
	Rustenburg	NW-INT 32/2024
	Jouberton	NW-INT 33/2024
	Hartbeespoortdam	NW-INT 34/2024

Additional Requirements:

Be in possession of Diploma/Degree in Criminology/Policing recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Data Analysis course/module will an added advantage.

Core Functions:

*Assist with Compile daily crime report. *Updating hotspots and Crime Metrix product. *Crime analysing and determining the casual factors of crimes and provide measures to be applied. *Crime scene visits and environmental survey product, specifically of priority crimes. *Compile modus operandi and crime linkages

Post: Legal Administrative Intern (2 Posts)
Section: Legal Services
Location: PC – Potchefstroom Legal Office. Ref Number: NW INT 35/2024
PC– Potchefstroom Legal Office Ref Number: NW-INT 36 /2024

Additional Requirements:

Be in possession of a three (3) years Diploma/Degree in LLB/Law, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core functions:

*Assist with: *Administration duties with regard to the effective handling of labour litigation matters.
*Administration duties in relation to eviction, general and discipline matters/files referred for legal opinion. *Render administration duties to the Provincial Head Legal Services.

Post: Graduate Administrative Intern (1 Post)
Section: Human Resource Development (Skills Development Facilitator)
Location: PC: Potchefstroom Ref Number: NW INT 37/2024

Additional Requirements:

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

Core Functions:

*Assist with receiving data of intern's files and ensure monthly updates, receiving bursary and intern applications, screening bursary and intern applications, capturing on database and open file of individual applications; Compile monthly and quarterly reports on the performance of interns. Secretarial duties during all relevant committee meetings; Extraction of training needs, a compilation of the Training Provisioning Plan; Co-ordination of training courses

Post: Administrative Student Intern (2 Posts)
Section: Provincial Inspectorate
Location: PC: Potchefstroom Ref Number: NW INT 38/2024
PC: Potchefstroom Ref Number: NW INT 39/2024

Additional Requirements:

*Be in possession of an N6 certificate in Human Resource Management / Public Administration. Need practical experience to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. Computer Literacy will be an added advantage.

Core Functions:

Assist with receiving data of complaint files and ensure monthly updates, receiving complaints against the police and update feedback received, screening complaints and capturing on database and open file of individual complaints; compile monthly and quarterly reports on the finalization of complaints against police. Co-ordination of office duties and HRM functions

Post: Graduate Intern (1 Post)
Section: Graphic Design
Location: PC: Potchefstroom Ref No: NW INT 40/2024

Additional Requirements:

Be in possession of a three (3) years National Diploma/Degree in Graphic Design, recorded on the National Learner Record Database (NLRD) 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 requirements,; Use innovation to redefine and design brief within the constraints of cost and time; Present finalized 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 the layouts and artwork pages ready for print; *Keep abreast of emerging technologies in new media; mainly design programs such as InDesign, Illustrator, Photoshop, and Acrobat. Develop interactive

Post:	Motor Mechanic Intern (Petrol/Diesel Mechanic) (5 Posts)		
Section:	Mechanical Services: SAPS Garages		
Location:	Brits	Ref Number:	NW-INT 41/2024
	Mahikeng		NW-INT 42/2024
	Rustenburg		NW-INT 43/2024
	Klerksdorp		NW-INT 44/2024
	Potchefstroom		NW-INT 45/2024

Additional Requirements for the Posts:

*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/ Petrol Mechanic.

Core Functions:

*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 the parts request list for the parts required per vehicle. *Complete the job card with regards to work done and actual time taken. *Ensure safe keeping of tools and equipment. *Comply with the Occupational Health & Safety Act (Act 83 of 1995).

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 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-month Internship Contract.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

NORTH WEST PROVINCE

Applications Can Be Couriered To:

Attention: Col A Oosthuizen
PC HRD (Between Pep Stores and Absa ATM)
Room 14, 1st Floor Wilmur Building
147 Walter Sisulu Street (Between Pep Stores and Absa ATM)
Potchefstroom 2531

Hand Delivered To:

Potchefstroom

Front Entrance

PC HRD
Room 14, 1st Floor
Wilmur Building (Between Pep Stores and Absa ATM)
147 Walter Sisulu Street
Potchefstroom

Back Entrance

PC HRD
Auto Ave c/o Embert Street next to Labour Office's
Potchefstroom

Enquiries Can Be Directed To:

Col A Oosthuizen 018-299 7785

We welcome applications from persons with disAbilities

