

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

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

Finance and Administration Intern [x2] Section: Finance :Budget Office Location Head Office, Pretoria, GautengRef No: MI / 05 / 2017

Additional requirements

- Be in a possession of a Diploma or Degree in Financial Management, Cost and Management Accounting or Public Administration

Core Functions

- Manage budget, all itineraries and claims
- Render financial administration support
- Maintain the station revenue fund and administer advances and claims.

Finance and Administration [x2] Section: Administration and Records Management Location Head Office, Pretoria, GautengRef 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, BloemfonteinRef 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, LimpopoRef 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 TownRef 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 (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: Lieut enant 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 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

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

SAPS Academy All Saints R63 Komga Road Bhishe 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](#)