



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Western Cape 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 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) posts and 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 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:	Crime Analysis Graduate Intern (14 Posts)	Ref No:
Section:	Operational Crime Analysis (Police Station)	
Location:	Delft	WC INT 01/2024
	Nyanga	WC INT 02/2024
	Khayelitsha	WC INT 03/2024
	Mfuleni	WC INT 04/2024
	Kraaifontein	WC INT 05/2024
	Mitchells Plain	WC INT 06/2024
	Harare	WC INT 07/2024
	Lingelethu West	WC INT 08/2024
	Bishop Lavis	WC INT 09/2024
	Da Gamaskop	WC INT 10/2024
	Worcester	WC INT 11/2024
	Provincial Commercial Crime Investigation	WC INT 12/2024
	Cape Town Central	WC INT 13/2024
	Atlantis Detectives	WC INT 14/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Criminology/ Policing/ Social Science/ Sociology recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level. Data Analysis course/module will be an advantage.

Core Functions:

*Assist in studying crimes around the stations' precinct. *Assist in studying the causes and impact of crime around the Station precinct. *Assist in analysing the data to determine why the crime was committed and find ways to predict detect and prevent further criminal behaviour.

Post:	Graduate Administrative Intern (7 posts)	Ref No:
Section:	Supply Chain Management	WC INT 15/2024
Location:	Provincial HRDC George	WC INT 16/2024
	Provincial Diving Unit	WC INT 17/2024
	Bothasig SAPS	WC INT 18/2024
	Thembaletu SAPS	WC INT 19/2024
	Kwanokuthula SAPS	WC INT 20/2024
	Philadelphia SAPS	WC INT 21/2024
	Darling SAPS	

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Vehicle Fleet Management / Public 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 the rendering of general office administration services and support; administering Supply Chain Management and Logistical matters, for example vehicle logbooks, licenses of vehicles, quotations for expendable items and updating registers.

Post:	Graduate Administrative Intern (5 Posts)	Ref No:
Section:	Detective Branch	WC INT 22/2024
Location:	Kleinvele SAPS	WC INT 23/2024
	Elsiesriver SAPS	WC INT 24/2024
	Plettenberg SAPS	WC INT 25/2024
	Riversdal SAPS	WC INT 26/2024
	Kwanongaba SAPS	

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Office Management / Office Administration / Public Administration 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 the rendering of general office administration functions in the environment, compiling of feedback, administration functions of handling of dockets/files / emails, taking of minutes at meetings, assisting with the updating of registers

Post:	Graduate Administrative Intern (1 Post)	Ref No:
Section:	Human Resource Development	WC INT 27/2024
Location:	Provincial HRD SDF	

Additional Requirements:

*Be in possession of an applicable Education Training and Development qualification preferably in Skills Development or Human Resource development, 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. Be computer literate.

Core Functions:

*Assist with administrative duties such as answering of telephones, taking messages, typing of letters or emails, verification of information, printing of emails and distribution. Keeping databases as per National Projects (Bursaries, Recognition of Prior Learning and Internships) Attending meetings (taking and typing of minutes); Assist with Skills Audit with regards to Training and Skills Development of members.

Post: Graduate Administrative Intern (1 Post)

Section: Personnel Management: Recruitment

Location: Provincial PM Recruitment

Ref No:

WC INT 28/2024

Additional Requirements:

*Be in possession of an applicable Education Training and Development qualification preferably in Human Resources, 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. Be computer literate.

Core Functions:

*Assist with administrative duties such as answering telephones, taking messages, typing letters or emails, verifying information, printing emails, and distributing. Keeping databases as per National Projects. Attending meetings (taking and typing of minutes);

Post: Musician Intern (2 posts)

Section: Provincial Band

Location: Human Resource Development: Band

Ref No: WC INT 29/2024

Additional requirements:

*Be in possession of relevant Grade 6 musical qualification from an accredited tertiary institution, for example, Unisia, Royal Schools, or Trinity College in performing on a specific military band musical instrument. Must show practical competency on the instrument as advertised.

Musical instruments required:

*Saxophone, Clarinet, Flute, Oboe: Brass instruments: Trumpet, trombone, Tuba, Euphonium, French horn; Percussion instruments: Drums, Mallet percussion, Timpani; Rhythm instruments: Keyboard / Piano, Guitar, Bass Guitar, Drum kit and Vocals.

Core Functions:

*Assist with playing a primary and secondary instrument as circumstances dictate in line with the SAPS mission; Participate in practicing and rehearsing individually in sections with the group or with a band; Perform with the band or any group within the band Maintain and enhance relations between the SAPS and other Government Departments at all levels, both Nationally and Internationally, as well as the private sector; Market the image of the SAPS internally and externally through the medium of music; Effective and efficient; Administration of all resources allocated to the specific post environment by applicable legislation.

Post:	Motor Mechanic Intern (Petrol/Diesel Mechanic) (9 posts)	
Section:	Mechanical Services	
Location:	SAPS Western Cape Garages	Ref No:
	Maitland Garage (3 Posts)	WC INT 30/2024
	Bellville Garage	WC INT 31/2024
	Oudtshoorn Garage (2 Posts)	WC INT 32/2024
	George Garage	WC INT 33/2024
	Beaufort West Garage	WC INT 34/2024
	Malmesbury Garage	WC INT 35/2024

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/ 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).

Post:	Graduate Administrative Intern (1 post)	
Section:	Provincial Major Events	
Location:	Provincial Operational Coordination Centre	Ref No: WC INT 36/2024

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Events Management/ Project Management, 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 the rendering of general office administration functions in the events office, handling of applications for events compiling of database, assisting with the operational planning of events.

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 the 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 can be posted or hand delivered to:**

PROVINCE/	NAME	CONTACT	ADDRESS
Western Cape Provincial Office	Colonel Libala	021 4096609	Customs House Heerengracht Street Foreshore Second Floor Room 20247 Cape Town Postal Address: SAPS: Prov HRD: SDF Private Bag X9004 Cape Town 9000 (no email copies)
	Captain Daniels	021 4096637	
	Captain Greeff	021 4096639	

We welcome applications from persons with disAbilities

