

North West: Graduate / Internship Programme 2019

Closing Date: 17 August 20178

Location: North West

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

Generic 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

Matric 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

Administrative Intern

- Brits Human Resource Management [x1] Resource Utilization Reference HRD 01 / 2018

Additional Requirements:

3 year Degree / Diploma in Human Resource Management / Public Administration / Labour Relations / Human Resource Development / Business Management (NQF 6 / 7 / 8) or N6 Certificate Human Resource Management / Public Administration / Labour Relations

Core functions:

- *Render administrative support service with regard to the management of Resource Utilization
- *Implementation of Resource Utilization
- *Manage and control filing system.
- *Administer and control Financial, Human and Logistical Resource allocated to HRM.

Administrative Intern

- **Component Hartbeesfontein Supply Chain Management [x1] Provisioning Reference HRD 02 / 2018**

Additional Requirements:

3 year Degree / Diploma in: Purchasing Management, Supply Chain Management, Public Management, N6 Certificate in Supply Chain Management / Public Management and Administration / Logistics or equivalent

Core functions:

- *Deals with the administration related matters.
- *Demand Management: The administration of all demands in the Station
- *Administration of name badges for all members in the Station
- *Deal with fuel card & transportation administration related matters.
- *Handling of itineraries in the Station.
- *Administration of Early warning reports and Risk report.

Administrative Intern

- Component Itsoseng Saps [x1] Ref HRD 03 / 2018
 - Leeudoringstad [x1] Ref HRD 04 / 2018
 - Madikwe [x1] Ref HRD 05 / 2018

Additional Requirements:

3 year Degree / Diploma in Financial Management / Financial Accounting (NQF 6 / 7 / 8) or N6 Certificate in Financial Management / Financial Accounting

Core functions:

- *Administer of cellular telephone accounts for the Station.
- *Check Telephone registers. *Payment of Suppliers.
- *Administer State Income.

Administrative Intern

- Jouberton Saps [x1] Ref: HRD 06 / 2018
- Klipgat Saps [x1] Ref: HRD 07 / 2018

Additional Requirements:

3 year Degree / Diploma in Financial Management / Financial Accounting (NQF 6 / 7 / 8) or N6 Certificate in Financial Management / Financial Accounting

Core functions:

- *To administer bookkeeping aspects in the Station. *To process the payment. *Administer and control electronically outstanding debts. *To administer correspondence. *To ensure that all the inventory were taken care of within the component. *Compiling of cost statement for injuries sustained.

Administrative Intern

- Kanana Saps [x1] Ref: HRD 08 / 2018
- Khuma Saps [x1] Ref: HRD 09 / 2018
- Mogwase Saps [x1] Ref: HRD 10 / 2018

Additional Requirements:

3 year Degree / Diploma in: Purchasing Management, Supply Chain Management, Public Management, N6 Certificate in Supply Chain Management / Public Management and Administration / Logistics or equivalent

Core functions:

*Deals with the administration related matters. *Demand Management: The administration of all demands in the Province. *Administration of name badges for all members in the Station. *Deal with fuel card & transportation administration related matters. *Handling of itineraries in the Station. *Administration of Early warning reports and Risk report.

Administrative Intern

- Lethlabile Saps [x1] Ref: HRD 11 / 2018
- Lichtenburg Saps [x1] Ref: HRD 12 / 2018
- Makwassie Saps [x1] Ref: HRD 13 / 2018
 - Mmakau Saps [x1] Ref: HRD 14 / 2018
- Phokeng Saps [x1] Ref: HRD 15 / 2018

Additional Requirements:

3 year Degree / Diploma in Human Resource Management / Public Administration / Labour Relations / Human Resource Development / Business Management (NQF 6 / 7 / 8) or N6 Certificate Human Resource Management / Public Administration / Labour Relations

Core functions:

*Assist with personnel administration and files. *Assist with Human Resource Development administration and files. *Type reports and returns and assist with work related administration.

Administrative Intern

- Provincial Head: Human Resource Development (1Post) Section Skills Development Facilitation Reference HRD 16 / 2018

Additional Requirements:

N6 Certificate Human Resource Management / Public Administration / Labour Relations

Core functions:

- *Receive data of intern files and ensure monthly updates.
- *Receive bursary application and open files of individual applications. *Compile monthly and Quarterly reports on the performance of interns. Assist with the coordination of Station SDF Officials for the presentation of courses.

Administrative Intern

- Tshidilamolomo Saps [x1] Ref: HRD 17 / 2018
 - Taung Saps [x1] Ref: HRD 18 / 2018
 - Pudimoe Saps [x1] Ref: HRD 19 / 2018
- Ventersdorp Saps [x1] Ref: HRD 20 / 2018

Additional Requirements:

N6 Certificate Human Resource Management / Public Administration / Labour Relations

Core functions:

- *Assist with personnel administration and files. *Assist with Human Resource Development administration and files. *Type reports and returns and assist with work related administration

Administrative Intern

- Makapanstad [x1] Ref: HRD 21 / 2018
 - Mmakau [x1] Ref: HRD 22 / 2018
- Mooinooi [x1] Ref: HRD 23 / 2018
 - Zeerust [x1] Ref: HRD 24 / 2018
 - Orkney [x1] Ref: HRD 25 / 2018

Additional Requirements:

N6 Certificate Human Resource Management / Public Administration / Labour Relations Core functions:

*Assist with personnel administration and files. *Assist with Human Resource Development administration and files. *Type reports and returns and assist with work related administration.

Administrative Intern

- Marikana Saps [x1] Ref: HRD 26 / 2018
 - Taung Saps [x1] Ref: HRD 27 / 2018

Additional Requirements:

N6 Certificate in Supply Chain Management / Public Management and Administration / Logistics or equivalent

Core functions:

*Administration of Construction projects. *Administration of provision admin system. *Administration of lease building and State property.

Administrative Intern

- Potchefstroom [x1] Ref: HRD 28 / 2018
- Wolmaransstad [x1] Ref: HRD 29 / 2018

Additional Requirements:

N6 Certificate in Supply Chain Management / Public Management and Administration / Logistics or equivalent

Core functions:

*Register and record vehicle incidents, damages, losses and thefts. *Report new incidents to Logistical Support Loss Management. *Administer correspondence of incidents of information required of vehicles, accidents, damages and losses or thefts. *Investigate motor vehicle incidents according to importance. *Process relaying of information required for each separate incident.

Administrative Intern

- Rustenburg Saps [x1] Section Financial Service: Financial Accounting and Cash Flow Reference HRD 30 / 2018

Additional Requirements:

N6 Certificate in Financial Management / Financial Accounting

Core functions:

*To administer bookkeeping aspects in the Station. *To process the payment. *Administer and control electronically outstanding debts. *To administer correspondence. *To ensure that all the inventory were taken care of within the component. *Compiling of cost statement for injuries sustained.

Administrative Intern

- Bedwang [x1] Ref: HRD 31 / 2018
- Biesiesvlei [x1] Ref: HRD 32 / 2018
- Lethabong [x1] Ref: HRD 33 / 2018
- Morokweng [x1] Ref: HRD 34 / 2018
- Mothotlung [x1] Ref: HRD 35 / 2018
- Motswedi [x1] Ref: HRD 36 / 2018
- Reivilo [x1] Ref: HRD 37 / 2018
- Setlagole [x1] Ref: HRD 38 / 2018
- Swartruggens [x1] Ref: HRD 39 / 2018
- Vorstershoop [x1] Ref: HRD 40 / 2018

Additional Requirements:

N6 Certificate Human Resource Management / Public Administration / Labour Relations

Core functions:

*Assist with personnel administration and files. *Assist with Human Resource Development administration and files. *Type reports and returns and assist with work related administration

General

- Only the official [application form](#) for the internship programme (available on DPSA website and at SAPS Official 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. 6
- 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.
- 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.
- 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 program 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.

How To Apply

Applications Must Be Posted To

Attention: Lt Col Dc Cronje PC HRD (Between Pep Stores and Absa ATM) Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street (Between Pep Stores and Absa ATM) Potchefstroom 2531

Hand Delivered To:

Front Entrance

PC HRD Room 14, 1st Floor Wilmur Building (Between Pep Stores and Absa ATM) 95 Walter Sisulu Street Potchefstroom

Back Entrance

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

Enquiries Can Be Directed To:

Lt Col Dc Cronje 018-299 7786

SAPS: Auditing Graduate / Internship Programme 2019

Closing Date: 17 August 20178

Location: Pretoria (and Provinces)

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

Generic 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

Matric 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

Internal Audit Intern Section: Performance Audit Head Office:

Pretoria Ref Number: IA 01 [x2]

Additional Requirements:

*Be in possession of Bachelor's Degree in Commerce, Internal Audit or Accounting / National Diploma in Internal Audit or Accounting / B Tech in Internal Auditing or Cost and Management Accounting

Core Functions:

- Attend opening conference per engagement.
- Compile opening conference minutes of engagements allocated
- Conduct preliminary survey through gathering background and contextual information relevant to the audit project.
- Conduct a risk assessment through interview client, inspect and analyse information obtained, record results and identify high risk areas to inform audit programme relevant to the audit project.
 - Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion.
 - Develop findings and recommendation for the enhancement of basic controls / process by documenting finding in the required format, present findings to the project leader, discuss finding and recommend to the client, make recommendations to the project leader on possible changes to reportable items. Maintain good relations with the client before, during and after the audit in order to ensure customer satisfaction.
- Ensure proper management of physical / logistical resources and financial resources for the Section Internal Audit.
- Execute, document finding and sign off audit working papers of engagement.
 - Use Team – mate EWP to document the audit engagement.

Internal Audit Intern Section: Forensic Audit Head Office:

Pretoria Ref Number: IA 02 [x2]**Additional Requirements:** *Be in a possession of Bachelor's Degree in Commerce, Internal Auditing or Accounting LLB or National Diploma in Internal Audit or Accounting

Core Functions:

- Assist in conducting of forensic audit / investigations in accordance with the investigation methodology and within the determined time frames
 - Assist in drafting the report on the results of the investigation
- Liaise with other State law enforcement agencies on the reported cases
- Advise management on areas where inadequate measures exist to mitigate risks
 - Assist in drafting progress reports to management
- Perform ad hoc assignments as when requested by management
- Assist in co-ordinating the forensic audit assignments with other units within the Department, including Internal Audit
- Represent the Department in the criminal or civil recovery processes
 - Assist in the formulation of disciplinary charges

Internal Audit Intern Section: Information Technology

Audit Head Office: Pretoria Ref Number: IA 03 [x2]**Additional Requirements:** *Be in a possession of Bachelor's Degree in Commerce, Internal Auditing or Accounting / Btech in Information technology / Information systems

Core Functions:

- Conducting application controls and general controls review, system development life cycle review and governance reviews on SAPS systems and related internal controls
 - Developing system process flows and audit programmes
 - Performing audit testing as per audit procedures
 - Preparing draft audit findings to discuss with IT Audit management and clients
 - Capturing record of work performed on Team – Mate
- Creating, managing manual audit files and referencing evidence
 - Attending client meetings and capturing minutes

Internal Audit Intern Section: Support Head Office: Pretoria

Ref Number: IA 04 [x1]**Additional Requirements:**

Appropriate / relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint may be an advantage.

Core Functions

- Render Administration duties pertaining to Supply Chain Management.
- Render financial support to all personnel within the section
 - Responsible for SHE management
- Render administration duties pertaining to fleet management and HRM
 - Registering and delivering of outgoing post; making of photocopies
 - Maintenance of store room on a daily basis; stock taking programmes on daily basis
- Report of losses of the state owned property to Head Office when the need arises
 - Administer cell phone and telephone accounts
 - Submit monthly vehicle report to Head Office; vehicles inspected weekly and submitted to head Office
- Arrange and submit itineraries; ensure that all arrangements regarding travelling, accommodation, financial subsistence

Internal Audit Intern Section: Risk Based and Compliance Audit

- Head Office, Pretoria Ref Number: IA 05 [x2]
 - Gauteng Province Ref Number: IA 06 [x2]
 - Limpopo Province Ref Number: IA 07 [x2]
 - North West Province Ref Number: IA 08 [x2]
 - Free State Province Ref Number: IA 09 [x2]
- KwaZulu – Natal Province Ref Number: IA 10 [x2]
 - Western Cape Ref Number: IA 11 [x2]
 - Northern Cape Ref Number: IA 12 [x2]
 - Eastern Cape Ref Number: IA 13 [x2]
 - Mpumalanga Ref Number: IA 14 [x2]

Additional Requirements:

*Be in a possession of Bachelor's Degree in Commerce, Internal Auditing or Accounting / National Diploma in Internal Audit or Accounting / Cost and Management Accounting

Core Functions:

- Conduct preliminary survey through gathering background and contextual information relevant to the audit project.
- Assist with conducting a risk assessment through interview client, inspect and analyse information obtained, record results and identify high risk areas to inform audit program relevant to the audit project.
 - Prepare audit manual master file relevant to the audit project.
 - Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion.
 - Develop finding and recommendation for the enhancement of basic controls / process by documenting finding in the required format, present findings to the project leader, discuss finding and recommend to the client, make recommendations to the project leader and possible changes to reportable items.
 - Maintain good relations with the client before, during and after the audit in order to ensure customer satisfaction.
 - Assist in creating audit project on Team – Mate audit management system

General

- Only the official [application form](#) for the internship programme (available on DPSA website and at SAPS Official 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. 6
- 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.
- 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.
- 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 program 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.

How To Apply

Applications Must Be Posted To

APPLICATIONS POSTED: The Section Head: Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001. (For attention Lieutenant Colonel MS Mmamadisha)

APPLICATIONS HAND DELIVERED: The Section Head: Corporate Support, Opera Plaza, Annex Building, Pretorius Street, Pretoria. Application must be dropped into the box available at the reception area.

ENQUIRIES: Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 P0 MP Kgaloshi, Tel no. (012) 393 3213

60 Candidates Wanted for Employment at SITA R5500 Per Month

60 Candidates Wanted for Employment at SITA R5500 Per Month

SITA has 60 opportunities for Internships in the ICT field

Closing Date: 10 August 2018

REF: Intern ship _0 9 _2018

JOB TITLE : Intern ships

STIPEND : R5500 per month

LOCATION : SITA Erasmuskloof

DURATION : 12 months Intern ship programme

SITA has 60 opportunities for Internships in the ICT field. Interns who meet the minimum requirements after completion of a 12 months training programme may be considered for absorption into critical positions within the various departments in SITA across provinces.

▪ **EASTERN CAPE [x12]**

Application Developers ,Functional Support Technicians, LAN and Desktop Support and WAN Technicians ecrecruitment@sita.co.za

▪ **MPUMALANGA/ NELSPRUIT [x3]**

Application Development and WAN Technicians mprecruitment@sita.co.za

▪ **WESTERN CAPE [x5]**

eLearning Developers, Project Coordinators and administrators Functional Application Support wcrecruitment@sita.co.za

▪ **NORTHERN CAPE [x4]**

LAN and WAN Support Technicians ncrecruitment@sita.co.za

▪ **LIMPOPO [x9]**

Software Developer, Office Administrator, Information Security Technicians , Server Administrators, Business Analysts and ICT Governance Security. lprecruitment@sita.co.za

▪ **GAUTENG [x12]**

Project Coordinators, Network Designers and Implementation Business Analysts, Developers LAN Support Technician ARS Coordinator WAN Technicians, Unified Communication Server administrator s . gprecruitment@sita.co.za

▪ **KWAZULU NATAL [x9]**

Project Management, Business Analyst Functional Application Support, Customer Relationship Management,

LAN & Desktop Support Technicians and Service Centre Agents. kznrecruitment@sita.co.za

▪ **NORTH WEST [x6]**

Application Developers, Information Security Technicians and LAN Support Technician nwrecruitment@sita.co.za

Who is eligible to apply?

- Unemployed South African citizens between 18 and 35 years;
- South Africans who are in possession of Matric or Grade 12 and a n IT Degree , Project Management or equivalent qualification .
- Computer literacy;
- No working experience required;
- Applicants should not have participated in any Internship Programme . Individuals with disabilities are encouraged to apply

How To Apply for 60 Candidates Wanted

Kindly send your CV, certified copies of original qualifications and a copy of SA ID document to the applicable provinces.

Disclaimer SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered.

- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- An appointment is subject to getting a positive security clearance, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only .
- CV`s from Recruitment Agencies will not be considered.

Enquiries For any enquiries contact Thuli Mtshali 012 482 2229

Shatterprufe: Graduate / Internship Programme 2019

Closing Date: 31 August 2018

Location: Port Elizabeth

DO YOU (OR SOMEONE) YOU KNOW POSSESS

- A degree or national diploma in Industrial Engineering / Production / Operations Management / BSc. Chemical Engineering / Mechanical Engineering Graduates (National Diploma or higher).
- Good communication skills?
- A willingness to learn?
- A positive attitude?
- A strong dedication to quality work?

ARE YOU INTERESTED IN

- Developmental position from January 2019 to December 2019.
- Hands-on experience within a Manufacturing environment?
- A career opportunity in a company supplying world-class automotive components?
- Working at our Struandale plant in the coastal town of Port Elizabeth

SHATTERPRUFE Is seeking graduates (or those who will be graduating shortly), who are seeking a career opportunity in Production / Manufacturing. We offer development positions within our manufacturing facility and the opportunity to develop your knowledge and skills within an outstanding manufacturing environment.

Since its establishment in 1935, the company has grown to become the leading manufacturer of laminated and toughened automotive safety glass in Southern Africa.

How To Apply

Interested applicants are invited to submit a CV (with full academic record) to Rashied Demingo via email to rdemingo@pg.co.za on or before the closing date.

NORTHAM: Graduate / Internship Programme 2019

NORTHAM: Graduate / Internship Programme 2019

Closing Date: 31 August 2018

Are you looking to kick start your career in the Mining Industry? In line with the approved Social Labour Plan of Northam Platinum Zondereinde, the mine is offering a 12-month internship programme to those who meet the requirements This exciting opportunity is accessible to graduates that have studied at accredited South African Universities and Universities of Technology.

Internships are offered in the following fields:

- Mining Engineering
- Environmental Sciences / Health
- Geology
- Occupational Hygiene
- Survey
- Communication
- Public Relations
- Human Resources Management
- Financial Management

What you require:

- A certified South African identity Document (SA Citizen by birth)
- Proof of completion of the required semesters in the field that you are applying for
- Certified academic record
- Brief curriculum vitae
- Proof of residence

How To Apply

To apply for these exciting opportunities, please forward all the required information to trainingapplicationsZE@norplats.co.za

Preference will be given to applicants from surrounding communities and employee dependants.

Goodyear: Graduate / Internship Programme 2019

Closing Date: 20 August 2018

The Goodyear Graduate-in-Training Programme provides the platform for you to refine your skills and make a difference in an exciting ever changing industry. It is benchmarked to world-class standards and strengthened by the principle of shared responsibility between the company and participants for their growth and development.

Our two year programme will afford you an opportunity to learn from top-quality professionals in an international company. It is well structured and consists of on-the-job training, formal training, self-development, leadership development and professional development.

It will get you ready to take your place in the professional world.

Are you are a graduate with:

- Excellent academic results (Minimumacademic average of 65% average)
- Top-notch communication skills
- Leadership potential
- The ability to work in teams
- A drive for delivering results

We work best with people like you. Through our Graduate in Training Programme we ensure that Goodyear secures a competitive advantage by attracting young and dynamic individuals with the correct skills into the organisation. As

a result and in line with our vision, the company is committed to providing a supportive learning environment, which will ultimately ensure the success of our graduates.

How To Apply

To apply to one of our Graduate -in -Training Opportunities, simply send an email to the relevant email address below. ☐

What you need to attach:

- CV
- Qualification
- Copy of Academic Record
- Copy of ID ☐

Please send the above to the email address which applies to you.

Engineering (Quality)

- BEng Mechanical
Engineering: mechanical@focuspersonnel.co.za
- BSc Chemical Engineering: chemical@focuspersonnel.co.za

Marketing

- BCom/Honours Marketing
Management: marketing@focuspersonnel.co.za

Procurement ☐

- BCom/Honours Logistics Management/ Supply
Chain: supplychain@focuspersonnel.co.za

Finance

- ☐ BCom/Honours Accounting / Financial
Sciences: accounting@focuspersonnel.co.za

SASOL: Engineering Graduate / Internship Programme 2019

SASOL: Engineering Graduate / Internship Programme 2019

Closing Date: 30 July 2018

Location: Secunda / Sasolburg

This role is for a position in the graduate development program. The graduate development program (GDP) is based on a three year training period in Operations and Technology.

Within this training period you will be assessed every 6 months to demonstrate competencies developed and highlight areas which require focus. After being declared competent at the end of the 3 year period, you will become eligible to apply for vacant Engineer positions. (Subject to the availability of vacancies).

FUNCTIONAL OUTPUTS

- Learn and understand the Sasol value chain (including Operations, Technology (Engineering and Project Management), its products and applications, test methods and equipment in context of discipline learning.
- Understand the Sasol Operations Standards Framework and how to operate within it.
- Learn how to translate theoretical knowledge into practical application that will add business value.
- Understand the importance of planning and integration.
- Learn to utilize engineering systems, tools and standards (own, local and international) in own work and projects.
- Understand how your business unit fits within your

Operating Hub and the Sasol value chain.

- Understand the impact of upstream- and downstream units on the operation of your allocated plant and vice versa.
- Develop a sound understanding of [discipline] engineering generalist knowledge and sound understanding with regards to process equipment (e.g. design and safe operation thereof).
- Develop selected detailed knowledge in defined fields of [discipline] engineering.
- Be able to define a business opportunities, by using the correct indicators.
- Be able to define business risks, applying the business risk assessment tools such as the probability risk ranking matrix, specific job risk assessment, etc.
- Support the execution (follow technical instruction to enable) of an engineering scope of work for small multidisciplinary projects (i.e. Tier)
- Support and follow instructions to execute the operation, design, engineering, development and/or modification of processes/equipment in accordance with sound established engineering principles and standards to satisfy business requirements.
- Correctly preform Technical and Economic evaluations of small projects, ideas and modifications.

Qualifications and experience required:

The position requires a minimum of a B.Eng / BSc. Degree in Mechanical / Chemical / Electrical / Electronic / Industrial Engineering or a BSc. Degree in Geology with limited or no practical experience or, will have a B.Eng / BSc. Degree in Mechanical / Chemical / Electrical / Electronic / Industrial Engineering by the end of 2018.

KEY COMPETENCIES REQUIRED

Functional / Technical

- Language skills – English proficient
- Excellent communication skills
- Analytical thinking
- Problem solving skills
- Computer literate (MS Office)

Leadership:

Self Mastery

- Takes accountability for driving own growth through developing self-awareness, reflecting, seeking feedback and self-correcting.

HOW TO APPLY:

[Apply Online for the SASOL: Graduate / Internship Programme 2019](#)

GAAL: Graduate / Internship Programme 2019

Closing Date: 03 August 2018

Location: Polokwane

Stipend : R3710.00 pm

The GATEWAY AIRPORTS AUTHORITY LIMITED (GAAL) contributes towards skills development through the provision of internship opportunities to unemployment youth in order for them to gain work experience in various areas GAAL therefore, invites applications from suitably qualified graduates to participate in a twelve (12) months internship programme

Financial Management (2 positions)

Ref No: FM 01/18

Requirements: A formal 3 year Degree/ National Diploma in Financial Management/B Com Accounting /Cost management/ Auditing or equivalent.

Legal Services (2 position)Ref No: LS 02 / 18

Requirements Bachelor of Laws

Business Development, Sales and Marketing (2 positions)

Ref No: BDSM 03/18+

Requirements: National Diploma in Marketing/B Com in Marketing or equivalent

Electrical Engineering (1 position)Ref No: EE 04 / 18

Requirements: A minimum of N6 in- Electrical Engineering or equivalent

Requirements

NB: Successful candidates will be subjected to security clearance procedures. Applicants must be between the age of 18 and 35 years. Candidates who have already participated in an internship programme in any organisation will not be considered. Applicants must submit a separate application and documents for each position that he or she is applying for.

How To Apply

Interested candidates must send their applications letter, certified copies of qualifications and their Curriculum Vitae to. The Human Resources Manager, Gateway Airports Authority Limited, P.O. Box 1309, POLOKWANE 0700, or hand deliver to: GAAL Administration Building, Gateway. Faxed or E-Mailed applications will not be considered.

Contact person. Ms. Faith Moropana 015 590 8008

If no response is received within two months of the closing date, applicants are advised to consider their applications

unsuccessful.

SAPS Forensic Services: Graduate / Internship Programme 2018 / 2019

Closing Date: apply before two weeks

The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at Division: Forensic Services. 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

COMPONENT: FORENSIC SCIENCE LABORATORY
FORENSIC SCIENCE LABORATORY: GAUTENG, HEAD OFFICE, EASTERN CAPE, WESTERN CAPE AND KWAZULU NATAL, PRETORIA, PORT ELIZABETH, CAPE TOWN AND DURBAN: (18) POSTS
FS / FSL / GP / VIC / 1-2018 1*Senior Certificate (Grade 12) and basic computer literacy Assisting with the capturing of Ante mortem and Post Mortem Data on Missing Persons and Unidentified remains on the PlassData System Case Administration: Victim Identification Centre: FSL: Gauteng: Pretoria
FS / FSL / GP / BIOLOGY / 2-2018 [x8]*Senior Certificate (Grade 12) and basic computer literacy Ensure a reception, registration, archiving and dispatch service. Ensure an accurate inventory of case file archive and dispatch content and traceability of case files and exhibits Case Administration: Biology: FSL: Gauteng: Pretoria
FS / FSL / GP / BALLISTICS / 3- 2018[x1]Senior Certificate (Grade 12) and basic computer literacy Typing of reports and affidavits, capturing of data onto systems and generic office administration Case Administration: Ballistics: FSL: Gauteng: Pretoria

FS / FSL / GP / SAU / 4-2018 1*Senior Certificate (Grade 12) and basic computer literacy

Assist with the administration of the Animal DNA exhibit material being outsourced for examination to subcontracting Laboratories. The duties will include the accurate capturing of the exhibit material information being submitted and the regular monitoring of the progress at the subcontracting laboratories.

Assist with the procurement and management of consumables required by MAS.

Case Administration: Scientific Analysis: Material Analysis
FSL: Gauteng: Pretoria

FS / FSL / GP / CHEMISTRY / 5- 20181 Senior Certificate (Grade 12) and basic computer literacy

Ensure a reception, registration, archiving and dispatch service. Ensure an accurate inventory of case file archive and dispatch content and traceability of case files and exhibits

Chemistry Section: FSL: Gauteng: Pretoria

FS / FSL / EASTERN CAPE / 6- 2018[x1]Senior Certificate (Grade 12) and basic computer literacy

Receive cases via PCEM from case reception / analysts. Dealing of cases to analysts. Allocate and assign cases to analysts. Attend to telephonic / emails and walk in enquiries. Scanning of reports. Courier cases to WC / PTA

Case Administration: FSL: Port Elizabeth, Eastern-Cape

FS / FSL / KWAZULU NATAL / 7- 2018[x1]Senior Certificate (Grade 12) and basic computer literacy

Accept cases by hand / per post from the Client / Dealing of cases to analysts

Case Administration: FSL: Durban, KwaZulu Natal

FS / FSL / WESTERN-CAPE / 8- 20184 *Senior Certificate (Grade 12) and basic computer literacy

Ensure a registration, archiving and dispatch service. Ensure an accurate inventory of case file archive and dispatch content and traceability of case files and exhibits.

Case Administration: FSL: Plattekloof, Cape Town, Western-Cape

COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENTWESTERN CAPE PROVINCE

SUPPLY CHAIN MANAGEMENT: WESTERN CAPE CR & CSM SOMERSET WEST LCRC NUMBER OF POST (1)

FS / CR&CSM / WC / LCRC / 9- 20181 Senior Certificate (Grade 12)

Supply Chain Management – (1) Acquisition. Procurement of goods and services (2) Asset Management. Inspection and certification of all assets. Maintain the asset register (3) Manage the vehicle fleet, weekly inspections, ensuring that the vehicles are serviced, monthly returns of vehicles. General cleanliness and serviceability off vehicles.
Somerset West LCRC

SCM: MOVEABLE GOVERNMENT PROPERTY: PROVINCIAL OFFICE WESTERN CAPE CR & CSM (CAPE TOWN) NUMBER OF POST (1)

FS / CR&CSM / WC / NS / 10- 2018[x1]Senior Certificate (Grade 12)

Movable government property (MGP) (MGP) refers to items such as IT equipment, furniture, arms, ammunition, bulletproof vests that must be accounted for by the respective users allocated to them. Asset Management. Inspection and certification of all assets. Maintain the asset register.

Provincial office WESTERN CAPE **CR & CSM.**

FREE STATE PROVINCE

SECTION: CASE INFORMATION MANAGEMENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: NUMBER OF POSTS (2)

FS / CR&CSM / FS / LCRC / 11- 2018[x1]Senior Certificate (Grade 12)

Receive, register and distribute cases to crime scene investigators

Register exhibits collected from crime scenes Register and update fingerprint identification dockets Update information and case results on the system Upload 212 statements on FLM

(FS) Zamdele

FS / CR&CSM / FS / LCRC / 12- 2018[x1]Senior Certificate (Grade 12)

Receive, register and distribute cases to crime scene investigators

Register exhibits collected from crime scenes Register and update fingerprint identification dockets Update information and case results on the system Upload 212 statements on FLM

(FS) Selossha

**EASTERN CAPE PROVINCESECTION: CRIME SCENE LABORATORY:
GRAHAMSTOWN LCRC NUMBER OF POSTS (1):**

FS / CR&CSM / EC / LCRC / 13- 2018[x1]Senior Certificate (Grade 12)

NQF 6 NaturalScience

Chemical processing of exhibits in accordance to the set standards, whilst maintaining evidence integrity and chain of custody.

Capturing of data pertaining to analysis on CIMS (Case Information Management System)

Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody

Disposal of exhibits within prescripts and archiving of case files

Control over consumable stock

Maintaining equipment according to prescripts

(EC) Grahamstown

**SECTION: CASE INFORMATION MANAGEMENT: CRIMINAL RECORD AND
CRIME SCENE MANAGEMENT: NUMBER OF POSTS (1):**

FS / CR&CSM / EC / LCRC / 14- 2018[x1]Senior Certificate (
Grade 12)

Receive, register and distribute cases to crime scene
investigators Register exhibits collected from crime scenes
Register and update fingerprint identification docket Update
information and case results on the system Upload 212
statements on FLM
Mount Road (EC)

**NORTHERN CAPE PROVINCESECTION: CASE INFORMATION MANAGEMENT:
CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: PROVINCIAL CR &
CSM NC NUMBER OF POST (1)**

FS / CR&CSM / NC / LCRC / 15- 2018[x1]Senior Certificate (
Grade 12)

NQF 6 Natural science / Criminology & Computer literacy
Receive, register and distribute cases to crime scene
investigators. Register exhibits collected from crime scenes.
Register and update fingerprint identification docket.
Update information and case results on the system. Upload 212
statements on FLM.
Provincial CR & CSM NC

**SECTION: CRIME SCENE LABORATORY: CRIMINAL RECORD AND CRIME
SCENE MANAGEMENT: KIMBERLEY LCRC NUMBER OF POSTS (1):**

FS / CR&CSM / NC / LCRC / 16- 20181 NQF 6 Natural Science /
Microbiology / Chemistry & Computer Literacy

Capturing of data pertaining to analysis on CIMS (Case
Information Management System).

Digital scanning or capturing and enhancement and archiving
of developed images, whilst maintaining evidence integrity
and chain of custody.

Disposal of exhibits within prescripts and archiving of case
files.

Control over consumable stock.

Maintaining equipment according to prescripts.

(NC) Kimberley LCRC

**NORTH WEST PROVINCE SECTION: CASE INFORMATION MANAGEMENT:
CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: POTCHEFSTROOM
NUMBER OF POSTS (1):**

FS / CR&CSM / NW / LCRC / 17 -2018[x1]**Senior Certificate (**
Grade 12)

Receive, register and distribute cases to crime scene
investigators

Register exhibits collected from crime scenes

Register and update fingerprint identification dockets

Update information and case results on the system

Upload 212 statements on FLM

(NW) Potchefstroom

**SECTION: SUPPLY CHAIN MANAGEMENT FINANCE AND ADMINISTRATION:
CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: BRITS NUMBER OF
POSTS (1):**

FS / CR&CSM / NW / NS / 18- 2018[x1]Senior Certificate (Grade 12) & Computer Literacy

Co-ordinate and administrate the financial function within the Component CR & CSM

Maintain and Monitor Component debt, financial losses and financial inspections within the Division. Perform the asset management administration within the Component Criminal Record and Crime Scene Management.

Provide the administrative support to provision administration officers within the Component. Maintain the Fleet Management function within the Component. Maintain the Supply Chain Demand function within the Component.

Brits Explosives

GAUTENG CR & CSM:SECTION: CRIME SCENE LABORATORY: VEREENIGING NUMBER OF POSTS (1):

FS / CR&CSM / GP / LCRC / 19- 2018[x1]Senior Certificate (Grade 12)

NQF 6 Natural Science

Chemical processing of exhibits in accordance to the set standards, whilst maintaining evidence integrity and chain of custody

Capturing of data pertaining to analysis on CIMS (Case Information Management System)

Digital scanning or capturing and enhancement and archiving of developed images, whilst maintaining evidence integrity and chain of custody

Disposal of exhibits within prescripts and archiving of case files

Control over consumable stock

Maintaining equipment according to prescripts

Vereeniging LCRC

SECTION: CASE INFORMATION MANAGEMENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: GERMISTON NUMBER OF POSTS (1):

FS / CR&CSM / GP / LCRC / 20- 2018[x1]Senior Certificate (Grade 12)

Receive, register and distribute cases to crime scene investigators
Register exhibits collected from crime scenes
Register and update fingerprint identification docket information and case results on the system
Upload 212 statements on FLM
Germiston LCRC

SECTION: CASE INFORMATION MANAGEMENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: POLOKWANE NUMBER OF POSTS (1):

FS / CR&CSM / LP / LCRC / 21- 2018[x1]Senior Certificate (Grade 12)

Receive, register and distribute cases to crime scene investigators
Register exhibits collected from crime scenes
Register and update fingerprint identification docket information and case results on the system
Upload 212 statements on FLM
(LMP) Polokwane

SECTION: SUPPLY CHAIN MANAGEMENT FINANCE AND ADMINISTRATION AND HRM DUTIES: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: LIMPOPO: SUPPORT SERVICES NUMBER OF POSTS (1):

FS / CR&CSM / LP / 22-2018[x1]Senior Certificate (Grade 12) & Computer Literacy

Co-ordinate and administrate the financial functions.
Maintain and Monitor Component debt, financial losses and financial inspections.
Perform the asset management administration.
Provide the administrative support to provision administration officers. Maintain the Fleet Management function. Maintain the Supply Chain Demand function.
LIMPOPO Support Services

MPUMALANGA PROVINCESECTION: SUPPLY CHAIN MANAGEMENT FINANCE AND ADMINISTRATION AND HRM DUTIES: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: MPUMALANGA NUMBER OF POSTS (1):

FS / CR&CSM / MP / 23-2018[x1]Senior Certificate (Grade 12)
& Computer Literacy

Co-ordinate and administrate the financial function.
Maintain and Monitor Component debt, financial losses and
financial inspections.

Perform the asset management administration. Provide the
administrative support to provision administration officers.
Maintain the Fleet Management function. Maintain the Supply
Chain Demand function.

Prov CR&CSM (MP)

**SECTION: CASE INFORMATION MANAGEMENT: CRIMINAL RECORD AND
CRIME SCENE MANAGEMENT: ERMELO NUMBER OF POSTS (1):**

**FS / CR&CSM / MP / LCRC / 24- 2018[x1]Senior
Certificate** (Grade 12)

Receive, register and distribute cases to crime scene
investigators Register exhibits collected from crime scenes.
Register and update fingerprint identification dockets Update
information and case results on the system Upload 212
statements on FLM.

(MP) Ermelo

**KWAZULU-NATAL PROVINCESECTION: CRIMINALISTICS BUREAU CRIMINAL
RECORD AND CRIME SCENE MANAGEMENT: PORT SHEPSTONE NUMBER OF
POSTS (1):**

FS / CR&CSM / KZN / LCRC / 25- 2018[x1]Senior Certificate (
Grade 12) & Computer Literacy

Administration and distribution of all AFIS section related
documents.

The processing of all AFIS section related documents.

Promote and manage AFIS section activities.

Port Shepstone

**SECTION: CASE INFORMATION MANAGEMENT: CRIMINAL RECORD AND
CRIME SCENE MANAGEMENT: VRYHEID NUMBER OF POSTS (1):**

FS / CR&CSM / KZN / LCRC / 25- 2018[x1]Senior Certificate (Grade 12)

Receive, register and distribute cases to crime scene investigators Register exhibits collected from crime scenes Register and update fingerprint identification docket information and case results on the system Upload 212 statements on FLM
Vryheid

[x1]Senior Certificate (Grade 12) & Computer Literacy*Microsoft Office Suite

Maintain an accurate filing system within the Office Designing and Monitoring of Databases (MS Excel / MS Access) Designing and updating of Presentation Reports (MS PowerPoint) General Administrative related Duties
Support Services: Pretoria

COMPONENT: QUALITY MANAGEMENT

FS / QM HEAD / 27-20181 Senior Certificate (Grade 12) with Computer Literacy

Office administration, stock and inventory Management
Component Head: Quality Management Head Office: Gauteng: Pretoria

FS / QM / TECHNICAL MANAGEMENT / 28-20181 NQF 6 (Diploma / Degree in Chemistry

Equipment validation and verification, analytical method development, quality records maintenance, data archive management, procurement admin.

QM: Technical Management: Chemistry: Gauteng: Pretoria

FS / QM / TECHNICAL MANAGEMENT / WC / 29 -20181 NQF 6 (Diploma / Degree in Chemistry)

Equipment validation and verification, analytical method development, quality records maintenance , data archive management, procurement administration

QM: Technical Management: Chemistry: Western Cape

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.

How To Apply

***Applications can be posted or hand delivered to:**

GAUTENG: Head Office: Pretoria

Lieut Col Setshedi

012 421 0159 SetshediMasello@saps.gov.za

SHE Building, Room 3, Ground Floor, 730 Pretorius Street,
Arcadia, Pretoria PROVINCIAL DECENTRALIZED CR&CSM DETAILS

PROVINCE NAME CONTACT EMAIL ADDRESS

GAUTENG

COL. ML MATHIDZA

011 497 7739

076 834 2577

MathidzaM@saps.gov.za

2nd and 3rd floor Main Building, 1 Commissioner Street,
Johannesburg Central Police Station (S26 12'12.16 / E028
01'52.75)

MPUMALANGA

COL. L FOUCHE

013 6555 336

MP LCRC L Fouche / Fouche 7@saps.gov.za

The Old Mutual Building, c / o Botha and Kruger street,
Witbank CBD, Mpumalanga

EASTERN CAPE

COL. P MPALO

0714934690

EC CR & CSM: Col Mpalo

No 05 Cowen Close, Cashbuild Building, Schornville, King
W'Town (S32°53.700 / E027°24.029')

EASTERN CAPE: Regional Laboratory

Lt Col Moses

(041) 4076841

MosesCW@saps.gov.za

Eben Donges building Hancock street North End, Port Elizabeth

WESTERN CAPE

COL. JJF SMIT

0763004026

021-4676001

WC: Prov.CR &CSM Decentralized Commander

Thomas Boydell Building, 3rd floor, Parade street, Cape Town
(S33°55.38 / E18°25.21)

WESTERN CAPE: Regional Laboratory

Lt Col Nieuwoudt

(021) 9290702

wc.fsl.suppcomm@saps.gov.za

Nr 47 Silverboom Road Platteklouf 7500 Private Bag X9 Panorama
Parrow 7506

NORTHERN CAPE

COL. TN GEXU

053 836 7801

074 857 2869

GEXUT2@saps.gov.za

69 – 73 Du Toit

Span road, Ground & 1st floor, Kimberley (024°45.954 /
S28°44.433)

NORTH WEST

COL. FJ KNOETZE

018-299 7053

072 337 6854

Northwest: CR & CSM Decentralized

Louis Le Grange Building, 3rd floor, Court Building, c / o
Peter Mokaba & Wolmarans Street,

(S26°42'55.4 / E027°05'35.3)

FREE STATE

COL. BS MONYAKI

0825604417

FS:Provincial Decentralized Commander

SAPS Building, C / o Aliwal & Fontein street, Bloemfontein
(26.214528 / – 2912416)

KWAZULU NATAL

COL MB 0824687933

SHEZI Servamus

Building, 2nd floor, Bram Fischer Road 15, Durban
(S29°51'05.01 / E31°01'57.83)

KWAZULU NATAL: Regional Laboratory

Lt Col Maistry

(031) 9040767

MaistryShadrick@saps.gov.za

Kings Crest Building, Kingsway 415, Amanzimtoti P0 Box 2082,
Amanzimtoti, 4125

LIMPOPO

COL RT LUYT

082 560 5147

015 298 4194

LIM:Prov-CR & CSM Decentralized Commander

Albatros Building 8, 19 Mark street, Polokwane (S23°55.019 /
E029°27.197)

**Enquiries can be directed to: Colonel Simon (012) 421 0428, W
/ 0 Magalela / PPO Ndlovu Tel (012) 421 0157.**

SAPS Corporate Support: Graduate / Internship Programme 2018 / 2019

Closing Date: apply before two weeks

The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at Component: 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

HEAD OFFICE

Strategic Management InternSection: Head Strategic Management

Location: Head Office: Pretoria

Ref No: SM 01 [x1]

Requirements

- Be in a possession of B – Tech (English Language Practice)
OR B – Education (English Language)

Core Functions:

- To render English linguistic support to the Head: Strategic Management and four subsections
 - Ensure that all internal documents are compliant with the South African Police Service (SAPS) Language Guidelines and other relevant directives.
 - Ensure that all external documents are compliant with the South African Police Service (SAPS) Language Guidelines and other relevant directives.
 - Provide English proficiency and business writing skills, via the use of language guidelines circulated to the members of Strategic Management

OFFICE OF DEPUTY NATIONAL COMMISSIONER: MANAGEMENT ADVISORY SERVICES: HEAD OFFICE

Administration Clerk [x1]Section: DNC: Management Advisory Services

Location: Head Office: Pretoria

Ref No: MAS 1 /2018

Skills and Ability

- Must be in possession of Matric Certificate or equivalent qualification .
- Computer – MS Office (Word, PowerPoint and Excel, etc)

Core Functions

- Perform administrative support functions. Assist with a wide range of general office work as required.
- Coordinate office activities including taking minutes and typing letters, minutes and a genders etc.
 - Maintain good record keeping, filing and bring forward system. Answer and screen all incoming calls to the office.
- Arrange and book venues for the meetings in accordance to the number expected to attend.
 - Monitor the flow of documents to and from the office.
 - Make travel and accommodation arrangements including the submission of claims for the general.
- Operate standard office equipment: fax, photocopy machine, telephone, computers, etc.
 - Maintain good relations with other offices of SAPS.

Communication Officer [x1]Section: DNC: Management Advisory Services

Location: Head Office: Pretoria

Ref No: MAS 2/2018

Skills and Ability

- Must be in possession of Diploma/ Degree in Arts specializing in media, communications.
- Computer – MS Office (Word, PowerPoint and Excel, etc)

Core Functions: Attend to all communication matters, MIC and general administration duties.

PRETORIA

LANGUAGE PRACTITIONER INTERN Section Internal Communication
Location Head Office, Pretoria, Gauteng

Ref No: CCL1 [x2]

Requirements

- Be in possession of a Diploma in Language Practice or Degree in Languages

Core Functions:

- Translate, edit, interpret and transcribe from English to Afrikaans and or African languages and vice versa.

NATIONAL LEVEL: PRETORIA

LANGUAGE PRACTITIONER INTERN Section Internal Communication
Location Head Office, Pretoria, Gauteng

Ref No: CCL1 [x2]

Requirements

- Be in possession of a Diploma in Language Practice or Degree in Languages

Core Functions:

- Translate, edit, interpret and transcribe from English to Afrikaans and or African languages and vice versa.

EXHIBITION INTERN Section Community and Stakeholder Relations
Location Head Office, Pretoria, Gauteng

Ref No: CCL5 (2 posts)

Requirements

- No Additional Requirements (must meet generic requirements)

Core Functions:

- Assist with assembling and dismantling exhibition material at various provinces, shows and events.
 - Keep storeroom tidy
- Ensure that exhibition material is well maintained and readily available

HEAD OFFICE

Administration Clerk [x1]Section: Gender and Youth
Empowerment

Location: Head Office: Pre toria

Ref No: PPM1 / 2018

Requirements Skills and Ability

- Must be in possession of National Diploma Public Administration / Management / Project Management
- Computer – MS Office (Word, PowerPoint and Excel, etc)

Core Functions:

- Perform administrative support functions.
- Assist project managers and facilitators with a wide range of general office work as required.
- Coordinate office activities including taking minutes and typing letters, minutes and agendas etc.
- Maintain good record keeping, filing and bring forward system.
 - Answer and screen all incoming calls to the Section.
- Arrange and book venues for the meetings in accordance to the number expected to attend.
 - Monitor the flow of documents to and from the Section.
- Make travel and accommodation arrangements including the submission of claims for the Section.
- Operate standard office equipment: fax, photocopy machine, telephone, computers, etc.
 - Maintain good relations with other Sections of the Component

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.

How To Apply

APPLICATIONS POSTED: The Section Head: Corporate Support, South African Police Service, Private Bag x94, Pretoria, 0001. (For attention Lieutenant Colonel MS Mmamadisha)

APPLICATIONS HAND DELIVERED: The Section Head: Corporate Support, Opera Plaza, Annex Building, Pretorius Street, Pretoria. Application must be dropped into the box available at the reception area.

ENQUIRIES: Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091
Warrant Officer S Ndhlovu, Tel no. (012) 393 4500
P0 MP Kgaloshi, Tel no. (012) 393 3213