

# City of Polokwane: Graduate / Internship Programme 2018 , 45x posts

**Closing Date: 26 January 2018 at 16h30**

Please Note: Reference Number is the same as the item number below. I.e, 1 for the first row...

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| <b>1 City Planning and Property Management (Property)</b><br>[x3]National Diploma / Degree Real Estate; Property Law / LLB                                     |
| <b>2 City Planning and Property Management (City and Regional Planning)</b> [x3]Degrees National Diploma in Town / Urban / City and Regional Planning          |
| <b>3 City Planning and Property Management (Property Management)</b><br>[x3]Degree / National Diploma in Information Science                                   |
| <b>4 Community Development: Cultural Services (Library)</b><br>[x2]Degree / Library Science  |
| <b>5 Sports and Recreation (Sports)</b> [x2]Degree / National Diploma in Sports Management   |
| <b>6 Special Focus</b> [x3]National Diploma / Degree in Social Work / Psychology / Community Development / Nursing Diploma or HIV / AIDS counselling           |
| <b>7 Communications and Marketing</b> [x2]Degree / National Diploma Communications / Marketing / Public Relations / Journalism / Graphic Design and Multimedia |
| <b>8 Office of the Municipal Manager (Secretariat)</b> [x1]Degree / National Diploma in Secretarial / Office Administration                                    |
| <b>9 Economic Development and Tourism (Trade)</b> [x1]Degree / National Diploma Business Management  |

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| <b>10 Economic Development and Tourism [x1]</b>                                       | Degree / National Diploma Marketing / Tourism / Economics (Investment Promotion and Tourism)                |
| <b>11 Economic Development and Tourism [x1]</b>                                       | Degree / National Diploma Economics (Economic Planning)   |
| <b>12 Economic Development and Tourism [x]</b>  | Degree / National Diploma Business Management / Entrepreneurship (Business Centers, Cooperatives and SMMEs) |
| <b>13 Economic Development and Tourism (Agriculture) [x1]</b>                         | Degree / National Diploma Agriculture / Agriculture Management / Agricultural Economics                     |
| <b>14 Cluster Office (Sebayeng Dikgale cluster &amp; Molepo / Chuene / Maja) [x2]</b> | Degree National Diploma Public Management / Developmental Studies   |
| <b>15 Office of the speaker (Public Participation) [x2]</b>                           | Degree / National Diploma Public Administration / Public Management / Political Science                     |
| <b>16 Budget and Treasury (Logistics) [x3]</b>  | Degree / National Diploma Inventory / Logistics   |
| <b>17 Legal Services [x3]</b>   | Degree LLB / Training course for legal Practice will be added advantage                                     |
| <b>18 Water and Sanitation (Treatment Plants) [x2]</b>                                | National Diploma in Water Care / Engineering Studies (Chemical Plant operations) Water and Sanitation       |
| <b>19 Water and Sanitation (Laboratory) [x10]</b>                                     | Degree / National Diploma Chemistry / Microbiology / Analytical Chemistry                                   |
| <b>20 Energy Services [x4]</b>  | National Diploma-Electrical Engineering / Services  |

**Requirements:**

- Applications should be South African citizens, aged 18-35
- Applicants should be residents within the jurisdiction of Polokwane Municipality
- Applicants should be unemployed and should not have participated on any internship programme before
- Successful candidates will be subjected to

security vetting

## How To Apply

Detailed CVs with a signed covering letter quoting the relevant internship programme and reference number applied for, ID certified copy, certified copies of qualifications and proof of residence or authorized letter from traditional leaders should be *hand delivered* on the 9th floor office no 905 at the Civic Centre Cnr Landros Mare Street & Bodenstein Street or can be *posted* to the Attention of Municipal Manager P.O. Box 111 Polokwane 0700.

NB: People with disability are encouraged to apply

If you are applying for more than one (1) programme please submit separate applications for each. Should you not hear from us within three months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

**Enquires can be directed to Ms MP Mello or Ms LKomana 015 290 2211 / 015 290 2023**

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# SAPS Academy: Graduate / Internship Programme 2018

**Closing Date: 12 January 2018**

This Internship Programme is divided under these sections / departments and the table below is structured in that manner:

- Management Intervention
- Division: Human Resource Development (HRD)

▪ Division: Human Resource Development SAPS Academies

| <b>Management Intervention</b>  |
|---|
| <b>NATIONAL LEVEL : PRETORIA</b>  |
| <p><b>Communication Intern[x1]</b>Section: MIA C:Communication Liason Officer Location Head Office,Pretoria,Gauteng<br/>Ref No: MI / 01 / 2017</p> <p style="text-align: center;"><b>Additional requirements</b></p> <ul style="list-style-type: none"> <li>• Be in a possession of a Diploma / Degree in Journalism / Public Relations</li> </ul> <p style="text-align: center;"><b>Core Functions</b></p> <ul style="list-style-type: none"> <li>• Coordinate the rendering of excellent media coverage and relations building on core police functions of the SAPS           <ul style="list-style-type: none"> <li>• Coordinate the establishment and maintenance of an international media network using existing mediums of communication.</li> <li>• Administer the preparation and publishing of audio visual material.</li> </ul> </li> <li>• Ensure the provision of assistance and guidance to film, television institutions and social media platforms</li> </ul> |
| <p><b>Human Resource Utilization Intern [x2]</b>Section: Human Resource Management Location Head Office, Pretoria,GautengRef No: MI / 02 / 2017</p> <p style="text-align: center;"><b>Additional requirements</b></p> <ul style="list-style-type: none"> <li>• Be in a possession of a Diploma or Degree in Human Resource Management, Labour Relations, Public Administration or Industrial or Organisational Psychology.</li> </ul> <p style="text-align: center;"><b>Core Functions</b></p> <ul style="list-style-type: none"> <li>• Coordinate and monitor the implementation of Performance Management functions within the Division.</li> <li>• Administer and facilitate labour engagements and ensure the correct implementation of equity policies.</li> </ul>   |
| <p><b>Personnel Management Intern [x4]</b>Section: Human Resource Management Location Head Office, Pretoria,GautengRef No: MI / 03 / 2017</p> <p style="text-align: center;"><b>Additional requirements</b></p> <p>Be in a possession of a Diploma or Degree in Human Resource Management, Public Administration or Industrial or Organisational Psychology.</p> <p style="text-align: center;"><b>Core Functions</b></p> <ul style="list-style-type: none"> <li>• Administer all medical aid related matters within the Division.           <ul style="list-style-type: none"> <li>• Administer Service terminations</li> <li>• Administer Discipline related matters</li> <li>• Administer absenteeism</li> </ul> </li> </ul>   |
| <p><b>Finance and Administration Intern [x2]</b>Section: Finance :Budget Office Location Head Office, Pretoria, GautengRef No: MI / 05 / 2017</p> <p style="text-align: center;"><b>Additional requirements</b></p> <ul style="list-style-type: none"> <li>• Be in a possession of a Diploma or Degree in Financial Management, Cost and Management Accounting or Public Administration</li> </ul> <p style="text-align: center;"><b>Core Functions</b></p> <ul style="list-style-type: none"> <li>• Manage budget, all itineraries and claims</li> <li>• Render financial administration support</li> <li>• Maintain the station revenue fund and administer advances and claims.</li> </ul>   |

**Finance and Administration [x2]** Section: Administration and Records Management Location Head Office, Pretoria, Gauteng Ref No: MI / 06 / 2017 Additional requirements

- Be in a possession of a Diploma or Degree in Public Administration, Office Management or Records Management

**Core Functions**

- Organise and maintain a filing system
  - Opening and closing of files
- Assist staff by keeping all personnel files and records up to date
- Maintain file register, draft letters and provide front desk customer services to internal staff

**PROVINCIAL LEVEL**

**Administrative Intern [x1]** Section: Support Services Location Provincial Office, Free State, Bloemfontein Ref No: MI / 07 / 2017

**Additional requirements**

- Be in a possession of a Diploma or Degree in Public Administration or Office Administration

**Core Functions**

- Receive and record incoming and internal posts / correspondence
  - Categorize and classify documents
  - Dispatch and distribute post
- Provide a reference service for officially registered files and other documentation
  - Attend and deal with telephone and other related enquiries
  - Diarise / records and maintain bring forward system

**Administrative Intern [x1]** Section: Support Services Location Provincial Office, Limpopo Ref No: MI / 08 / 2017

**Additional Requirements**

- Be in a possession of a Diploma or Degree in Public Administration or Office Administration

**Core Functions**

- Receive and record incoming and internal post / correspondence
  - Categorize and classify documents
  - Dispatch and distribute post
- Provide a reference service for officially registered files and other documentation
  - Attend and deal with telephone and other related enquiries
  - Diarise / record and maintain bring forward system

**Administrative Intern [x1]** Section: Support Services Location Eastern Cape, King Williams Town Ref No: MI / 08 / 2017

**Additional Requirements**

- Be in a possession of a Diploma or Degree in Public Administration or Office Administration

**Core Functions**

- Receive and record incoming and internal post / correspondence
  - Categorize and classify documents
  - Dispatch and distribute post
- Provide a reference service for officially registered files and other documentation
  - Attend and deal with telephone and other related enquiries
  - Diarise / record and maintain bring forward system.

**Administrative Intern [x1]**Section: Support Services Location Provincial Office Western  
Cape,CapetownRef No: MI / 08 / 2017

**Additional Requirements**

- Be in a possession of a Diploma of Degree in Public Administration, Office Administration

**Core Functions**

- Receive and record incoming and internal post / correspondence
  - Categorize and classify documents
  - Dispatch and distribute post
- Provide a reference service for officially registered files and other documentation
  - Attend and deal with telephone and other related enquiries
  - Diarise / records and maintain bring forward system.

### GENERAL

- Only the official application form for the internship programme ( available on the SAPS website and DPSA website ) will be accepted. The Z83 previously utilized will no longer 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.
- A comprehensive Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license. Copies must be attached to each application form.
- The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is 2018 – 01 – 12 at 16h00 .
- If a candidate is short – listed, it can be expected of him / her to undergo a personal interview as well as a practical assessment.
- Short – listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters ) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post.
- The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 of January 2015 shall (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.
- All short – listed candidates will be subjected to fingerprint screening and reference checking .
- Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- Recommended candidates will be expected to sign a 12 months internship contract.

### NATIONAL LEVEL PRETORIA

- Applications must be posted to: Colonel Molefe MS Molefe Management Intervention Private Bag X 94 Pretoria 0001 6
- Hand Delivered To: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume(Andries and Pretorius Street, Room 324
- Enquiries can be directed To: Captain Esterhuizen or Sergeant Raphela, 012 393 3534 / 012 393 3246
- PROVINCIAL LEVEL The Deputy Provincial Commissioner Management Intervention Free State Private bagx20501 Bloemfontein 9300

### HAND DELIVERY ADDRESS

- The Deputy Provincial Commissioner Management Intervention Free State Charl otte Maxeke Street 126 Bloemfontein 9301
- The Deputy Provincial Commissioner Management Intervention Polokwane Limpopo 0700 Att : Captain Dikhoba / CAC Nchaupa 015 293 7185 / 7175
- The Deputy Provincial Commissioner Eastern Cape King Williams Town Griffiths M xenge Building Room 205,Second floor, Block D Att: Lieutenant Colonel Mpulampula – Waka 040 608 7124
- The Deputy Provincial Commissioner Management Intervention Customs House Building,Room 604 6th Floor Heerengracht Street Foreshore Capetown 8000 Att: Lieutenant Colonel MEA Alberts 021 4678410 / 082469 2874

**Division: Human Resource Development (HRD)**

Internship categories: Graduate Intern: Tertiary Qualification is required  
Student Intern: Need practical experience in order to finalise qualification  
Matric Intern: Senior Certificate (Grade 12) no tertiary qualification is required. NB: stipend for each category will be as determined by the National Commissioner:  
South African Police Service DIVISION: HUMAN RESOURCE DEVELOPMENT: HEAD OFFICE PRETORIA Post

**Graphic Designer INTERN [x2]**

Section: ETD Operational Support Location Division HRD Pretoria

Ref Number: MISPP1 / 2017 HRD [x1]

ETDCDP1 / 2017 HRD [x1]

**Additional Requirements:**

- Be in possession of a National Diploma / Degree in Graphic Designing or equivalent qualification

**Core Functions:**

- Establishing and maintain professional graphic support to the Division Human Resource Development
  - Perform general administrative functions for the Section: Management Information & Strategic Planning
- Render assistance to events within the Division Human Resource Development

**Sound Engineering INTERN [x1]** Section: ETD Operational Support Location Division HRD

Pretoria Ref Number: MISPP2 / 2017 HRD

**Additional Requirements:**

- Be in possession of a National Diploma / Degree in Music Technology / Arts or equivalent qualification

**Core Functions:**

- Manage and administration of technical audio – visual support service
- Manage the provision of support in the maintenance of audio – visual equipment's for events nationally and Division HRD
  - Administer proper utilisation of resources allocated to the post environment

**Events Management & Strategic Planning INTERN [x1]** Section: ETD Operational Support Location

Division HRD Pretoria Ref Number: MISPP3 / 2017 HRD

**Additional Requirements:**

- Be in possession of a National Diploma / Degree in Event Management or equivalent qualification

**Core Functions:**

- Organise in consultation with the events coordinator and the event planning committee
- Manage the provision of support in the maintenance of audio – visual equipment's for events nationally and Division HRD
  - Administer proper utilisation of resources allocated to the environment
- Monitor and evaluate the Annual Performance Plan and handling of the monthly feedback and reports.
  - Administration on the Training Administration System and related correspondence .

**Demand Management INTERN [x1]** Section: ETD Operational Support Location Division HRD

Pretoria Ref Number: AFM5 / 2017 HRD

**Additional Requirements:**

- Be in possession of a National Diploma / Degree in Logistics or equivalent qualification

**Core Functions:**

- Administer all current needs for equipment via resource plan
- Establish a database for all National Transversal Term contract and a specific period of contract
- Conduct industry and commodity analysis in respect of required goods and services



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| <p><b>Supply Chain Management INTERN ( 2 post s )</b>Section: ETD Operational Support Location Division<br/>HRD PretoriaRef Number: AFM6 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a Senior Certificate / N6 / National Diploma in Supply Chain Management / Computer Literacy or equivalent qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Arrange all travelling and accommodation booking s for all Senior Management and personnel including external candidates</li> <li>• Administer the acquisition process for training academies and the Division Human Resource Development</li> <li>• Ensure the maintenance of assets registered in respect of movable Gov ernment property</li> </ul>   |
| <p><b>Financial Management INTERN [x1]</b>Section: ETD Operational Support Location Division HRD<br/>PretoriaRef Number: AFM7 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a National Diploma / Degree Finance Accounting or equivalent qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Manage the Training Provisioning Plan</li> <li>• Administer functions regarding training intervention <ul style="list-style-type: none"> <li>• C apture allowances</li> </ul> </li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Perform administration functions regarding physical fitness maintenance . Compile and consolidate reports <ul style="list-style-type: none"> <li>• Arrange and coordinate venues, accommodation and travelling f or physical fitness maintenance</li> </ul> </li> <li>• Update and maintain administration fil ing systems, compile and consolidate reports</li> </ul>  |
| <p><b>Sport Management INTERN [x1]</b>Section: Basic Police Development Location Division HRD<br/>PretoriaRef Number: SRM 15 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a Senior Certificate / Computer Literacy</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Perform administration functions regarding physical fitness maintenance Compile and consolidate reports <ul style="list-style-type: none"> <li>• Arrange and coordinate venues, accommodation and travelling for physical fitness maintenance.</li> </ul> </li> <li>• Update and maintain administration filling systems compile and consolidate reports</li> </ul> <p>Post Provisioning Admin Clerk INTERN [x1]<br/>Section: Basic Police Development Location Division HRD Pretoria<br/>Ref Number: BPD 16 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a Diploma in Office Management / Administration or equivalent qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Perform administration functions within the Component Basic Policing Development <ul style="list-style-type: none"> <li>• Perform typing functions and compile reports</li> <li>• Update and maintain administration fili ng systems</li> </ul> </li> </ul> |
| <p><b>Administration Clerk INTERN [x1]</b>Section: Basic Police Development Location Division HRD<br/>PretoriaRef Number: BPD 17 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a Senior Certificate / Computer Literacy</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Perform administration functions within the Component Basic Policing Development <ul style="list-style-type: none"> <li>• Perform typing functions and compile reports</li> <li>• Update and maintain administration filing systems</li> </ul> </li> </ul>  |

GENERAL:

- Only the official application form for the internship programme (available on DPSA website and at all SAPS Institutions ) 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.
- 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.
- 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 – 01 – 12 at 16h00 .
- 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 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
  - A stipend will be paid according to proof of relevant qualification.
- Internship programme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 month internship contract.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551 CAC Baloyi Tinyiko Tel no. ( 012 ) 334 3699

APPLICATIONS POSTED : Division Human Resource Development 429 Shorburg Building, Helen Joseph Street Pretoria, 6 th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries )

APPLICATIONS HAND DELIVERED : Division Human Resource Development 429 Shorburg Building, Helen Joseph Street Pretoria, 6 th Floor North Wing.

**Division: Human Resource Development SAPS Academies**

Internship categories: Graduate Intern: Tertiary Qualification is required Student Intern: Need practical experience in order to finalise qualification  
Matric Intern: Senior Certificate (Grade 12) no tertiary qualification is required.  
NB: stipend for each category be as determine by the National Commissioner: South African Police Service DIVISION: HUMAN RESOURCE DEVELOPMENT: SAPS ACADEMIES

**Supply Chain Management ( INTERN S )**

Section:

SAPS Academy All Saints: Ref ISPD1 / 2017 HRD [x2]  
SAPS Academy Arcadia: Ref ISPD2 / 2017 HRD [x2]  
SAPS Academy Atteridgeville: Ref ISPD3 / 2017 HRD [x2]  
SAPS Academy Benoni: Ref ISPD4 / 2017 HRD [x2]  
SAPS Academy Chatsworth: Ref ISPD5 / 2017 HRD [x2]  
SAPS Academy Graaff Reinet: Ref ISPD6 / 2017 HRD [x2]  
SAPS Academy Hammanskraal: Ref ISPD7 / 2017 HRD [x2]  
SAPS Academy Moloto: Ref ISPD8 / 2017 HRD [x2]  
SAPS Academy Mankwe: Ref ISPD18 / 2017 HRD [x2]  
SAPS Academy Rietondale: Ref ISPD9 / 2017 HRD [x2]  
SAPS Academy Roodeplaat: Ref ISPD10 / 2017 HRD [x2]  
SAPS Academy Thabong: Ref ISPD11 / 2017 HRD [x2]  
SAPS Academy Thabazimbi: Ref ISPD12 / 2017 HRD [x2]  
SAPS Academy Philip pi : Ref BPD13 / 2017 HRD [x2]

**Additional Requirements:**

- Be in possession of a National Diploma / Degree Logistics or equivalent qualification

**Core Functions:**

- Render physical duties pertaining to supply chain management accounting
- Perform loss control related tasks and render administrative duties pertaining to supply chain management MGP
- Ensure the maintenance of assets registered in respect of movable Government property

**Hospitality Management ( INTERN S )** Section: SAPS Academy All Saints: Ref ISPD14 / 2017 HRD: [x2]

SAPS Academy Arcadia: Ref ISPD15 / 2017 HRD [x2]  
SAPS Academy Atteridgeville: Ref ISPD16 / 2017 HRD [x2]  
SAPS Academy Benoni: Ref ISPD4 / 2017 HRD [x2]  
SAPS Academy Chatsworth: Ref ISPD18 / 2017 HRD [x2]  
SAPS Academy Graaff Reinet: Ref ISPD19 / 2017 HRD [x2]  
SAPS Academy Hammanskraal: Ref ISPD20 / 2017 HRD [x2]  
SAPS Academy Moloto: Ref ISPD21 / 2017 HRD [x2]  
SAPS Academy Mankwe: Ref ISPD22 / 2017 HRD [x2]  
SAPS Academy Rietondale: Ref ISPD23 / 2017 HRD [x2]  
SAPS Academy Roodeplaat: Ref ISPD24 / 2017 HRD [x2]  
SAPS Academy Thabong: Ref ISPD25 / 2017 HRD [x2]  
SAPS Academy Thabazimbi: Ref ISPD26 / 2017 HRD [x2]  
SAPS Academy Philip pi : Ref BPD27 / 2017 HRD [x2]

**Additional Requirements:**

- Be in possession of a Senior Certificate / N6 / National Diploma in Hospitality Management, Computer Literacy or equivalent qualification

**Core Functions:**

- Planning and preparation of food
- Cleaning of the kitchen accessories and serving of meals

**Musician INTERN [x3]**Section: SAPS Academy Tshwane (Band) Location Pretoria WestRef Number: CD19 / 2017 HRD

**Additional Requirements:**

- Be in possession of a Senior Certificate / NQF 6 / Diploma in Music or equivalent qualification 3

**Core Functions:**

- Perform as an individual on a primary and secondary instrument as a musician with a band or any other group.
- Participate in practising and rehearsals with a band or group, maintain allocated instruments and equipment.
- Pack, load, unpack and unload musical instruments, equipment and sheet music and comply with SAPS Directives

**Administration Clerk ( INTERN S )**Section:

SAPS Academy All Saints: Ref ISPD28 / 2017 HRD [x2]

SAPS Academy Arcadia: Ref ISPD29 / 2017 HRD [x2]

SAPS Academy Atteridgeville: Ref ISPD30 / 2017 HRD [x2]

SAPS Academy Benoni: Ref ISPD31 / 2017 HRD [x2]

SAPS Academy Chatsworth: Ref ISPD32 / 2017 HRD [x2]

SAPS Academy Graaff Reinet: Ref ISPD33 / 2017 HRD [x2]

SAPS Academy Hammanskraal: Ref ISPD34 / 2017 HRD [x2]

SAPS Academy Moloto: Ref ISPD35 / 2017 HRD [x2]

SAPS Academy Mankwe: Ref ISPD36 / 2017 HRD [x2]

SAPS Academy Rietondale: Ref ISPD37 / 2017 HRD [x2]

SAPS Academy Roodeplaat: Ref ISPD38 / 2017 HRD [x2]

SAPS Academy Thabong: Ref ISPD39 / 2017 HRD [x2]

SAPS Academy Thabazimbi: Ref ISPD40 / 2017 HRD [x2]

SAPS Academy Philip pi : Ref BPD41 / 2017 HRD [x2]

**Additional Requirements:**

- Be in possession of a Senior Certificate / N6 / Diploma in National Office Management & Technology / Administration / Public Administration or equivalent qualification

**Core Functions:**

- Conduct Administration of files, maintaining of outgoing and incoming correspondence
- Register and maintain the database dealing with telephone inquiries, assist with the diary of the office of theSection: Head
  - Perform typing functions and compile reports
  - Update and maintain administration filing systems

#### GENERAL :

- Only the official application form for the internship programme (available on DPSA website and at all SAPS Institutions ) 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.
- 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.
- 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 – 01 – 12 at 16h00 .
- If a n 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.
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- 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 qu alification.
- Internship program me in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 month internship contract.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551 CAC Baloyi Tinyiko Tel no. ( 012 ) 334 3699  
APPLICATIONS POSTED : Division Human Resource Development 429 Shorburg Building, Helen Joseph Street Pretoria, 6 th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries )

#### APPLICATIONS HAND DELIVERED :

SAPS Academy All Saints R63 Komga Road Bhisho 5605 (042) 223 0600  
SAPS Academy Arcadia Crime Intelligent 640 Schoeman Street Pretoria 0001 (012) 344 1868  
SAPS Academy Atteridgeville Church Street Pretoria 0001 (012) 353 9662  
SAPS Academy Benoni: C / O Great North & Hospital Road North Mead Benoni 1500 (011) 425 1617  
SAPS Academy Chatsworth 241 Morton Drive Chatsworth Durban 4092 (031) 451 4336  
SAPS Academy Graaff Reinet College Weg Graaff Rainet 6280 (049) 891 0050  
SAPS Academy Hammanskraal No: 1 Soutpan Road Hammanskraal 0407 (012) 711 8000  
SAPS Academy Moloto Moloto Road Farm 243 Moloto (012) 735 9600  
SAPS Academy Mankwe SAPS Academy Rietondale Chailmberlain Street 661 Alben Building Rietondale (012) 329 6860  
SAPS Academy Roodeplaar Kwamhlanga Road Roodeplaar (012) 329 6860  
SAPS Academy Thabong Portion 1 Stand No: 8004 Modikeng Road Thabong 9436 (057) 391 8132  
SAPS Academy Thabazimbi Alma Road Thabazimbi 0380 (014) 721 0097  
SAPS Academy Philip pi New Eislleban Road Philippi (021) 370 2602

## How To Apply

[Download Application Form](#)

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# Vodacom: Graduate / Internship Programme 2018

**Closing Date: 15 January 2018**

**Location: Midrand and Vodacom regional Offices**

The objective of the Vodacom Internship Programme is to:

- Develop a talent pipeline of skilled individuals for the core business areas within Vodacom; and to
- Create an opportunity for unemployed graduates with the required qualifications to develop competencies in the telecommunications environment.

**The ideal candidate for this role will have:**

- Matric
- 3 year qualification – Degree or Diploma with specialization in:
  - Engineering (Electrical Engineering Light Current),
  - Technical diploma (S4, T3, N6)
  - Sales & Marketing
  - BCom Finance
  - Information Technology
  - Human Resources

**Competencies:**

- Time management skills
- Interpersonal skills
- Communication skills
- Passion
- Flexibility
- Resilience

In additional to the above listed requirements, the candidate must:

- Must be a South African citizen with a valid ID
- Aged between 18 – 25 years

Young South African citizens living with disabilities are encouraged to apply. A medical certificate confirming disability from a registered medical practitioner will be required

The Company's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, we actively encourage and welcome people with various disabilities to apply.

## How To Apply

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

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# PwC Global Graduates Programme

**Job Title :Training Contract 2019 – Bloemfontein**

**Country :South Africa**

**Location: Bloemfontein**

**Line of Service :Assurance**

**Programme Type :Graduate**

**Position Type :Full Time**

### Job Description

- Perform audit procedures at clients to express an opinion on their financial records.

- Work closely with the audit team to ensure client deadlines are met.
- Must be deadline driven.
- Pay keen attention to detail.
- Progress steadily throughout the 3 years of articles to qualify as a Chartered Accountant.

About Us PwC provides industry-focused assurance, tax and advisory services to build public trust and enhance value for its clients and their stakeholders. More than 184 000 people in 157 countries across our network share their thinking, experience and solutions to develop fresh perspectives and practical advice. TRAINING CONTRACT A training contract is a learnership contract with a registered training office. During your traineeship you will be able to put into practice the theory you have learned at university. You will be working in a challenging business environment, travelling to clients on most days, and you will interact with people on various levels.

### **How to Apply**

[Click Here to Submit Your Application](#)

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# **FNB: Winter Vacation Graduate Programme 2017**

**Location: Johannesburg**

**Duration: 1 Week**

**Degrees and subjects relevant to the various opportunities on offer at your company**



- **IT Degrees**– Information Systems, Computer Science, Informatics
- **Quantitative Degrees** – Actuarial Science, Statistics, Mathematics, Computational and Applied Mathematics

FNB Future League Week gives you, the student who wants more from a career, the opportunity to experience FNB across various disciplines and most importantly, gets you an insider's glimpse of what it would be like to work at FNB. Here we'll show you how your specific studies are put into practice.

### **How to apply**

Go to [www.fnbgrad.mobi](http://www.fnbgrad.mobi), click on Apply Now, register, and upload your CV and Academic Record

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## **Kouga Municipality: Finance Graduate / Internship Programme 2017 / 2018**

**Closing Date: 07 July 2017**

**Location: Jeffrey's Bay**

Kouga Municipality is inviting Interns: Municipal Finance Management Internship Programme that will be part of the Kouga Municipalities endeavours to capacitate the Organization and Empower Communities.

### **REQUIREMENTS**

- Grade 12;
- Three-year Bachelor Degree or National Diploma with

majors in Accounting, Economics, or Finance including either Risk Management and/ or Auditing among others.

## **OVERVIEW**

The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

**SALARY** R100 000.00 (All inclusive)

**The intern will sign an internship agreement which is in addition to employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the education and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.**

## **How to apply**

**Sealed applications marked "Municipal Finance Management Internship Programme" must reach the Human Resources Office on or before Friday, 7 July 2017 at 12:00.**

Application forms will be available at the Municipal Offices in Jeffreys Bay, Humansdorp, St Francis Bay, Hankey, Patensie, Loerie and Thornhill. **For any inquiries contact Mr. B Faulkner: 042 2002 200.**

## **Disqualification:**

Please note that the following will lead to disqualification of applicants:

1. Non-submission of originally certified copies of academic records.
2. Canvassing of councilors.

**NB: Short listed applicants will be subjected to a screening process.**

The Municipality reserves the right not to make an appointment.

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# **NATIONAL TREASURY GRADUATE INTERNSHIP PROGRAMME 2018**

Salary :R183 558.00 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

**REQUIREMENTS :** Our 24-month Internship Programme offers Interns opportunities to enhance skills and gain meaningful workplace experience to complement their studies. University or University of Technology students with undergraduate or postgraduate degrees in the following fields may apply: Accounting, Environmental Science, Statistics/Applied Mathematics/Quantitative Methods, Built Environment, Economics, Econometrics, Finance, Financial Management, International Trade, Business Management, Information Technology/Information System, Internal Audit, International Relations, International Politics, Public Finance, Public

Administration/Project Management, Political Science, Public Management, Monitoring and Evaluation, Development Studies, Philosophy, Supply Chain Management/Procurement/Logistics.

ENQUIRIES : Mr Alfred Tau on 012 315 5455

APPLICATIONS : To apply for the 2018 Internship Programme, download the application form (available on [www.treasury.gov.za](http://www.treasury.gov.za)), and submit with the full official academic record and a certified copy of your ID via post to: The GDP Specialist, Private Bag X115, Pretoria, 0001. Please note that e-mailed, faxed and late applications will not be accepted.

CLOSING DATE : 31 July 2017 0

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## Department of Labour Office Aid Vacancy

Department of Labour is seeking a person with Standard 8 / Grade 10 to assist as an Office Aid.

**OFFICE AID REF NO: HR 4/4/4/03/03**

SALARY : R100 545 per annum

CENTRE : Labour Centre: Vereeniging



### **REQUIREMENTS :**

- Standard 8/ Grade 10. Knowledge: Cleaning Practices,

Catering, Office Practice.

Skills: Interpersonal relations, Verbal communications, Listening.

**DUTIES :**

- Ensure clean office environment at all times e.g dust furniture and equipment.
- Provide food service (assist in providing tea and water during meetings).
- Assist in distributing stock.
- Assist with messenger functions. Distribute incoming faxes, record outgoing faxes, record incoming faxes in the register.

ENQUIRIES : Mr MH Tabane, Tel no: (016) 430 0000

APPLICATIONS : Chief Director: Provincial Operations: P0 Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

CLOSING DATE : 10 April 2017 at 16:00

## **HOW TO APPLY**

NOTE : Applications must be submitted on [Z83 Form – CLICK HERE TO DOWNLOAD THE FORM](#)

**OR**

[Z83 Form – CLICK HERE TO DOWNLOAD THE FORM](#), obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents).

The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies( Not older than 3 months after publication of

the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable].

Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications.

Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered.

The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered.

Correspondence will be limited to short-listed candidates only.

If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful.

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

Where applicable, candidates will be subjected to a skills/knowledge test.

All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department.

Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Successful candidates will be appointed on a probation period of 12 months.

The Department reserves the right not to make any appointment(s) to the above post.

Successful candidates will be expected to sign a performance agreement.

[Click Here to FULL VACANCY PDF](#)

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## [R17m skills programme to empower youth](#)

A newly launched R17 million skills programme is expected to enhance the employability of people, especially the youth, from poor backgrounds and those that are referred to as the missing middle.



Labour Minister Mildred Oliphant launched the skills programme for the Compensation Fund (CF) in partnership with the South African Institute of Chartered Accountants (SAICA).

The skills programme is aimed at injecting financial, accounting and actuarial skills into the Compensation Fund which is undergoing a major overhaul and realignment to meet its social security obligation in the South African labour

market.

The duration of the programme will range from three to six years.

Speaking at the launch held in Pretoria, Minister Oliphant said as government they are optimistic that the programme will contribute to addressing what is often referred to as scarce skills and enhance the employability of people especially the youth from poor backgrounds.

“The initiative that we are launching is yet another of many efforts that this government is pursuing to address unemployment, and by extension playing a catalytic role towards an all-inclusive economic participation of our people in general, and our youth in particular.

“We are deeply concerned that unemployment still remains very high among our young people. Stats-SA also points out that youth (aged between 15-34) remain vulnerable in the labour market with unemployment rate of 37.1% which is 10.6 percentage points above the national average,” the Minister said.

Minister Oliphant explained that the criterion for admission on the programme has been crafted in a manner that is not going to keep out deserving candidates.

The partnership with SAICA seeks to achieve three things namely to:

Develop specialised skills for the needs of the Compensation Fund in order to enhance the capabilities to deliver on its mandate;

Train more than what is needed and through the Public Employment Services; facilitate the placement of the learners in job opportunities within government and other institutions; and



Enhance the employability of participants on the programme and as such contribute meaningfully in addressing the unemployment challenge.

The recent statistics show that the share of employed persons with tertiary qualifications, was highest among the white and Indian and/or Asian population groups at 30.3%, while the share of employed persons with a tertiary qualification among the black African and the Coloured population groups, was a miserable 17% and 13%, respectively.

Stats-SA also points out that youth (aged between 15-34) remain vulnerable in the labour market with an unemployment rate of 37.1% which is 10.6 percentage points above the national average.

The results of the Quarterly Labour Force Survey (QLFS) for the fourth quarter of 2016 released by Statistics South Africa last week, also indicate that employment grew by 235 000 resulting in slight decline in the unemployment rate to 26.5%.

It also states that the growth in employment was mainly driven by the services industry which grew by 73 000, followed by transport and manufacturing which grew by 46 000 and 44 000, respectively.

The programme will enrol 100 learners for 2017/18 as follows:

Medical Doctors: (20)

Medical Orthotics and Prosthesis: (20)

Nurses: (20)

Occupational Therapists: (35)

Actuaries: (5)

The SAICA is the foremost accountancy body in South Africa and one of the leading Institutes in the world. It plays an influential role in a highly dynamic business sector.

The mission of SAICA is to serve the interests of the chartered accountancy profession and society, by upholding professional standards. – [SAnews.gov.za](http://SAnews.gov.za)

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## **STANDARD BANK IS LOOKING FOR BANK TELLERS**

**Closing Date: 30 December 2016**

- To provide a consistently high quality frontline transaction service to customers encompassing the cashing of cheques, acceptance of deposits and the provision of change.



- To understand the risks associated with the handling of cash and maintain effective controls to manage these risks.
- To maintain a high level of integrity and ethical standards.
- Manage ATM/ANA machines (where applicable)

### **Requirements**

- Matric

- 1 year Branch banking experience would be an advantage

## How to Apply

[Apply for the Standard Bank Bank Teller Opportunity in Kimberly](#)

[Apply for the Standard Bank Bank Teller Opportunity in Cape Town](#)

[Apply for the Standard Bank Bank Teller Opportunity in Bloemfontein](#)

[Apply for the Standard Bank Bank Teller Opportunity in Nelspruit](#)

[Apply for the Standard Bank Bank Teller Opportunity in Polokwane](#)

[Apply for the Standard Bank Bank Teller Opportunity in Gauteng](#)