

SAPS Graduates Programme Nation Wide

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Location: Country wide

The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at Northern Cape: Corporate Support. The internship programme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

Requirements

- Must be between ages 18 – 35
- Be a South African citizen
- Must be in possession of Senior Certificate (Grade 12) or equivalent qualification
- Must have no criminal record(s)
- Applicants must be unemployed, was never employed in field of the post and never participated in an internship programme in the relevant field of the post previously
- Applicants must be residents of the province where the post is advertised (proof of residential address to be attached)
- Applicants are restricted to apply for 3 positions only (to complete an application for each ref number)

Intern categories: Graduate Intern: Tertiary Qualification is required

Student Intern: Need practical experience in order to finalise qualification Intern: Senior Certificate (Grade 12) no tertiary qualification is required.

NB: Stipend for each category will be as determined by the Section Head: ETD Skills Development: South African Police Service

<u>Crime Intelligence</u>	
<p>SUPPLY CHAIN MANAGEMENT INTERN [a]Location: PretoriaRef: C10</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management 	<p>HUMAN RESOURCE MANAGEMENT INTERN [a]Location: PretoriaRef: C10</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Personnel Management or Human Resource Management Assist with rendering supportive duties regarding Human Resource Management
<p>CRIME INTELLIGENCE: EASTERN CAPE SUPPLY CHAIN MANAGEMENT INTERN [a]Location: King Williams TownRef: C10 3</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management 	<p>HUMAN RESOURCE MANAGEMENT INTERN [a]Location: King Williams TownRef: C10 4</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in Human Resource Management Assist with rendering supportive duties regarding Human Resource Management
<p>CRIME INTELLIGENCE: FREE STATE HUMAN RESOURCE MANAGEMENT INTERN [a]Location: BloemfonteinRef: C10</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in Human Resource Management Assist with rendering supportive duties regarding Human Resource Management 	<p>3 SUPPLY CHAIN MANAGEMENT INTERN [a]Location: BloemfonteinRef: C10</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management
<p>CRIME INTELLIGENCE: QUTHIEN HUMAN RESOURCE MANAGEMENT INTERN [a]Human Resource ManagementLocation: JohannesburgRef: C10</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in Human Resource Management Assist with rendering supportive duties regarding Human Resource Management 	<p>SUPPLY CHAIN MANAGEMENT INTERN [a]Supply Chain ManagementLocation: JohannesburgRef: C10</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management
<p>CRIME INTELLIGENCE: KZN - ZULU METAL SUPPLY CHAIN MANAGEMENT INTERN [a]Location: DurbanRef: C10 9 4</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management 	<p>HUMAN RESOURCE MANAGEMENT INTERN [a]Location: DurbanRef: C 110</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in Human Resource Management Assist with rendering supportive duties regarding Human Resource Management
<p>CRIME INTELLIGENCE: LIMPPO SUPPLY CHAIN MANAGEMENT INTERN [a]Location: PolokwaneRef: C 111</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management 	<p>HUMAN RESOURCE MANAGEMENT INTERN [a]Location: PolokwaneRef: C 112</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Personnel Management or Human Resource Management Assist with rendering supportive duties regarding Human Resource Management
<p>CRIME INTELLIGENCE: MPUMALANGA SUPPLY CHAIN MANAGEMENT INTERN [a]Location: MafikengRef: C 113</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management 	<p>HUMAN RESOURCE MANAGEMENT INTERN [a]Location: MafikengRef: C 114</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in Human Resource Management Assist with rendering supportive duties regarding Human Resource Management
<p>CRIME INTELLIGENCE: NORTHERN CAPE SUPPLY CHAIN MANAGEMENT INTERN [a]Location: KimberleyRef: C 11 5</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management 	<p>HUMAN RESOURCE MANAGEMENT INTERN [a]Location: KimberleyRef: C 116</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a Grade 12 National Certificate / Equivalent Qualification Assist with rendering supportive duties regarding Human Resource Management
<p>CRIME INTELLIGENCE: NORTH WEST SUPPLY CHAIN MANAGEMENT INTERN [a]Supply Chain ManagementLocation: PotchefstroomRef: C117</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management 	<p>HUMAN RESOURCE MANAGEMENT INTERN [a]Location: PotchefstroomRef: C 118</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Personnel Management or Human Resource Management Assist with rendering supportive duties regarding Human Resource Management
<p>CRIME INTELLIGENCE: WESTERN CAPE SUPPLY CHAIN MANAGEMENT INTERN [a]Supply Chain ManagementLocation: Cape TownRef: C 11 9</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource Management Assist with rendering supportive duties regarding Supply Chain Management 	<p>HUMAN RESOURCE MANAGEMENT INTERN [a]Human Resource ManagementLocation: Cape TownRef: C120 7</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a National Diploma / Degree in Personnel Management or Human Resource Management Assist with rendering supportive duties regarding Human Resource Management
<p>APPLICATIONS TO: The Divisional Commissioner: Crime Intelligence - Human Resource Management, Private Bag 9 380, Pretoria, 0001 (for the attention of Brig Bellenberg)</p> <p>APPLICATIONS HAND DELIVERED: The Divisional Commissioner: C, 463 Princes Street, Fouriesburg, Pretoria, 0151 (for the attention of Brig Bellenberg)</p>	
<u>Detective Service</u>	
<p>PERSONNEL OFFICER STUDENT INTERN (05) (Human Resource Management)Ref No 05 8 / 2018</p> <p>Location: Division: Detective Service</p> <p>Additional Requirements: Be in possession of a National Certificate in Human Resource Management / Human Resource Development / Labour Relations / Business Management / Public Management / Management Assistant</p> <p>Core Functions:</p> <ul style="list-style-type: none"> Assist with general office administration. Assist with the payment of telephone accounts and call phone accounts. Administration of filing system. Administration of Administration Services <p>Ref No D 5 9 / 2018</p> <p>Location: Division: Detective Service</p> <p>Additional Requirements: Be in possession of a National Certificate in Financial Management / Accounting / Management / Public Management.</p> <p>Core Functions: Assist with general office administration for the</p> <ul style="list-style-type: none"> Finance and Administration Services Assist with the payment of telephone accounts and call phone accounts. Administration of booking of flights and accommodation. Typing letters, memorandums, reports, making copies, taking minutes in meeting when requested. <p>Applications must be handed delivered or mailed to the relevant office as indicated below:</p> <p>Division: Detective Service, South African Police Service, Private Bag 9 380 Pretoria 0001</p> <p>Hand delivered for the attention of Captain Mowat: Mowat's Building Francis Barend Street Pretoria at the entrance of Division: Detective Service.</p> <p>Enquiries can be directed to:</p> <ul style="list-style-type: none"> Lieutenant Colonel J. Dlinde 012 362 3433 Captain PP Mowat 012 362 4378 PO TS Agard 012 362 1277 PO NT Lehapan 012 362 1968. 	
<u>Financial Management</u>	
<p>FINANCIAL ACCOUNTING INTERN [a]Location: Mowat's Building, Pretoria, GautengRef: PM06 6 / 2018</p> <p>Additional Requirements: Be in possession of a BCom Degree / Diploma in either Financial Management or Accounting or any related qualification</p> <p>Core Functions: Conduct inspections to evaluate compliance with Loss Management norms and standards. Assist with Data Integrity on Loss Control system, evaluation of processes and procedures pertaining to Civil Claims against the State. Conduct awareness campaigns at Provincial, Academic and National level. Assist the Head with research, sourcing of information and other Ad hoc functions.</p> <p>FINANCIAL ACCOUNTING INTERN [a]</p> <p>bookkeeping and Cash Flow Management</p> <p>Location: Mowat's Building, Pretoria, GautengRef: PM06 7 / 2018</p> <p>Additional Requirements: Be in possession of a BCom Degree / Diploma in either Financial Management or Accounting or any related qualification</p> <p>Core Functions: Administration of transactions on Safety Web Managing bank reconciliation of the commercial banks and Paymaster General. Administration of bookkeeping and cash management of the State money</p> <p>Applications must be hand delivered to:</p> <p>Lieutenant Colonel E Mzembe Division: Financial Management and Administration Private Bag 934 Pretoria 0001</p> <p>Hand Delivered To: SAPS Head Office, Mowat's, 231 Pretorius Street (Thabault Arcade), Pretoria/ Administration can be directed to Lieutenant Colonel E Mzembe: PO BA Malesa (012) 362 2894 / 1628 / 2273</p>	
<u>Management Intervention</u>	
<p>Administration Intern [a]Section: Service Complaints; Management InterventionLocation: Head Office, Pretoria, GautengRef No: ME / 01 / 2018</p> <p>Additional Requirements: Must have done 18 months theoretical studies at a TVEC College and in need of 18 months experiential learning to obtain qualification (must meet generic requirements)</p> <p>Core Functions: Receive and record incoming and internal correspondence. Ensure proper filing of completed Customer Satisfaction Survey Questionnaires in the Complaints file. Assist in capturing complaints on computerized registration system. To provide typing, create spreadsheets, retrieve data, keep records and administrative support services to the Section. Assist with the completion of monthly, quarterly and annual reports. Conduct proper filing of completed Quality assurance checklists in the Registration file</p> <p>Supply Chain Management Intern [a]</p> <p>Location: Head Office, Pretoria, GautengRef No: ME / 02 / 2018</p> <p>Additional Requirements: Must have done 18 months theoretical studies at a TVEC College and in need of 18 months experiential learning to obtain qualification (must meet generic requirements)</p> <p>Core Functions: Administer procurement of Goods and a despatcher B1 - annual stock taking; Administer SHE Management legislation, protocols and procedures; Administer day to day maintenance of allocated building facilities; Administer vehicle fleet procedures; Administer disposal procedures.</p> <p>Hand Delivered To: Opera Plaza Building 231 Pretorius Street, Cor Thabo Senua (Madras Street) and Pretorius Street, Room 323 and 324</p> <p>Enquiries can be directed to: Lt Col Esterhuysen office number: 012 362 3246 and cell number: 0822088355 5 urgent Mphahle office number: 012 362 3534</p>	
<u>Operational Response Services</u>	

<p>F INANCE [a3]Public Order Police Reserve Unit – Pretoria/Location: Pretoria, Gauteng Ref No: OIS 1</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be a graduate in Finance / HRM / Business Management / Project Management <p>Core Functions:</p> <ul style="list-style-type: none"> Handle administration tasks regarding f inance, pay roll, compile overtime applications; review, administer and schedule overtime claims; capture night shift claims; deal with verbal finance enquiries; prepare minutes for overtime inspection committee
<p>PERSONNEL MANAGEMENT [a3]Public Order Police Reserve Unit – Pretoria/Location: Pretoria, Gauteng Ref No: OIS 2</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be a graduate in Finance / HRM / Business Management / Project Management <p>Core Functions:</p> <ul style="list-style-type: none"> Handle administration tasks regarding all Personnel related matters; receive members by transfers and placing them correctly; Efficient and effective implementation of discipline and discipline/transfer/Basic correspondence of the Personnel Management Office; Administer and maintain Writing Risk Report; Complete and capture SAP 172; Administer Pay Progressions & Grade Progressions; Administer quarterly probation reports for interns & employees; Compile monthly and quarterly returns / reports
<p>FINANCE AND ADMINISTRATION: H EAD OFFICE PRETORIA BUDGET INTERN [a3]Finance and Administration: H ead Office/Location: Pretoria, Gauteng Ref No: OIS 3</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be a graduate in Finance / Business Management / Project Management <p>Core Functions:</p> <ul style="list-style-type: none"> Handle administration tasks regarding General Budget management, Budget Analysis and compilation of reports; Budget monitoring
<p>HUMAN RESOURCE MANAGEMENT: H EAD OFFICE HUMAN RESOURCE PERSONNEL ADMINISTRATION [a3]Human Resource Management: H ead Office/Location: Pretoria, Gauteng Ref No: OIS 4</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be a graduate in HRM / Business Management / Project Management <p>Core Functions:</p> <ul style="list-style-type: none"> Handle administration tasks, typing and filing.
<p>DISCIPLINE INTERN [a3]Human Resource Management: H ead Office/Location: Pretoria, Gauteng Ref No: OIS 5</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be a graduate in HRM / Business Management / Project Management <p>Core Functions:</p> <ul style="list-style-type: none"> Render and handle promotion, grade p rogressio n process es. Render and handle the recruitment process. Render and handle the administration of translation s. Render and handle of allowances and scarce skills allowances. Render and handle medals an d probation reports. Maintain all human r esources and physical resources function s at the Section. Render administrative duties regarding human resources for Personnel Services
<p>DURBAN HARBOR: KAMUZULU NATAL H UMAN RESOURCE MANAGEMENT [a3]Durban Harbor Location: Durban, KZN Ref No: OIS 6</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be a graduate in HRM / Business Management / Project Management <p>Core Functions:</p> <ul style="list-style-type: none"> Handle administration tasks regarding all types of leave within the Unit; Administer injuries and applications for terminations; Administer and process applications for temporary incapacity leave, ill health retirements, General typing and filing.
<p>Special Task FORCE – BLUFF, DURBAN HARBOR [a3]Special Task Force -Location: Bluff, Durban Harbour Ref No: OIS 7</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Student (studying towards Business Management / Accounting degree / diploma) <p>Core Functions:</p> <ul style="list-style-type: none"> Letter from the Institution requesting workplace experience must be attached
<p>Special Task FORCE – OPERATIONS: IN PRETORIA LEAVE ADMINISTRATION CLERK 1 [a3]Special Task Force/Location: Sunley 46 Pretoria, Gauteng Ref No: OIS 8</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be a graduate in HRM / Business Management / Project Management <p>Core Functions:</p> <ul style="list-style-type: none"> Handle administration tasks regarding all types of leave within the Section. Compile Monthly reports. Administer injuries and applications for terminations. Administer and process applications for temporary incapacity leave, ill health retirements, General typing and filing
<p>Special Task FORCE: CAPE TOWN WESTERN CAPE SUPPLY CHAIN MANAGEMENT [a3]Special Task Force – Cape Town/Location: Western Cape, Cape Town Ref No: OIS 9</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Student (studying towards SCM degree / diploma) <p>Core Functions:</p> <ul style="list-style-type: none"> Assist with the inventories, processing of losses and damages. Assist with the vehicle files, updating fire register, Maintaining the store room, booking out of stationary and cleaning equipment
<p>BORDER POLICING: MUSSEL BAY WESTERN CAPE HUMAN RESOURCE MANAGEMENT [a3]Border Policing/Location: Mussel Bay, W / CAPE Ref No: OIS 10</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Student studying towards HRM, Business Administration or Project Management degree or any other related qualification <p>Core Functions:</p> <ul style="list-style-type: none"> Ensure accurate record keeping and efficient administration. Manage all human resources at Personnel Services. Implement, maintain and administer absenteeism management policies at the Unit. Render administration support regarding service allowances. Render administration support regarding the payroll and render administration support regarding the submission of MP1002 forms to P rovincial Commissioner.
<p>PEKA BRIDGE BORDER POLICING: FREE STATE HUMAN RESOURCE MANAGEMENT [a3]Border Policing – Free State/Location: Peka Bridge – Free State Ref No: OIS 11</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Student studying towards HRM degree, Business Administration or Project Management or any other related qualification <p>Core Functions:</p> <ul style="list-style-type: none"> Verify information on leave application forms. Administer and process applications for medical boards, death boards, death boards, stress and depression related boards. Administer and process applications for a cruise termination, discharge and retirement. Maintain and submit statistical data / reports receive d and process transfers. <ul style="list-style-type: none"> Face and process promotions. Verify information (SAPS 172). Forward copies of SAPS 172. Process and finalise a grievance / disciplinary enquiries. Capture PEP information for the purpose of compliance. Process incentives and rewards application. Compile and submit PEP Progress Reports.
<p>DR TAMBO INTERNATIONAL AIRPORT: GAUTENG HUMAN RESOURCE MANAGEMENT, DISCIPLINARY [a3]Discipline/Location: DR Tambo International Airport – Gauteng Ref No: OIS 12</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be a graduate in HRM / Business Management / Project Management. <p>Core Functions:</p> <ul style="list-style-type: none"> Administration Duties: Departmental cases: open and inv estigate. Criminal cases: only monitor status of criminal cases. A dministration duties: Board of Absence: open and investigate. Complaint against SAPS members: open n d monitor until finalis ed. Grievances: open, i nvestigate and monitor until finalis ed. Suspensions: handle all kinds of suspension s. Process the reinstatement of members and salaries after suspension. Open and investigate the S action 21 against member s. Facilitate i nvestigation of damage or loss cases.
<p>DR TAMBO INTERNATIONAL AIRPORT: GAUTENG KIDSHELP INFORMATION CENTRE (KIC) [a3]KIC/Location: DR Tambo International Airport – Gauteng Ref No: OIS 13</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Graduate in possession of IT related qualification (Diploma / Degree) <p>Core Functions:</p> <ul style="list-style-type: none"> Register case docket on the system, administration duties and record keeping. Maintain, configure, secure policy and comply with the I nformation and Technology Communicatio n. Register and deregister members on specific mainframe functions. Submission of reports regarding the status of the CAS functions. Capture data, records, operat ional plans and reports on the Perfomance Mtr C hart.
<p>PILESBERG INTERNATIONAL AIRPORT: NORTH WEST HUMAN RESOURCE MANAGEMENT, ADMIN CLERK [a3]Pilesberg International Airport – North West Ref No: OIS 14</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Graduate in possession of HRM / Business Administration or Project Management degree or any other related qualification <p>Core Functions:</p> <ul style="list-style-type: none"> Administer office files and documentation. Manage the utilis ation of resources allocated to the immediate environment. Administer loss management files of state owned firearms, vehicle collisions / damage s and general state property on individual respective systems.
<p>SKILPADSHER BORDER NORTH WEST HUMAN RESOURCE MANAGEMENT: ADMIN CLERK [a3]Border Policing – North West/Location: Skilpadsher Border Policing Ref No: OIS 15</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Graduate in possession of HRM / SCM degree <p>Core Functions:</p> <ul style="list-style-type: none"> Administer office files and documentation. Manage the utilis ation of resources allocated to the imed late environment. Administer loss management files of state owned firearms, vehicle collisions / damage s and general state property. Administer the recording and updating of incidents of vehicle collisions / damage s, firearres and general state property on individual respective systems.
<p>SWARTKOPFONTEIN BORDER: NORTH WEST SECRETARY [a3]Border Policing – North West Location: Swartkopfontein Border/Ref No: OIS 16</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Student (studying towards Secretarial / Administration Management degree / diploma) <p>Core Functions:</p> <ul style="list-style-type: none"> Letter from the Institution requesting workplace experience must be attached
<p>KOPFONTEIN BORDER POLICING: NORTH WEST FINANCIAL CLERK [a3]Border Policing – North West/Location: Kopfontein Border Ref No: OIS 17</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Graduate in possession of a Diploma / Degree in Finance or any related qualification <p>Core Functions:</p> <ul style="list-style-type: none"> Maintain the Unit's revenue fund (cash) and administer the disbursement and claims of the Unit. Maintain the Unit's telephone accounts.
<p>BORDER POLICE: CAPE TOWN AIRPORT: WESTERN CAPE FINANCIAL CLERK [a3]Border Police – Western Cape/Location: Cape Town Ref No: OIS 18</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Graduate in possession of a Diploma / Degree in Finance or any related qualifications <p>Core Functions:</p> <ul style="list-style-type: none"> Administer pay roll and submit report. Compile applications for overtime and forward to Division OHS. Review, administer and schedule overtime claims. Capture night shift claims on the computer and submit for approval. Deal with verbal financial enquiries. Prepare minutes for overtime inspection committee.
<p>BORDER POLICE: CAPE TOWN AIRPORT: WESTERN CAPE SUPPLY CHAIN MANAGEMENT CLERK [a3]Border Police – Cape Town Location: Cape Town Ref No: OIS 19</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Graduate in Supply Chain Management or any related qualifications <p>Core Functions:</p> <ul style="list-style-type: none"> Administer pay roll and submit report. Compile applications for overtime and forward to Division OHS. Review, administer and schedule overtime claims. Capture night shift claims on the computer and submit for approval. Deal with verbal financial enquiries. Prepare minutes for overtime inspection committee.
<p>SUPPLY CHAIN MANAGEMENT: H EAD OFFICE PRETORIA LEAVE MANAGEMENT [a3]Supply Chain Management/Location: Schoofers House, Pretoria, Gauteng Ref No: OIS 20</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Graduate in Supply Chain Management or any related qualification <p>Core Functions:</p> <ul style="list-style-type: none"> Handle administration tasks regarding Leave Management, typing, filing and bring forward system.
<p>SKILLS DEVELOPMENT FACILITATION: HEAD OFFICE PRETORIA SKILLS DEVELOPMENT FACILITATION INTERN [a3]Skills Development Facilitation (Transmigration)/Location: Schoofers House, Pretoria, Gauteng Ref No: OIS 21</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> Be in possession of a Degree / Diploma in either Financial Management, Accounting or Communication or any related qualification <p>Core Functions:</p> <ul style="list-style-type: none"> Handle administration tasks regarding training related matters: Typing, filing and bring forward system. Compilation of mem oiations of call – up instructions and completion of reports. Administer the save keeping of course files and data capturing.
<p>ENQUIRIES: Colonel B D Nkomo: Tel no (011) 400 3700 [a3]Enquiries: Colonel B D Nkomo: Tel no (011) 400 3700 Ref No: OIS 22</p> <p>Applications Hand Delivered: The Skills Development Facilitator: 409 Schoofers House, Leyds Street; 5 unny Side, Pretoria; 3 th Floor; Room 204 (For the attention of Lt Col Wolfardt) Application forms must be hand – delivered to relevant offices in the provinces and Head Office Pretoria Indicated below:</p> <p>Special Task Force Durban Harbor physical address: 77 Stubb Road Funtshill Staff 4002 OCS 5 Shaka 831 466 7200 Durban Harbor: (KZN) physical address: 143 Salomo Grove Margaret Road, Marlinia House 6 th Floor / Room 406 Durban 4005 Capt Goldenberg (HRM Commander) Telephone: 031 319 2222 / 2221 / 2220 Special Task Force Cape Town physical address: 35 Squadron Erica Drive B 4th/ 403 W/C Thabane (Acting HRM Supervisor) 021 950 05 05 081 040 1765 Skilpadsher: North West 84 Road Lobatse Skilpadsher North West PO Box 009 / OIS 24/24 06 918 365 9302 Pretoria: Head Office physical address: 77e Skills Development Facilitator: 409 Schoofers House Leyds Street, Pretoria 3 th Floor; Room 124 (For the attention of Lt Col Wolfardt) 011 400 3812 Provincial Commander Border Policing: Western Cape (Mount Bay) physical address: 35 Squadron Erica Drive B 4th/ 403 Lt Col Morkema / Capt 021 921 835 5228 Headoffice Port of Entry / Free State physical address: Pawbridge Port of Entry F300 Road Fishbake F300 Pore Geyser 0 061 933 1908</p>
<p>Personnel Management</p> <p>OCCUPATIONAL INCIDENTS INTERVIEW [a3]Administrative and Medical Administration Location: Head Office/Ref: PM 11</p> <p>Requirements: Be in possession of NS in Human Resource Management with a letter from the Tertiary Institution stating that you need practical experience in order to finalise qualification</p> <p>Core Functions: Handle administration and approve all injury and illness board s Administer outstanding injury and illness boards Control injury on duty claims of primary custo mers Attend to injury on duty s telephone and walk – in enquiries Receive and process all documentation and accounts pertaining to injury on duty Process all accounts pertaining to IDO as per m i nimum requirement for services rendered Render support services to Senior Management</p> <p>ENQUIRIES: Lt Col SP Maluleke Tel no: (012) 393 3553 Captain B Bushmanne Tel no: (012) 393 4390 PO NE Raphaela Tel: (012) 393 3632</p> <p>APPLICATIONS: The Divisional Commissioner: Personnel Management, Human Resource Management, Private Bag 004, Pretoria, 0001</p> <p>APPLICATIONS HAND DELIVERED: The Divisional Commissioner: Personnel Management, 231 W a ch 1 n uis building, Pretorius Street, Pretoria</p> <p>Presidential Protection Service</p>

Financial Management Interns [x1]Ref: 01 / 2018PPS: W GAD OFFICE

Finance and Administration
Location: PPS: Mapa - Naga Building, 03 Troy Street Sunnyside Pretoria, Gauteng
Additional Requirements: Degree or Diploma in Financial Accounting with computer skills

Core Functions:

- Handle administrative tasks regarding Financial Management.
- Control and monitor all financial claims, payments, debts and administrative process es
 - Manage and administrate state income
- Administer Claims
- Peruse and administer advances / cash withdrawals / Debt accounts and inspection s
 - Archives, dispatching of mail and safe keeping of records
 - Supply Chain Management Interns [x1]

Ref: 02 / 2018

PPS: HQ Section: Supply Chain Management Office

Location: PPS: Mapa - Naga Building, 03 Troy street Sunnyside Pretoria, Gauteng

Additional Requirements: Degree or Diploma in Procurement, Logistic, Supply Chain Management and Fleet Management with computer skills

Core Functions:

- Handle administrative tasks regarding supply chain management
- Administer the procurement and logistical support within the Sub - SCM
- Administer the payment process of goods and services
- Manage resources allocated on daily basis in an efficient manner

Ref: 03 / 2018

PPS: HQ

Section: Human Resource Development

Location: Mapa - Naga Building , 03 Troy Street Sunnyside Pretoria, Gauteng

Additional Requirements: Degree in sports science or Fitness related qualification Opt instructor , Personal trainer experience

Core Functions: Promote physical fitness and wellness. To support the manager with training related matters Administer budget control for courses Administer and update courses arrangements related to PPS Human Resource Management [x1]

Ref: 04 / 2018

PPS: HQ Section: Human Resource Management

Location: Mapa - Naga Building, 03 Troy street Sunnyside Pretoria, Gauteng

Additional Requirements: Degree or Diploma in Human Resource Management Computer skills

Core Functions:

- Handle administrative tasks regarding Human Resource Management.
- Administer all recruitment and appointment process es of the Component.
- Administer all Life Cycle Management and Service Termination functions of the Component.
- Administer all type s of Absenteeism and leave audit of all members of the Component at
- Administer all type s of Service Terminations within the Component.

PPS: PROVINCIAL OFFICE CAPE TOWN: WESTERN CAPE Financial Management Interns [x1]

Ref: 05 / 2018

PPS: C A&T DM

Finance Office Location: PPS: Corner House 121 Plainstreet , Cape Town

Additional Requirements: Degree or Diploma in Financial Accounting with computer skills

Core Functions:

- Handle administrative tasks regarding Financial Management.
- Control and monitor all financial claims, payments, debts and administrative process es
 - Manage and administrate state income
- Administer Claims
- Peruse and administer advances / cash withdrawals / Debt accounts and inspection s
 - Archives, dispatching of mail and safe keeping of records

PPS: PROVINCIAL OFFICE KWAZULU NATAL: Financial Management Interns [x1]

Ref: 06 / 2018

PPS: KZN Section: Finance and Administration

Location: PPS: KZN Gato Manor Block E, 446 Vusi Mzimela Road, Private bag 354306 Durban 4000

Additional Requirements: Degree or Diploma in Financial Accounting with computer skills

Core Functions:

- Handle administrative tasks regarding Finance: ial Management.
- Control and monitor all financial claims, payments, debts and administrative process es
 - Manage and administrate state income
- Administer Claims
- Peruse and administer advances / cash withdrawals / Debt accounts and inspection s
 - Archives, dispatching of mail and safe keeping of records

PPS: PROVINCIAL OFFICE MTSHATHA: Financial Management Interns [x1]

Ref: 07 / 2018

PPS: MTSHATHA Section: Finance and Administration Location: PPS: Mtshatha Bulha Siprawu Building 11 10 Floor Cur Leeds and Owen Street Mtshatha 5000

Additional Requirements: Degree or Diploma in Financial Accounting with computer skills

Core Functions:

- Handle administrative tasks regarding Finance Management.
- Control and monitor all financial claims, payments, debts and administrative process es
 - Manage and administrate state income
- Administer Claims
- Peruse and administer advances / cash withdrawals / Debt accounts and inspection s
 - Archives, dispatching of mail and safe keeping of records

ENQUIRIES: HQ PRETORIA Captain Phahlanhlaqa, Tel no (012) 400 5400 (052 778 8627) w / o Ralastanda , Tel no (012) 400 6387

ENQUIRIES: CAPE TOWN Capt Swilller and w / o Toyisa 021 467 5480

ENQUIRIES: KWAZULU NATAL Lt Col Nchukama: 011 203 7320 666 303 9333 5

APPLICATIONS TO: The Component Head: Presidential Protection Service , Human Resource Development , Private Bag X 704 , Pretoria, 0001 (For the attention of Capt Phahlanhlaqa)

APPLICATIONS HAND DELIVERED: The Presidential Protection Service: Human Resource Development, 03 Troy Street - Mapa - Naga Building, Sunnyside, Pretoria, 0001. For attention Capt Phahlanhlaqa / Sgt Ramogalla

Protection And Security Services

PERSONNEL INTERN 5 (P 5) Human Resource Management Location

- Pretoria Head Office (x2): Ref: HRM1 / PSS / HQ
- Eastern Cape (1): Ref: HRM2 / PSS / EC
- Free State (x1): Ref: HRM3 / PSS / FS
- KwaZulu Natal (x1): Ref: HRM4 / PSS / KZN
- Northern Cape (x1): Ref: HRM5 / PSS / NC
- North West (x1): Ref: HRM6 / PSS / NW
- Mpumalanga (x1): Ref: HRM7 / PSS / MP

Additional Requirements:

- Be in possession of a National Diploma / Degree in Human Resource Management.
- Core Functions:**
 - Handle 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 28 register
 - File all documents on the relevant files
 - Type letters
 - Assist with messenger duties
 - Monitor receipt of project documents and process them for correctness
- Assist with coordination and consultation of the section's Annual Operational Plan
 - Monitor and coordinate the expiration of drivers Licences
 - Update electronic training database
 - Assist with secretarial duties

PERSONNEL INTERN 5 (L2)

- Human Resource Management
- Gauteng (x1): Ref: HRM 8 / PSS / GP
- Limpopo (x1): Ref: HRM 9 / PSS / LP
- Western Cape (x1): Ref: HRM10 / PSS / WC

Additional Requirements:

- Be in possession of a NS Certificate in Human Resource Management.
- Core Functions:**
 - Handle 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 28 register
 - File all documents on the relevant files
 - Type letters
 - Assist with messenger duties
 - Monitor receipt of project documents and process them for correctness
- Assist with coordination and consultation of the section's Annual Operational Plan
 - Monitor and coordinate the expiration of drivers Licences
 - Update electronic Training database
 - Assist with secretarial duties

TRAINING COORDINATION INTERN (x1)

Human Resource Development Location: Pretoria Head Office Ref: HRD 11 / PSS / HQ

Additional Requirements:

- Be in possession of a National Diploma / Degree in either Human Resource Development / Human Resource Management or Public Administration / Management.
- Core Functions:**
 - Assist with skills audits
 - Assist with coordination of courses
 - Assist with preparation and finalization of specification documents for a meeting to be held
 - Assist with Managing Training data sets
 - Assist with rendering administrative duties for the office

PROJECT COORDINATION INTERN (x1)

Operational Support Location: Pretoria Head Office Ref: SOPP 12 / PSS / HQ

Additional Requirements:

- Be in possession of a National Diploma / Degree in either Project Management or Public Administration / Management.
- Core Functions:**
 - Assist in facilitating projects in the office of the Component Head Support. Compile and manage project plans. Assist in monitoring the progress of projects.

FITNESS INSTRUCTOR INTERN (x1)

Human Resource Development Location: Pretoria Head Office Ref: HRD13 / PSS / HQ

Additional Requirements:

- Be in possession of a National Diploma / Degree in Sport Management / Exercise Science
- Core Functions:**
 - Present group fitness classes
 - Drafting of eye programme s to the members
 - Assistance of members at the eye with using eye equipment
 - Eye inspections and packing of the eye equipment
- Assist with maintenance fitness program including summative assessments

FINANCE MANAGEMENT INTERN (x1)

Provincial Support Location: Western Cape Ref: FMA / PSS / WC

Additional Requirements:

- Be in possession of National Diploma / Degree in either Accounting, Financial Management, or Public Finance.
- Core Functions:**
 - Processing of claims
 - Pursual of new time registers
 - Handle office inventory tasks
- Handle administrative tasks regarding Finance Management

SUPPLY CHAIN MANAGEMENT INTERN (x1)

Supply Chain Management Location: Gauteng Ref: SCM 15 / PSS / GP

Additional Requirements:

- Be in possession of a National Diploma / Degree in Supply Chain Management.
- Core Functions:**
 - Perform loss management, procurement and demand functions
 - Handle office inventory tasks
 - Conduct inspections on Government Property Account
 - Perform filing within the office
 - Handle telephone enquiries

EMPLOYEES: Col Nd Garber Tel no (012) 400 56 08 PAC Mphahleli, Tel no (012) 400 6457 APPLICATIONS ID / WAD DELIVERED: Applications for the various s on t he respective processes must be submitted to the following addresses: –

PSS HEAD OFFICE

HRM1 / PSS / HQ

HRM11 / PSS / HQ

SOPP12 / PSS / HQ and HRM13 / PSS / HQ, The Divisional Commissioner –

Protection and Security Services Private Bag 3704

Pretoria 0001

Head delivery: Mopu Mopu Building

c / o Park and Trogue Street

Somerset

Pretoria

Col Garber (012) 400 – 5669

PAC Mphahleli (012) 400 – 6457 5

EASTERN CAPE

HRM2 / PSS / EC

The Provincial Head

– Protection and Security Services

Private Bag 20065

Bhisho 6005

Head delivery: 49 Andrius Road

Williams Town

Colonel Dutoy (043) 604 – 1012

Captain Ngweni (043) 604 – 1164

SAC Molebe (043) 604 – 1162

FREE STATE

HRM3 / PSS / FS

The Provincial Head

Protection and Security Services

Private Bag 20255

Bloemfontein

Head delivery: Absa Building 4 th Floor

Flora Meitland str

Bloemfontein

0300

Col Mollie (051) 411 – 7054

Captain Saisaan (051) 411 – 7041

GAUTENG

s: HRM8 / PSS / GP

SOPP12 / PSS / GP

The Provincial Head

Protection and Security Services

Private Bag 2650

Pretoria

Head delivery: Land Affairs Building

C / O Bosman and Jacob Mare str

Musmela Street

Pretoria

Lt Col Bonga (012) 353 – 67 70

Lt Col Ndaba (012) 353 – 67 81

KWA – ZULU NATAL

HRM4 / PSS / KZN

The Provincial Head

Protection and Security Services

Private Bag 26530

Durban 4001

Head delivery: 143 Maritime House

Durban

Colonel Smith (031) 319 – 2008

Capt Ndaboo (031) 319 – 2111 / 2

Capt Mody (031) 319 2044

LPMPRO

HRM9 / PSS / LP

The Provincial Head

Protection and Security Services

Private Bag 20560

Poliswane 0300

Head delivery: 28 c / o Market & Main Street

PSS Building

Poliswane

Colonel Sha (015) 284 – 8545

Capt Purcocks (015) 284 5866

WESTERN CAPE

HRM10 / PSS / WC

The Provincial Head

Protection and Security Services

Private Bag 20000

Kimberley 0300

Head delivery: 88 MacLureth Street

De Beers

Kimberley

Colonel Sakoya (053)836 0356

Lt Col Venter (053) 326 0309

NORTH WEST

HRM6 / PSS / NW

The Provincial Head

Protection and Security Services

Private Bag 20025

Mafikeng 2745

Head delivery: c / o William Dick and Sarah Eluff

Sakoya Complex Ref: Weng

Colonel Mabe (018) 397 – 9015

Capt Mula (018) 397 – 9009 7

WESTERN CAPE

HRM10 / PSS / WC

FMA / PSS / WC

The Provincial Head

Protection and Security Services

Private Bag X1

Cap Town 8015

Head delivery: 21 Flax Street

Garmour House Stalpin

Colonel Brand (021) 467 – 0518

PPO Klassen (021) 467 – 0413

MPUMALANGA

HRM7 / PSS / MP

The Provincial Head

Protection and Security Services

Private Bag X11299

Nelspruit

1200

Head delivery: 16 Paul Kruger Street

Baxter Brown Building

2 nd Floor Office No 3

Nelspruit

Colonel Thayer (021) 756 – 0252

Lt Col Maphanga (013) 756 – 0261

PPO Cato (013) 756 0254

Technology Management Services

DIVISION: TECHNOLOGY MANAGEMENT SERVICES (HEAD OFFICE PRETORIA) (2) Communication Network Infrastructure Ref: TMS 28 / 2018

Additional Requirements: Matrix with NQF 6 Degree / Diploma or No Certificate in Engineering Field of Study / Electrical Engineering (Light Current) qualification.

Core Functions: A Communications Technician III performs skilled technical work in the installation, maintenance, repair, modification, and testing of electronic and digital communications equipment and related accessories. Incumbents work on stationary land mobile communication units such as mobile computer terminals, Automatic Vehicle Location (AVL) in Franchises, base stations, recorders, and related systems and equipment. Incumbents circuit test, install, and maintain data communications carrier systems; set-up, install, test and modify and maintain digital microwave and fibre-optic carrier equipment and systems; and install, maintain and support Computer Telephony Integration (CTI) 9 - 1 telecommunications equipment and systems. This class performs related duties as required.

(2) Resource & Administration Systems Management

(Ref: TMS 29 / 2018)

Additional Requirements: Matrix with NQF 6 Degree / National Diploma in Information Technology / Computer Science / Business Administration qualification / B Com Informatics.

Core Functions: A Analysing call logs common trends and underlying problems. Logging and keeping records of customer / employee queries. Reset password queries. User creation and access control. Escalation of calls to business. Working with customers / employees to identify computer problems and advising on the solutions.

(24) Mobile Public Systems

(Ref: TMS 30 / 2018)

Additional Requirements: Matrix with NQF 6 Degree or National Diploma in Information Technology / Computer Science qualification.

Core Functions: Receiving and verifying of completed project schedules. Monitor monthly update project schedules that are received from System Managers. Ensure that System Managers adhere and comply with deadlines. Receive and consolidate feedback on projects schedules / project plans from system managers. Receive weekly update from system managers and provide to Head

1 x Technology Centre of Excellence

(Ref: TMS 31 / 2018)

Additional Requirements: Matrix with NQF 6 Degree or D Diploma in IT / Computer Science / Informatics / Computer Systems / IT Engineering / IS Engineering.

Core Functions: Development of new applications for the SAPS. Modernisation of the current SAPS Applications. Data management, SQL and Report time Development. User training on newly developed systems. Database creation and management. Development of integrations into other SAPS systems.

1 x Technology Centre of Excellence

(Ref: TMS 32 / 2018)

Additional Requirements: Matrix with NQF 6 Degree or Diploma in IT / Computer Science / Informatics / Computer Systems / IT Engineering / IS Engineering

Core Functions: Testing of new network devices to be implemented within the SAPS. Analysis of network traffic. Laboratory testing of desktop hardware, software and remote management technologies. Virtualizing workloads on servers and desktops. Testing new server operating systems and functionalities. Testing commercial against open source products.

DIVISION: TECHNOLOGY MANAGEMENT SERVICES (PROVINCIAL OFFICES) (24) TMS

(Free State

(Ref: TMS 33 / 2018)

Additional Requirements: Matrix with NQF 6 Degree or Diploma in IT / Computer Science / Informatics / Computer Systems / IT Engineering / IS Engineering or any other IT related NQF 6 qualification.

Core Functions: Diverse communication for the whole province Deal with email applications Domain connection applications Video conference administration and connection Telephony management services and PMB's. VM applications Computer and other resources replacement

(24) Northern Cape

(Ref: TMS 34 / 2018)

Additional Requirements: Matrix with NQF 6 Degree / Diploma or No Certificate in Engineering Field of Study / Electrical Engineering (Light Current) qualification

Core Functions: Installation of radio and emergency warning equipment and the maintenance thereof. Analogue High Site communication establishment and maintenance thereof Digital Radio Communication System maintenance. Microwave links, installation and maintenance Networking LAN and WAN Radio Terminal

(24) Northern Cape

(Ref: TMS 35 / 2018)

Additional Requirements: Matrix with NQF 6 Degree or National Diploma in Accounting / Cost and Accounting Management / Financial Management / B Com degree or any other relevant NQF 6 financial qualification.

Core Functions: Administer and maintain data integrity and security process of the Telephone Management System (Landline). Administer and maintain data integrity of the Vodacom call phone accounts and 3 G accounts. Support the sub

consider in performing the general Finance functions.

APPLICATIONS AND ENQUIRIES CAN BE DIRECTED TO: Lt Col PG Matsembe Capt & Maj Tel: 012 422 7194 / 012 422 7709

Applications can be forwarded for attention to Lt Col PG Matsembe 1 to:

AL ADDRESS: Division: Technology Management Services South African Police Service Private Bag X 22 Hatfield 0028

HMND DELIVERY OFFICE No. PPS 138 / 148 Tolbach Park Building Cor. Steane House (Church) and Jan Smuts (Duncan) Streets Hatfield Pretoria.

GENERAL:

- Only the official [application form](#) for the internship 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 reference number of the post must be correctly specified on the application form.
- A Curriculum Vitae must be submitted together with the application form and
- proof of residence.
- Certified 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. Certified copies should not be older than 3 months. No faxed or e-mailed applications will be considered
- only certificate of qualifications will be accepted, and not a statement of results.
- Applicants will be subjected to fingerprint screening and reference checking.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is 2018-07-20 at 12h00.
- 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 2 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.
- Internship program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

Closing Date: 30 November 2018

Limpopo Dept of Public Works: Graduate / Internship Programme 2019

CLOSING DATE: 23 November 2018 at 16:00

STIPEND: R 5728.50 per month

NOTE: The Provincial Department of Public Works, Roads and Infrastructure invites applications for Student and Graduate Internship opportunities that currently exist in our offices throughout the province. Unemployed South African youth (Graduates and students requiring practical experience to achieve their qualifications), who have never participated in any Public Service Internship programme in any government department are invited to apply. Successful Interns will be appointed for a period of 24 months (Graduate Intern) and 18 – 24 months (Student Interns) depending on the qualification

requirement, commencing 01 April 2019 – 30 March 2021.

Graduate Interns will receive a monthly stipend currently at R5728.50 per month, whilst Student Interns will receive a monthly stipend currently at R4770.58 per month, as determined by the Department of Public Service and Administration and subject to Annual Salary adjustment.

SUPPLY CHAIN MANAGEMENT [x6]CENTRE: Head Office – Polokwane
[x1]

Capricorn District [x1]

Sekhukhune District [x1]

Mopani District [x1]

Vhembe District [x1]

Waterberg District [x1]

REQUIREMENTS: Study Field: N Dip / Degree in Supply Chain Management / Logistics / Public Management.

LOGISTICS AND ASSET MANAGEMENT [x6]CENTRE: Head Office –
Polokwane [x1]

Capricorn District [x1]

Sekhukhune District [x1]

Mopani District [x1]

Vhembe District [x1]

Waterberg District [x1]

REQUIREMENTS: Study Field: N Dip / Degree in Supply Chain Management / Logistics / Public Management.

EXTENDED PUBLIC WORKS PROGRAMME (EPWP) [x1]CENTRE: Head
Office – Polokwane

REQUIREMENTS: Study Field: N Dip / Degree in Development Studies and / or Development Planning.

REAL ESTATE [x6]CENTRE: Head Office – Polokwane [x1]
Capricorn District [x1]
Sekhukhune District [x1]
Mopani District [x1]
Vhembe District [x1]
Waterberg District [x1]

REQUIREMENTS: Study Field: N Dip / Degree in Real Estate / Property Management / LLB / Bcom.

HUMAN RESOURCES MANAGEMENT [x6]CENTRE: Head Office – Polokwane [x2] Capricorn District [x1]
Sekhukhune District [x1]
Mopani District [x1]
Waterberg District [x1]

REQUIREMENTS: Study Field: N Dip / Degree in Human Resource Management, Public Administration.

RISK MANAGEMENT [x1]CENTRE: Head Office – Polokwane

REQUIREMENTS: Study Field: N Dip / Degree in Risk Management / Governance / Auditing

MONITORING AND EVALUATION [x1]CENTRE: Head Office – Polokwane

REQUIREMENTS: Study Field: N Dip / Degree in Social Sciences (Humanities) / Development Studies and planning / Monitoring and Evaluation.

INFORMATION TECHNOLOGY [x1]CENTRE: Head Office – Polokwane

REQUIREMENTS: Study Field: N Dip / Degree in Information Technology / B.Sc. Information Systems or equivalent NQF level 6.

COMMUNICATIONS [x1]CENTRE: Head Office – Polokwane

REQUIREMENTS: Study Field: N Dip / Degree in Communications related field.

RECORDS MANAGEMENT [x6]CENTRE: Head Office – Polokwane [x1]
Capricorn District [x1]
Sekhukhune [x1]
Mopani District [x1]
Vhembe District [x1]
Waterberg District [x1]
REQUIREMENTS: Study Field: N Dip / Degree in Archives and
Records Management / Library Science / Information Science /
Public Administration.

STRATEGIC PLANNING [x1]CENTRE: Head Office – Polokwane
REQUIREMENTS: Study Field: N Dip / Degree in Policy and
Strategic Planning / Development Studies / Public
Administration.

EMPLOYEE HEALTH AND WELLNESS [x2]CENTRE: Head Office –
Polokwane [x1]
Vhembe District [x1]
REQUIREMENTS: Study Field: N Dip / Degree in Safety
Management / Employee Health and Wellness / Occupational
Health and Safety / Bachelor of Social Work / Bachelor of
Psychology.

STUDENT INTERNSHIP 2019 / 2020: ALL PROGRAMMESSTIPEND: R
4770.58 per month
CENTRE: Head Office – Polokwane (X27 Posts)
162 Capricorn District [x1]
Sekhukhune District [x1]
Mopani District [x1]
Vhembe District [x1]
Waterberg District [x1]
REQUIREMENTS: Study Field: N6 Management Assistant.

HUMAN RESOURCE MANAGEMENT 2019 / 2020 STIPEND: R 4770.58 per month

CENTRE: Head Office – Polokwane [x1]

Capricorn District [x1]

Sekhukhune District [x1]

Mopani District [x1]

Vhembe District [x1]

Waterberg District [x1]

REQUIREMENTS: Study Field: N6 Human Resource Management / Public Administration.

How To Apply

All applications must be submitted on a Z83 form, obtainable from any Public Service Department, stating the field to which the Intern is applying. The application form must be accompanied by a recently updated Curriculum Vitae together with certified copies of qualifications from SAQA accredited institutions, certified ID copy including Grade 12 certificate. Student interns are required to attach a letter of not more than six (6) months from the training Institution supporting their need for practical experience. Persons in possession of foreign qualifications should attach the SAQA evaluation report. Faxed and emailed applications will not be considered. Shortlisted candidates will be subjected to a Security Clearance process. Correspondence will be limited to shortlisted candidates only. Should you not hear from us by 28 February 2019, please consider your application unsuccessful.

NB: Applications directed to wrong / incorrect stations will not be considered.

Internship applications for Head Office – Polokwane, Capricorn District, Sekhukhune District, Mopani District, Vhembe District and Waterberg District must be directed to the following addresses: Head Office – Polokwane: The Department of Public Works, Roads & Infrastructure, Private Bag X 9490,

Polokwane, 0700 or hand deliver at Works Tower Building, 43 Church Street, Polokwane.

Capricorn District: Private Bag X9378, Polokwane, 0700 or hand deliver at 15 Landros Mare Street, Polokwane next to Correctional Services.

Sekhukhune District: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A next to Traffic Department.

Mopani District: Private Bag X9576, Giyani, 0826 or hand deliver at former Parliamentary Buildings next to LIMDEV offices.

Vhembe District: Private Bag X2248, Sibasa, 0790 or hand deliver at Cnr. Traffic and SAPS Street (opposite Raluswielo School) Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver to Cnr. Thabo Mbeki & Elias Motsoaledi Street.

ENQUIRIES: Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234

Telkom: IT Networking Apprenticeship Programme 2019

Closing Date: 16 November 2018 Location: Pretoria

- Perform duties in the allocated technical work phase of the Openseve network to ensure a positive customer experience and to attend the relevant development path as required.
- Network (All Openseve Network Operations work phases)\
- Center Operations (FAMC, Surveillance etc.)
- National Engineering

Competencies

Functional Knowledge

- Openserve network and elements; Products and services; Company Policies and Procedures; Test Equipment; Telkom systems; Relevant legislation

Functional Skills

- Communicating; Computer Literacy; Hand/ Eye Coordination; Planning; Problem Solving; Administration; Analytical; Interpersonal; Report Writing; Techniques; Analytical; Problem Solving

Attitudes/ Leadership Behaviour

- Accountability; Accurate; Confident; Continuous Performance Improvement; Conscientious; Customer orientated; Diligence; Honesty; Initiative; Proactive; Respect; Tactful; Teamwork; Trustworthy; Proactive; Quality Awareness; Responsible; Team Player; Adaptable

Job Responsibilities

Receive job request/ instruction

- Analyse request
- Obtain resources
- Liaise with key role players
- Execute request/ project
- Interrogate and update systems
- Ensure compliance to quality processes
- Feedback and Communication to relevant role players
- Attend to administration requirements
- Comply with Policies/ Compliances
- Comply with Work Methods and Procedures/ Work instructions
- Attend training and development interventions

Qualifications

- Internship N6 Certificate / Completed S4 level subjects
– 1 Year relevant experience

Experience

- 1 Year relevant experience

Special Requirements

- Valid driver's license
- Prepared to work in all weather conditions
- Prepared to work in confined spaces and at heights
- Masts & tower climbing – fall arrest, rescue & rope access skills where required
- Not colour blind
- Able to work in all areas
- Able to travel and stay out
- Able to work after hours, including overtime, call out and stand-by
- Able to function in stressful environment

How To Apply

[Apply Online for the Telkom IT Networking Learnership Programme](#)

Bank SETA: ICT Graduate / Internship Programme 2019

Closing Date: January 2019

Masithuthuke Holdings (Pty) Ltd in partnership with BANKSETA are embarking on the delivery of a suitable ICT training

programme to train 250 graduates in ICT, designed to address the identified ICT skills shortages in the banking and microfinance sector. Training will be provided in stipulated provinces (Kwa-Zulu Natal, Western Cape and Gauteng) for a period of 4 month and workplace experience linked to the technical skills programme for 6 months.



Required Provincial Numbers:

- Kwa-Zulu Natal = 75 learners
- Western Cape = 75 learners
- Gauteng = 100 learners

The following are requirements:

- (Gender/Age & Disability Breakdown)
- Age Group 18-35 years
- 85% Black Africans
- 54% Females
- 4% Disabled

Required documentation:

- RSA Identity Document (certified)
- Curriculum Vitae
- Doctors disability confirmation certificate (certified)
- Credentials (Qualifications, Criminal records and ITC) will be verified

Qualifications Required:

- Matric Certificate (certified)
- ICT Diploma (3 years) (certified) from the following institutions;
- University/University Of Technology/College N6-N7 (certified)
- BSc Computer Science and BComm Informatics

Please note; certified documents must not be older than 3 months. A monthly Stipend of R5500 will be provided to learners.

How To Apply

[Apply Online for the Bank SETA: ICT Graduate / Internship Programme 2019](#)

Ackermans : Graduate / Internship Programme 2019

Closing Date: 19 November 2019

Location: Kuilsrivier, Cape Town

Are you a recent graduate seeking to gain work experience? If you hold a 3 year completed qualification in Finance or Accounting, then this could be what you have been waiting for!

Recent graduates are invited to apply and experience the working life in our Finance team, at one of the leading retailers!

This amazing opportunity will expose you to our various Finance disciplines allowing you to develop strong analytical and numerical skills; work with multiple deadlines, volume and extreme pressure.

Knowledge, Skills and Experience

- Computer skills (Microsoft Word, Excel and PowerPoint)
- Communication skills (verbal and written)
- Interpersonal skills
- Attention to detail

How To Apply

Intern: Finance Systems

- • BCom Degree (Finance, Accounting, Information Systems)

[Apply Online for the Ackermans Financial Systems Graduate / Internship Programme](#)

Intern: Central Finance

- Three-year recognised qualification (Finance / Accounting)

[Apply Online for the Ackermans Finance Graduate / Internship Programme](#)

Internship: 1x Buying & 1x Product Technology (Fixed term contract ending 31 December 2019)

- 3 year Diploma or Degree in Clothing Management / Production or Fashion Design
- No prior full time work experience in your field of study
 - South African citizenship

[Apply Online for the Ackermans Buying & Product Technology Graduate / Internship Programme](#)

Marketing Intern: Cellular (Contract Ending 31 December 2019)

- Recent Graduate with a Diploma or Degree in Marketing

[Apply Online for the Ackermans Cellular Graduate / Internship Programme](#)

Intern: Marketing

- Recent Graduate with a Diploma or Degree in Marketing

[Apply Online for the Ackermans Marketing Graduate / Internship Programme](#)

Department of correctional services vacancies

Department of correctional services vacancies

APPLICATIONS:

Applications must be sent in time to the correct address as indicated at the bottom of each position, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of application.



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

NOTE:

Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It

is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and be subjected to security clearance procedures. Successful candidates may be required to undergo a competency assessment.

Notices

Vacancies:

[Post adverts with a closing date of 19 October](#)

[Limpopo Mpumalanga and North West Region posts – closing date 21 September](#)

[Post advertisMASTER POST ADVERTISEMENT WC 2018 INTERNAL AND EXTERNAL FINALEment with the closing date of 07 September](#)

[Posts advert with closing date of 24 August _Free State and Northern Cape](#)

[Posts advert with closing date of 10 August _KwaZulu-Natal](#)

[External Advert – SMS – Senior Management Service : 14 May](#)

[External Advert – Applications for Community Members to serve on Supervision and Parole Board: 14 May](#)

[Social Auxiliary Workers advert – March](#)

[External Advert – Parole Boards – March](#)

[Risk Management Advert – March](#)

[Posts advert with closing date of 14 December](#)

[Posts advert with closing date of 1 December](#)

[Post advertisement with the closing date of 29 September](#)

[Post advert with closing date of 9 September](#)

Netcare is looking for people to train them as nurse

Netcare is looking for people to train them as nurse

Education and training

Who we are

Netcare Education, a division of Netcare, is regarded as one of South Africa's leading private education and training institutions of healthcare professionals, both in nursing and ancillary care and emergency medical services.



Netcare Education comprises two faculties, with campuses in Johannesburg and Pretoria in Gauteng, Durban North in KwaZulu-Natal, Port Elizabeth in the Eastern Cape and Cape Town in the Western Cape. The Faculty of Nursing and Ancillary Healthcare (FNAH) provides formal education and training in the fields of nursing and ancillary disciplines, and the Faculty of Emergency and Critical Care (FECC) provides formal education and training in the field of emergency and critical care as well as first aid training for members of the public.

Through organised learning employees and students will be able to improve job performance and individual growth opportunities.

Faculty of Nursing and Ancillary Healthcare (FNAH)

Who we are

Netcare Education's Faculty of Nursing and Ancillary Healthcare (FNAH) is dedicated to developing the clinical knowledge and practical skills of nursing students, nursing practitioners and other healthcare professionals.

This is achieved through combining theory with experiential learning in hospitals, thereby providing the best learning opportunity for developing knowledge, skills, attitude and values. Through collaboration, innovation and academic excellence in education, our students will be capable and skilled healthcare providers who are able to offer the best evidence-based practice and care to their patients.

Accreditation and registration credentials

The FNAH has been an accredited private nursing education

institution since 1989. It is accredited with the South African Nursing Council (SANC) as a private nursing education institution and Netcare Hospital Management (Pty) Ltd, known as Netcare Education FNAH, has provisional registration with the Department of Higher Education and Training as a private higher education institution.

Strategic partners

University of the Witwatersrand

Netcare Education and the University of the Witwatersrand, Johannesburg have entered into an association agreement to provide programmes in nursing education in terms of the Nursing Act, No 33 of 2005 (as amended) the Higher Education Act No 101 of 1997 and other relevant health legislation, to students registered with Netcare Education for the programmes in Clinical Nursing Science (Regulation 212) as well as for advanced diplomas. The University of the Witwatersrand provides assistance with establishing and maintaining academic standards and is therefore represented at Netcare Education's senate and council meetings.

Open Learning Group (OLG)

The Open Learning Group (OLG) provides logistical and administrative support to Netcare Education students. OLG furthermore provides logistics management services to Netcare Education including student and administrative support and marketing.

Alignment with National Qualifications Framework (NQF)
Selected programmes are aligned to the National Qualifications Framework. As such, they reflect the respective NQF level, number of credits, outcomes and assessment criteria. This ensures that the credits earned by successful candidates could count towards national SAQA-registered qualifications and might be considered for recognition of prior learning, thereby opening up opportunities for further learning.

Language of instruction

All programmes are presented in English, and students are required to have English language competence at NQF level 4.

[Apply now](#)

Unilever: Learnership Programme 2019

CLOSING DATE: 15 November 2018

LOCATION: Indonsa

The Unemployed learner is responsible for carrying out general line operations and cleaning regimes according to planned operational requirements to safely deliver a good quality packed product. As a member of the operations team the learner plays an important role in maintaining line safety and will identify process or line issues to leaders.

Carries out pre-start-up checks to ensure that the area and equipment is clean and is in a safe condition as per the SOP. Assists shutting down equipment and the area as per the SOP.

Monitors quality against set standards and reports any product and packaging faults. Detects process abnormalities quickly and takes emergency action to prevent them.

Reduce costs due to waste and minimize impact to health, safety and the environment through working to eliminate waste and through the correct handling of waste and hazardous materials.

Must actively contribute to an eco-efficient environment.

An awareness of how to use performance measures to identify and prioritize losses in production area; provides description of problems and can provide monitoring of process or line issues.

Monitor the machines/equipment that they work on.

Clean the machine according to manufacturer's standards as well as site specs.

Perform basic maintenance tasks on the machine as required.

Check and prepare raw materials that will be used.

Maintain the safety of oneself and that of others on the line.

Effective communication skills

Physical ability to manually lift packaged final product – good physical condition.

Comply with learnership requirements as stipulated by UL and training provider i.e. assessments; logbook and assignments

MINIMUM REQUIREMENTS:

- Matric (with Maths & Physical Science) **OR** N3 (Engineering Studies)

How To Apply

[Apply Online for the Unilever: Learnership Programme 2019](#)

Alexander Forbes: Learnership Programme 2019

Closing Date: 15 November 2018

Location: Sandton

Requirements

- Must have a valid National Senior Certificate: Grade 12 (Matric), with a minimum average of 60%
- Passed English and another South African language
- Must be of South African nationality
- Must be between the ages of 18-30
- Must be unemployed
- Must not be enrolled for any other formal education during the period of the learnership
- Must be willing to commit to complete the 12-month learnership
- Must be willing to participate in all learning and work experience required by the learnership.

Competencies

- Good oral and written communication skills
- Adaptability
- Team work
- Learning and researching
- Attention to detail
- Initiative
- Client Service Orientation

Learnership Opportunities

- Contact Centre Learnership NQF Level 4
- Short-term Insurance Learnership NQF Level 4
- Business Administration Learnership NQF Level 4
- Wealth Management Learnership NQF Level 5

- Technical Support (IT) Learnership NQF Level 4
- Generic Management Learnership NQF Level 4

How To Apply

[Apply Online for the Alexander Forbes Learnership Programme](#)

Please note : If you do not receive feedback within 2 months please consider your application unsuccessful

Transnet: Graduate / Internship Programme for PWD 2019

Only applications via through Transnet recruitment portal OR TRE.DbnRecruitment@transnet.net will be accepted. Candidates must meet all an adherence / minimum requirement of the vacancies

Competencies:

PLEASE TAKE NOTE OF THE FOLLOWING ADDITIONAL REQUIREMENTS:

- Applicants must be SA citizens
- Applications should include: Type of disability If reasonable accommodation is required
- Medical certificate from a registered medical practitioner confirming the disability
- CV
- Certified ID copy
- Certified 3 year National Diploma / B Degree

Traineeship for People with Disabilities (Ref:

30011257)Location: Germiston Applicants must have a 3 year National Diploma / B Degree in the following disciplines:

- Engineering (Electrical, Mechanical, Industrial)
 - Operations Management
 - Production Management
- Human Resources / Industrial Psychology / Labour Relations
 - IT / Computer Science
 - Finance
 - Communications / Journalism
 - Supply Chain
 - Logistics Management
 - Law / LLB
 - Safety Management
 - Environmental Management
 - Marketing

Email : GMXRecruitment@transnet.net

Fax : 0866826998

**Trainee for People with Disabilities (Ref: 30011256)Location:
Durban**

Applicants must have a 3 year National Diploma / B Degree in the following disciplines:

- Engineering (Electrical, Mechanical, Industrial)
 - Operations Management
 - Production Management
- Human Resources / Industrial Psychology / Labour Relations
 - IT/ Computer Science
 - Finance
 - Supply Chain
 - Quality Management
 - Safety Management
 - Environmental Management
 - Office Management

TRE.DbnRecruitment@transnet.net

Traineeship for People with Disabilities (Ref: 30011255) Location: Kilner Park, Pretoria

- National Diploma: Environmental Health,
- National Diploma: Safety Management,
- National Diploma: Environmental Management,
- National Diploma Environmental Engineering,
 - LLB degree
 - Bcomm degree in Auditing,
- National Diploma or B degree in Financial and Risk Management

Dikeledi.Ledwaba@transnet.net

Traineeship for People with Disabilities (Ref: 30011269)

- An applicant must have a 3 year National Diploma / BTech in Mechanical or Electrical Engineering

Lungi.Magubane@transnet.net

Traineeship for People with Disabilities (Ref: 30011269)

- Engineering (Electrical, Mechanical, Industrial)
 - Operations Management
 - Production Management

Recruitment.KDS@Transnet.net

Traineeship for People with Disabilities (Ref: 30011262)

Applicants must have a 3 year National Diploma / B Degree in the following disciplines:

- Bcomm Accounting, Bcomm Finance: Accounting, Finance Management, Taxation

Recruitment.KDS@Transnet.net