

SOUTH AFRICAN POLICE SERVICE **(SAPS) INTERNSHIPS, SALARY :** **R4000 to R7000 per month**

POST 01/65 : ADMINISTRATIVE INTERN (1 POST) REF: MI/09/2017
Division Management Intervention

SALARY : R4000 to R7000 per month (12 months Stipend)

CENTER : Eastern Cape, King Williams Town



**SOUTH AFRICAN
POLICE SERVICE**

REQUIREMENTS : Be in a possession of a Diploma of Degree in Public Administration or Office Administration Must be between ages 18 – 35 Be a South African citizen *Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES : 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

ENQUIRIES : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246

APPLICATIONS : Colonel MS Molefe. Management Intervention.

Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

CLOSING DATE : 12 January 2018 at 16:00