



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month graduate's internship programme at **Division: Protection and Security 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 a National Senior Certificate (Grade 12) or equivalent qualification (NCVL4) National Certificate Vocational Qualification on NQF 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.
- \* Applicant must be residents of the province where the post is advertised \* Applicant are restricted to apply for 3 positions only and complete separate application form for each post reference number.
- \* All application should be addressed to the correct province or head office.

Integrated categories with minimum requirements:

**Graduate Intern:** Tertiary qualification (National diploma and higher) is required

**Student Intern:** Compulsory practical experience is required by the tertiary institution in order for the learner to finalise qualification (**letter from the Institution not more than 2 years to this effect must be attached to application**).

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

## NATIONAL AND PROVINCIAL LEVEL

**Post** Administrative Student Intern – HRM (1 Post)

**Section** Human Resource Management

**Location** Pretoria Head Office (HRM):

**Ref Number** PSS INT 01/2024

### Additional Requirements:

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

### Core Functions:

\* Assist with: Administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity, and Labour Relations; Update leave files and SAPS 26; Register and monitor planned leave; Prepare and assist with Z8 register; File all documents on the relevant files; Type letters; Messenger duties; Monitor receipt of project documents and peruse them for correctness; coordination and consolidation of the section's Annual Operational Plan; Monitor and coordinate the expiration of drivers licenses; Update electronic training database; Assist with Secretarial duties.

**Post** Administrative Student Financial Intern (2 Posts)  
**Section** Financial Management and Administration  
**Location** KwaZulu-Natal (Durban) Ref Number PSS INT 02/2024

**Additional Requirements:**

\*Be in possession of an N6 Certificate in Financial Management / Business Management, recorded on the National Learner Record Database (NLRD) or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with Processing of claims; Perusal of overtime registers; Handle office inventory tasks; Handle administrative tasks regarding Finance Management; Handle telephone enquiries.

**Post** Administrative Intern HRM (3 Posts)  
**Section** Human Resource Management (HRM)  
**Location** KwaZulu-Natal (Durban) (2 posts) Ref number PSS INT 03/2024  
Gauteng HRM (Pretoria) (1 post) Ref Number PSS INT 04/2024

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / 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 an NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with: Administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity, and Labour Relations; Update leave files and SAPS 26; Register and monitor planned leave; Prepare and assist with Z8 register; File all documents on the relevant files; Type letters; Messenger duties; Monitor receipt of project documents and peruse them for correctness; coordination and consolidation of the section's Annual Operational Plan; Monitor and coordinate the expiration of drivers licenses; Update electronic training database; Secretarial duties.

**Post** Administrative Intern (1 Post)  
**Section** Human Resource Development (HRD)  
**Location** Pretoria Head Office (HRD) Ref Number PSS INT 05/2024

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Human Resource Development / Public Administration / Business Administration / Administrative Management / Office Management and Technology, 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 administrative duties to executive the Training Provisioning Plan of the Division, Assist in compiling and presenting workshops for generic soft skills needs in the Division, Assist with the monitoring of ETD practices in the Human Resource Development section, General administration in HRD office

**Post** Administrative Financial Intern (2 Posts)  
**Section** Provincial Support (Finance Management and Admin)  
**Location** Western Cape (Cape Town) Ref Number PSS INT 06/2024

**Additional Requirements:**

\*Be in possession of an applicable three-year National Diploma / Degree in B Com Accounting / Bachelor of 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 or relevant qualification in the field of the post

**Core Functions:**

\*Assist with Processing of claims; Perusal of overtime registers; handling office inventory tasks; assisting with administrative duties in relation to budget control functions. Handle administrative tasks regarding Finance Management; Handle telephone enquiries

**Post** Administrative Intern (7 Posts)  
**Section** Provincial Support - Supply Chain Management (SCM)  
**Location** Gauteng (Pretoria) Ref Number PSS INT 07/2024  
 Gauteng (Johannesburg) Ref Number PSS INT 08/2024  
 Mpumalanga (Nelspruit) Ref Number PSS INT 09/2024  
 KwaZulu-Natal (Durban) (2 posts) Ref number PSS INT 10/2024  
 Limpopo (Polokwane) Ref number PSS INT 11/2024  
 Pretoria Head Office (SCM) Ref Number PSS INT 12/2024

**Additional Requirements:**

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

**Core Functions:**

\*Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management within the Component; Administer and control distribution and utilization of physical resources

**Post** STRATEGIC MANAGEMENT INTERN (1 post)  
**Section** Management Information and Strategic Planning (MISP)  
**Location** Pretoria Head Office (MISP) Ref Number PSS INT 13/2024

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Project Management, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with administering the strategic plan and reporting for the Division. Administer the risk management strategy for the Division. Administer the Service Delivery Improvement (SDIP) plan for the Division. Assist in administering Divisional projects and programmes.

## 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 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 contract.
- Graduate scheme program in the South African Police service may not be regarded as a guarantee for automatic absorption for permanent appointment.

## ENQUIRIES:

Col HJ Gerber                      Tel no (012) 400 5669  
Capt M Erasmus                Tel no (012) 400 6457  
AC A Mlangeni,                 Tel no (012) 400 6331

## APPLICATIONS CAN BE POSTED / HAND DELIVERED TO:

Applications for the various posts in the respective provinces must be submitted to the following addresses:-

### PSS HEAD OFFICE

Posts:    **PSS INT 01/2024**  
              **PSS INT 05 /2024**  
              **PSS INT 12/2024**  
              **PSS INT 13/2024**

The Divisional Commissioner  
Protection and Security Services  
Private Bag X784  
PRETORIA  
0001

Maupa Naga Building  
C/o Park and Troye Street  
Sunnyside  
PRETORIA

Col Gerber                                      012 400 5669  
Capt Erasmus                                012 400 5734  
AC Mlangeni                                    012 400 6331

## **PSS GAUTENG**

Posts: PSS INT 04/2024  
PSS INT 07/2024  
PSS INT 08/2024

### **Post Delivery**

The Provincial Head  
Protection and Security Services  
Private Bag X650  
PRETORIA  
0001

Col Nyalungu  
Capt van Aswegen

### **Hand Delivery**

Land Affairs Building  
C/o Bosman and Jacob Mare Street  
Jeff Masemola Street  
PRETORIA

012 353 6748  
012 353 6779

## **PSS KWA-ZULU NATAL**

Posts: PSS INT 02/2024  
PSS INT 03/2024  
PSS INT 10/2024

### **Post Delivery**

The Provincial Head  
Protection and Security Services  
Private Bag X54302  
DURBAN  
4001

Lt Col Donnelley  
W/O Reddy

### **Hand Delivery**

143 Maritime House 13<sup>th</sup> Floor  
DURBAN

031 319 2042  
031 319 2037

## **PSS LIMPOPO**

Posts: PSS INT 11/2024

### **Post Delivery**

The Provincial Head  
Protection and Security Services  
Private Bag X9560  
POLOKWANE  
0700

Col Mabotja  
Lt Col Mohale  
Capt Purcocks

### **Hand Delivery**

28 C/o Market and Rabie Street  
PSS Building  
POLOKWANE

015 284 8545  
015 284 8547  
015 284 5866

## **PSS WESTERN CAPE**

Posts: **PSS INT 06/2024**

### **Post Delivery**

The Provincial Head  
Protection and Security Services  
Private Bag X1  
STALPLEIN  
8015

### **Hand Delivery**

21 Plein Street  
Garmour House 5<sup>th</sup> Floor  
CAPE TOWN

Col Brand  
Lt Col Marthinus  
Capt de Wet

021 467 6518  
021 467 6535  
021 467 6413

## **PSS MPUMALANGA**

Posts: **PSS INT 09/2024**

### **Post Delivery**

The Provincial Head  
Protection and Security Services  
Private Bag X11299  
NELSPRUIT  
1200

### **Hand Delivery**

10 Paul Kruger Street  
Bester Brown Building  
2<sup>nd</sup> Floor No 3  
NELSPRUIT

Col Liebenberg  
Lt Col Maphanga  
SPO Hadebe

013 756 0252  
013 756 0261  
013 756 0258

**We welcome applications from persons with disAbilities**

