

# Transnet general worker's and driver's code 10-14 wanted , you must have Grade 10

Transnet general worker's and driver's code 10-14 wanted

GENERAL WORKERS AND DRIVER'S WANTED AT TRANSNET

Please Note: The below position is currently available in throughout South Africa

Reference Number:5001187

If you have grade 10-12 and looking for a job, then this opportunity is for you. Transnet Freight Rail has permanent General Worker vacancies

Position Purpose:Responsible for opening and closing twist locks as well as other terminal ad hoc duties.

Position outputs:

- Clean buildings
- Clean containers
- Open/close twist locks of container wagons

Qualifications & Experience:

- Grade 10 or level 2

Competencies:

- Cleaning procedures / techniques

Skills

- Time management

- Reading and writing
- Decision making
- Communication

#### Attitudes

- People orientated
- Safety conscious
- Cultural awareness

#### Capabilities

- Physically fit

#### How to Apply?

Applicants that are interested in applying for the advertised position must contact Mr Makwana

JOB LEVEL Junior

Please don't apply online ,We don't accept online...

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# Manager at Transnet Freight Rail

Manager at Transnet Freight Rail

**Transnet Freight Rail** is the largest division of Transnet SOC Ltd. It is a world class heavy haul freight rail company that specialises in the transportation of freight. The company maintains an extensive rail network across South Africa that

connects with other rail networks in the sub-Saharan region, with its rail infrastructure representing about 80% of Africa's total. The company is proud of its reputation for technological leadership beyond Africa as well as with-in Africa, where it is active in some 17 countries.

## **Snr Manager: Compensation & Org Management**

- Job Type Full Time
- Qualification Diploma BA/BSc/HND
- Experience 8 years max
- Location Gauteng
- City Johannesburg
- Job Field Administration Human Resources / HR

### **Job description**

#### **Position Purpose :**

- To contribute to the development and implementation of the Transnet Total Reward strategy and philosophy to ensure Transnet Freight Rail's ability to attract and retain competent employees.
- Develop and administer Transnet Freight Rail's compensation policies and procedures.
- Ensure compliance with legislation and company objectives and affordability.
- Identify the impact of new legislation and administrative procedures on existing company policies and procedures and modify accordingly to ensure alignment to all applicable legislation.

#### **Position outputs :**

- Participate in the development, implementation, communication and administration of the Total Reward system within Transnet Ltd, which rewards and recognizes

good performance and attracts and retain appropriate skills to the organisation.

- Responsible for the management of remuneration for Transnet Freight Rail employees to ensure that Transnet Freight Rail.
- Facilitate the management and implementation of the performance management system to ensure that good performance is rewarded appropriately to drive a high performance culture.
- Responsible for the Organisational Management (e.g. Org establishment, Job evaluation and Strategic Workforce planning) principles and practices within Transnet Freight.
- Ensure the continued implementation of a job evaluation system for Transnet Freight Rail in support of the business strategy.
- Ensure proper management of salary parity issues within Transnet Freight Rail to ensure internal external equity.
- Ensure the establishment and operation of various remuneration related structures/committees so that development relating to the reward system are well managed and communicated in the organisation.
- Provide expert advice and direction on Total Reward /Compensation related decisions that support business strategies.
- Serve as an internal consultant to HC Business Partners, Line Management and compensation team on compensation, recruitment, retention & separation matters.
- Management and development of subordinates within the remuneration department to ensure competent people within the organization.
- Responsible for the remuneration budget to ensure that the budget is well controlled and is not exceeded.
- Develop creative and innovative recommendations to enhance compensation programs and effectiveness in Transnet

At least 8 years' experience in remuneration /compensation as well as organisational management and organisational design.

Any questions regarding the application or recruitment process should be sent in writing to

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# Limpopo Tourism Agency: Graduate / Internship Programme 2019

Limpopo Tourism Agency: Graduate / Internship Programme 2019

**Closing Date: 21 January 2019**

Ref: 003 / INTERNS / 2018

Stipend: R5 728.50

Limpopo Tourism Agency is contributing towards Skills Development through the provision Of Internship Opportunities to unemployed graduates to gain work experience in the following fields:

<p style="text-align: center;"><b>Financial Management</b></p> <ul style="list-style-type: none"><li>• Grade 12 and <a href="#">B.Com</a>Accounting / National Diploma in Finance or equivalent</li></ul>
<p style="text-align: center;"><b>Supply Chain Management</b></p> <ul style="list-style-type: none"><li>• Grade 12 and <a href="#">B.Com</a>Accounting / National Diploma in Supply chain Management or equivalent</li></ul>

**Tourism Information Services \*Visitors Information Centre  
Polokwane**

- Grade 12 and Degree / National Diploma in Tourism Management or equivalent

**Tourism Information Services \*Vhembe Regional Office**

- Grade 12 and Degree / National Diploma in Tourism Management or equivalent

**Tourism Research**

- Grade 12 and Degree / National Diploma in Tourism Management or equivalent

**Human Resource Management**

- Grade 12 and Degree / National Diploma in Human Resource / public Management / Administration or equivalent

**Information and Communications Technology**

- Grade 12 and A. / N. server support. MTA and MCSE will be an added advantage

**Communications & PR**

- Grade 12 and BA in Communication Science / Media Studies or National Diploma in Journalism / Media Studies / Tourism or Marketing

**Office Administration**

- Grade 12 and BA Admin / [B.Com](#) in Marketing or Tourism / National Diploma in Office Administration / Public Administration / Tourism or Marketing

**Requirements**

Applicants must be unemployed, aged between 18 and 35

Preference will be given to Limpopo residents. Successful candidates will be required to sign an Internship Contract for a maximum period of up to 24 months. Applicants who previously took part in the Internship Programme will not be considered,

The above opportunities are available mainly at the Head Office in Polokwane. Tourism Information Services Field at Vhembe Regional Office and Polokwane Visitors Information

Centre.

## **How To Apply**

Interested persons are requested to forward their applications (stating the field of exposure) accompanied by certified copies of qualifications and ID to:

**Corporate Services Division, Limpopo Tourism Agency P.O Box 2814, Polokwane, 0700 or Hand delivered at: 688 portion 2, Southern Gateway Ext 4, NI Main Road Polokwane**

Limpopo Tourism Agency is an equal opportunity employer, people with Disabilities are encouraged to apply.

**Enquiries:** Khensani Chauke at 015 293 3600

Shortlisted Candidates will be subjected to an interview and qualification verification.

NB: Kindly note that if you are not contacted within 6 weeks after the closing date, please regard your application as unsuccessful.

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## **SECURITY OFFICER (X300 POSTS)**

SECURITY OFFICER (X300 POSTS)

SALARY : R115 437 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate

(GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with

the Private Security Board of South Africa for 2006 in terms

of the Security Industry

Regulations Act (Act 56 of 2001) PSIRA. Minimum of C Grade PSIRA registration.

Experience: Appropriate experience in a health institution as a Security Officer.

Inherent requirements of the job: Willingness to work shifts and be available on a

24-hour basis. Valid (Code B/EB) driver's licence. Willingness to be deployed in

different sections of security department, including CCTV Control Room.

Competencies (knowledge/skills): Proficiency in English (both written and verbal)

as well as one of the two official languages of the Western Cape. Knowledge of

security related prescripts, regulations and procedures. Basic knowledge of the

Occupational Health and Safety Act. Good interpersonal and communication skills.

Ability to work in a team, as well as independently. Be responsible and diligent.

Ability to work under pressure. Knowledge of the CCTV Control Room.

DUTIES : Ensure access/egress control is exercised. Patrolling of buildings, parking areas

and perimeter fencing. Control of parking and keys. Writing reports and

statements. Investigation of crimes and incidents. Giving of evidence at Court or

disciplinary inquiries. Supervise outsource security officers.

ENQUIRIES : Mr S Ndzuzo

APPLICATIONS : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.

FOR ATTENTION : Ms N Mbilini

NOTE : No payment of any kind is required when applying for this post.



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# Discovery:                      Learnership Programme 2019

Discovery: Learnership Programme 2019

**Location: Cape Town**

This Learnership leads to a nationally recognised **FETC: Long Term Insurance NQF Level 4** qualification; which consists of structured learning components combined with practical/workplace experience in the Financial Services industry.

**Areas of responsibility may include but not limited to**

Long Term Insurance – Discovery Health: WCP

Medical Aid client servicing, claims, new business and health benefits administration

## **Personal Attributes and Skills**

- Innovative/ critical thinking/ and problem solving skills
- Good attention to detail and levels of accuracy
- Sets high standards for quality and quantity and works in a systematic, methodical and orderly manner.
- Time management and planning skills
- Ability to effectively prioritize and execute tasks in a high pressure environment
- Ability to work independently and in a team orientated environment
- Service driven, a sense of urgency and a team player.
- Adapts to changing circumstances and handles criticism well and learns from it.

## **Education and Experience**

Grade 12 is essential.

- Maths (Minimum Level 4 – 50%)
- English (Minimum Level 4 – 50%)
- Maths Literacy (Minimum Level 5 – 60% )
- 2nd language (Minimum Level 4 – 50%)

## **Specific Requirements:**

- Not be engaged in post Matric studies or formal employment;
- Not have completed any previous Learnership.
- Be between the ages of 18 and 30 years;
- Have effective communication skills in the written & verbal English language;
- Possess basic computer skills mainly MS Excel & MS Outlook

**Only South African candidates by birth will be considered**

## **How To Apply**

[Apply Online for hte Discovery Learnership Programme](#)

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# **Capitec Bank vacancies for 2019**

**Capitec Bank vacancies for 2019**

# Capitec Bank: Teller Opportunities January 2019

Capitec Bank: Teller Opportunities January 2019

Capitec Bank is on the lookout for a dynamic, self-motivate team member sharing our passion for excellent client service. As a Service Consultant (Teller) you are required to deliver a quality front-line banking service to our clients within the branch by:

- consulting with clients,
- gathering and capturing of information,
- deposit- taking transactions,
- new client take on procedures and
- assisting clients with general banking related queries.

## Qualifications

- National Senior Certificate (Grade 12) – essential
- 3 year qualification; business or related (Preferred)

## Experience

Preference will be given to candidates with:

- Face to face client service experience within a retail / client service industry
- Experience in the identification of sales leads and cross-selling opportunities
- Supervisory / first line management experience (includes acting management experience) is an added advantage

## How To Apply

[Apply for the Capitec Bank Teller Opportunity in Maclear](#)

[Apply for the Capitec Bank Teller Opportunity in Bergville](#)

[Apply for the Capitec Bank Teller Opportunity in Brits Mall](#)

[Apply for the Capitec Bank Teller Opportunity in Mafikeng](#)

[Apply for the Capitec Bank Teller Opportunity in Pongola](#)

[Apply for the Capitec Bank Teller Opportunity in Malmesbury  
De Bron](#)

[Apply for the Capitec Bank Teller Opportunity in Somerset  
West](#)

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# Cape Town: PAYE Programme 2019

Cape Town: PAYE Programme 2019

**Closing Date: 18 January 2019**

**Location: Cape Town**

The Premier's Advancement of Youth (PAY) project will provide matriculants from the class of 2018 with work experience and training in one of the 13 Western Cape Government Departments beginning 25 March 2019 until 31 March 2020. During this time you will receive a monthly stipend to cover your expenses. Visit the following website to apply: <https://westerncapegov-interns.erecruit.co>

## **Minimum Requirements**

You have written the 2018 National Senior Certificate exam (NSC) in the Western Cape, and only applicants who passed the final examinations will be considered;

You are not going to study further in 2019;

You are a South African citizen and reside in the Western Cape;

You are between the ages of 18 and 24;  
You are not sure of the next step after school.

### **Recommendation**

You have no network or support to help you make career choices;  
You are financially constrained.

### **Key Performance Areas**

On-the-job training will be provided in the following departments:

Department of the Premier; Department of Agriculture;  
Department of Community Safety;  
Department of Cultural Affairs and Sport;  
Department of Economic Development and Tourism;  
Department of Environmental Affairs & Development Planning;  
Department of Health;  
Department of Human Settlements;  
Department of Local Government;  
Department of Social Development;  
Department of Transport and Public Works;  
Provincial Treasury;  
Western Cape Education Department (WCED).

Please make sure that you have read the different requirements in the PAY Recruitment Guide before you make your choice of preference for a specific Department.

*Why should you apply?*

You will acquire skills and work experience that will make you more marketable to future employers. You get contactable references on your CV. You will have career awareness exposure to assist you to make informed career choices together with a network to support and guide you.

Applicants who do not have access to computers are encouraged

to make use of the following internet facilities to complete the online application:

Your local library;

Your local Thusong Service Centre;

The Khanya laboratory at your local government/public school;

E-Community Forums and e-Centres in rural towns;

The Western Cape Government Walk-in Contact Centre;

An internet café.

### **Competencies**

Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Ability to operate office equipment; Planning and organising skills.

### **Remuneration**

A stipend will be paid as determined by the Department.

### **Notes**

Only online applications will be considered.

Applicants who passed the final examinations will be considered. The final results will be verified with the Western Cape Education Department. Also, other personal information and documentation will be verified in terms of legislation.

Applicants are requested to attach the following documents to their profile:

- Your Curriculum Vitae (preferably in MS Word)
- Your Identity document (ID)
- Your National Senior Certificate (or advice of results)

Please note that the application process consists of 2 (two) phases, the 1st phase, deals with registration and the 2nd

phase with the actual application.

Phase 1:

1. You must click on "Create Account"
2. Complete the required information and attach all required documents
3. Ensure your profile is complete and select submit to finish the registration process
4. You will receive an e-mail from Western Cape Government Careers to verify your email address,
5. Once you have confirmed your e-mail address, registration is complete.

Then to next phase.

Phase 2:

6. Find the job and click "APPLY" on the actual job advertisement
7. Complete the application questions and click "submit"
8. You will receive an email confirming that your application has been received

Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application you may contact the helpline at 086 137 0202.

No emailed CV's will be accepted as an application.

Please ensure that you submit your application before the closing date of 18 January 2019 as no late applications will be considered. This is due to the selection process which must be completed and the training programme which will commence on 25 March 2019.

Attachments (if applicable)

[PAY Recruitment Guide 2019- 2020.Pdf \(296.48 Kb\) – 12/11/2018 4:52:37 PM](#)

# How To Apply

[Apply Online for the City of Cape Town PAYE Programme](#)

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## CAB Foods: Graduate / Internship Programme 2019

CAB Foods: Graduate / Internship Programme 2019

**Location: Stellenbosch, Western Cape (Preferred)**

Stipend: R3500

CAB Foods, a catering and baking supplier, is offering a Graduate placement position for students who have completed their Diploma or Degree in a related field. This is an opportunity to gain the best practical experience in the following fields:

- *Finance:* BCom Accounting / Cost and Management / Auditing / Finance.
- *Retail Management:* anything that is retail related
- *Sales:* Office management/ Sale
- *Marketing:*
- *Quality Control:* Food Technology or Food Science
- *Production Management:*

### **Essential attributes:**

- Execute tasks quickly and efficiently
- Ability to apply your knowledge of the field
- Be deadline-orientated
- Work well under pressure and in a team
- Willing and eager to learn



- Attentive to detail

### **Requirements:**

- Completed certificate / diploma / degree in the above discipline
- A South African ID
- Reside in / nearby the area
- Must speak English and Afrikaans (compulsory)
- Excellent computer skills
- Excellent communication and interpersonal skills
- Deadline driven

### **Experience:**

- Sales: 1 year (Preferred)

## **How To Apply**

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

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# **Modimolle Municipality: Finance Graduate / Internship Programme 2019**

**Closing Date: 05 January 2019**

**Reference: HRM 4/12/2018**

Salary R100 000 per annum (All Inclusive)

Duration: Two Years

Applications are invited from suitably qualified experienced persons for appointment in the under mentioned vacancy

## Qualifications

- Bachelor's Degree in Finance, Accounting, Auditing or Risk
- Preference will be given to the previously disadvantaged target groups and recent graduates

## Key Performance Areas

- Analyse and verify transactional recordings, debtor reports and summaries processing.
- Control the reconciling of debtor accounts and the overdue debtor.
- Analyse of debtors age analysis reports.
- Analyse and prepare reports on the status of revenue accounts and made monthly budget reports, bank reconciliation, assets, payroll administration and Supply Chain Management

Applications should be submitted on [Modimolle – Mookgophong Local Municipality application form](#) obtainable from the Municipality or at [www.lim368.gov.za](http://www.lim368.gov.za) and must be completed in full. Certified copies of your identity document, license and qualifications, CV must be attached. A valid driver's license will be an added advantage. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications.

## How To Apply

Applications should be submitted to: The Administrator, Modimolle – Mookgophong Local Municipality; Private Bag X 1008; MODIMOLLE; 0510 or delivered personally at OR Tambo Building; O R Tambo Square; 1 Harry Gwala Street; MODIMOLLE; 0510.

All general enquiries should be directed to Human Resources Manager, Me Adolphine Phala at (014) 718 2037 or the Human Resources Officer, Mr Hendrick Makhubele at (014) 718 2068

during office hours (07h30 – 16h15).

**NB: NO LATE, FAXED OR E – MAILED APPLICATIONS WILL BE CONSIDERED.**

Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing dated, you may regard your application as unsuccessful.

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# **Shoprite: Bursary / Scholarship Programme 2019**

Shoprite: Bursary / Scholarship Programme 2019

**Closing Date: 31 January 2019**

**Accounting (CA Stream) 2019** Successful completion of the first semester of:

- Grade 12 with an average of 70% + or
- A Bachelors of Accounting or BCompt, leading to CTA and qualifying for a registered articles program 60% +.

[Apply Online for the Shoprite Accounting Bursary / Scholarship Programme](#)

**Information Technology 2019** Successful completion of the first semester of:

- Grade 12 with an average of 70% + or
- A relevant three year IT qualification with an average of 60% +.

[Apply Online for the Shoprite IT Bursary / Scholarship Programme](#)

**Logistics / Supply Chain 2019** Successful completion of the first semester of:

- Grade 12 with an average of 70% + or
- A Bachelors of Commerce: Logistics (Quantitative Management), Bachelor of Science: Operational Research or related degree/qualification with an average of 60% +.

[Apply Online for the Shoprite Supply Chain / Logistics Management Bursary / Scholarship Programme](#)

**Retail Business Management 2019** Successful completion of the first semester of:

- Grade 12 with an average of 70% + or
- National Diploma: Retail Business or equivalent qualification with an average of 60% +.

[Apply Online for the Shoprite Retail Management Bursary / Scholarship Programme](#)

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# SAPS Graduates Programme Nation Wide

SAPS Graduates Programme Nation Wide

**Location: Country wide**

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

## Requirements

- Must be between ages 18 – 35
- Be a South African citizen

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

Intern categories: Graduate Intern: Tertiary Qualification is required

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

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

<p><b>SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Location: PretoriaRef: C10</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Location: PretoriaRef: C102</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Personnel Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>
<p><b>CRIME INTELLIGENCE: EASTERN CAPE SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Location: Kings Williams TownRef: C10 3</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Location: King Williams TownRef: C10 4</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>
<p><b>CRIME INTELLIGENCE: FREE STATE HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Location: BloemfonteinRef: C105</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>
<p><b>SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Location: BloemfonteinRef: C106</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>CRIME INTELLIGENCE: GAUTENG HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Human Resource Management Location: Johannesburg Ref: C10 8</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>
<p><b>SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Supply Chain Management Location: Johannesburg Ref: C108</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>CRIME INTELLIGENCE: KWA - ZULU NATAL SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Location: DurbanRef: C10 9 4</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Location: DurbanRef: C 110</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>
<p><b>CRIME INTELLIGENCE: LIMPOPO SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Location: PolokwaneRef: C 111</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Location: PolokwaneRef: C 112</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>
<p><b>CRIME INTELLIGENCE: MPUMALANGA SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Location: NelspruitRef: C 113</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Location: NelspruitRef: C 114</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>
<p><b>CRIME INTELLIGENCE: NORTHERN CAPE SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Location: KimberleyRef: C 11 5</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Location: KimberleyRef: C 116</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a Grade 12 National Certificate / Equivalent QualificationCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>
<p><b>CRIME INTELLIGENCE: NORTH WEST SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Supply Chain ManagementLocation: Potchefstroom Ref: C117</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Location: PotchefstroomRef: C 118</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>
<p><b>CRIME INTELLIGENCE: WESTERN CAPE SUPPLY CHAIN MANAGEMENT INTERN</b> [a]Supply Chain ManagementLocation: Cape Town Ref: C 11 9</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in either Supply Chain Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Supply Chain Management</li> </ul> </li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT INTERN</b> [a]Human Resource ManagementLocation: Cape Town Ref: C120</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a National Diploma / Degree in Personnel Management or Human Resource ManagementCore Functions: <ul style="list-style-type: none"> <li>Assist with rendering supportive duties regarding Human Resource Management</li> </ul> </li> </ul>

**APPLICATIONS ED:** The Divisional Commissioner: Crime Intelligence, Human Resource Management, Private Bag 4 301, Pretoria, 0001 (for the attention of Eric Ballings) /  
**APPLICATIONS HAND DELIVERED:** The Divisional Commissioner: C1, 40 Franschhoek Street, Groenkloof, Pretoria, 0013 (for the attention of Eric Ballings)

**Defective Service**

**PERSONNEL OFFICER STUDENT INTERN** (01 JR) Human Resource Management Ref: DS 6 / 2018

Location: Division: Detective ServicesAdditional Requirements: Be in possession of a NE Certificate in Human Resource Management / Labour Relations / Business Management / Public Management / Management Assistant

**Core Functions:**

- Assist with general office administration.
- Administration of filing system.

**ADMINISTRATIVE STUDENT INTERN (A1)**

Financial and Administration Services Ref: SA 0 9 / 2018

Location: Division: Detective Service

**Additional Requirements:** Be in possession of a NE Certificate in Financial Management / Accounting Management / Public Management.

**Core Functions:** Assist with general office administration for the

- Finance and Administration Services.
- Assist with the payment of telephone accounts and cell phone accounts.
- Administration of booking of flights and hotel accommodations.

• Typing letters, memorandums, reports, making copies, taking minutes in meetings when requested.

Applications must be hand delivered or mailed to the relevant office as indicated below:

Division: Detective Service, South African Police Service, Private Bag 4 301 Pretoria 0001

Enquiries can be directed to:

Hand delivered for the attention of Captain Mboweni: Mchuthuis Building Francis Baard Street Pretoria A t the entrance of Division: Detective Service.

Enquiries can be directed to:

Lieutenant Colonel J Enlin 012 393 1633  
Captain PP Mboweni 012 393 4478  
PO TS Sengodi 012 393 1277  
PO NT Lohupana 012 393 1988.

**Financial Management**

**FINANCIAL ACCOUNTING INTERN** [a]Loss ManagementLocation: Mchuthuis Building, Pretoria, Gauteng Ref: PM6 6 / 2018

**Additional Requirements:** Be in possession of a BCom Degree / Diploma in either Financial Management or Accounting or any related qualification

**Core Functions:** Conduct inspections to evaluate compliance with Loss Management norms and standards. Assist with Data Integrity on Loss Control system, evaluation of processes and procedures pertaining to Civil Claims against the State. Conduct awareness campaigns at Provincial, Academic and National level. Assist the Head with research, sourcing of information and other Ad hoc functions.

**FINANCIAL ACCOUNTING INTERN (A1)**

Bookkeeping and Cash Flow Management Location: Mchuthuis Building, Pretoria, Gauteng Ref: PM6 7 / 2018

**Additional Requirements:** Be in possession of a BCom Degree / Diploma in either Financial Management or Accounting or any related qualification

**Core Functions:** Administration of transactions on Safety Web Managing bank reconciliation of the commercial banks and Paymaster General. Administration of bookkeeping and cash management of the State money

Applications must be hand delivered to:

Lieutenant Colonel E Mboweni: Division: Financial Management and Administration Private Bag 104 Pretoria 0001Hand Delivered To: SAPS Head Office, Mchuthuis, 213 Pretorius Street (Tshabani Arcade), PretoriaEnquiries can be directed to Lieutenant Colonel E Mboweni: PO MB Director: PO SA Mkhulu (012) 393 2694 / 1626 / 2273

**Management Intervention**

**Administration Intern** [a]Section: Service Complaints; Management InterventionLocation: Head Office, Pretoria, Gauteng Ref: ME 01 / 2018

**Additional Requirements:** Must have done 18 months theoretical studies at a TVEF College and in need of 18 months experiential learning to obtain qualification ( must meet q umeric requirements)

**Core Functions:** Receive and record incoming and internal correspondence. Ensure proper filling of completed Customer Satisfaction Survey Questionnaires in the Complaints file. Assist in copying complaints on computerized registration system. To provide typing, create spreadsheets, retrieve data, keep records and administrative support services to the Section. Assist with the compilation of monthly, quarterly and annual reports. Conduct proper filling of completed Quality assurance checklists in the Registration file

**Supply Chain Management Intern** [a1]

Bookkeeping and Cash Flow Management Location: Head Office, Pretoria, Gauteng Ref: ME 02 / 2018

**Additional Requirements:** Must have done 18 months theoretical studies at a TVEF College and in need of 18 months experiential learning to obtain qualification ( must meet q umeric requirements)

**Core Functions:** Administer procurement of Goods and a minister to – annual stock taking. Administer S&E Management. Legislation, protocols and official correspondence. Administer disposal of allocated building facilities. Administer vehicle fleet procedures. Administer disposal procedures.

Applications must be hand delivered to:

ATF: Lt Colonel Esterhuizen Management Intervention Private Bag 94 Pretoria 0001

Hand Delivered To: Opera Plaza Building 211 Pretorius Street, Gov Thabo Nkomo ( Andries Street) and Pretorius Street, Rose 323 and 324

Enquiries can be directed to: Lt Col Esterhuizen office number: 012 393 2446 and cell number: 082008255 5 urgent Mphahle office number: 012 393 3534

**Operational Response Services**

<p><b>F INANCE</b> [a3]Public Order Police Reserve Unit – Pretoria/Location: Pretoria, Gauteng Ref No: ONS 1</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be a graduate in Finance / HRM / Business Management / Project Management</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Handle administration tasks regarding f inance, pay roll, compile overtime applications; review, administer and schedule overtime claims; capture night shift claims; deal with verbal finance enquiries; prepare minutes for overtime inspection committee</li> </ul>
<p><b>PERSONNEL MANAGEMENT</b> [a3]Public Order Police Reserve Unit – Pretoria/Location: Pretoria, Gauteng Ref No: ONS 2</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be a graduate in Finance / HRM / Business Management / Project Management</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Handle administration tasks regarding all Personnel related matters; receive members by transfers and placing them correctly; Efficient and effective implementation of discipline and discipline/transfer/Basic correspondence of the Personnel Management Office; Administer and maintain Working Risk Report; Complete and capture SAP 172; Administer Pay Progressions &amp; Grade Progressions; Administer quarterly probation reports for interns &amp; employees; Compile monthly and quarterly returns / reports</li> </ul>
<p><b>FINANCE AND ADMINISTRATION: HEAD OFFICE PRETORIA BUDGET INTERN</b> [a3]Finance and Administration: Head Office/Location: Pretoria, Gauteng Ref No: ONS 3</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be a graduate in Finance / Business Management / Project Management</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Handle administration tasks regarding General Budget management, Budget Analysis and compilation of reports; Budget monitoring</li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT: HEAD OFFICE HUMAN RESOURCE PERSONNEL ADMINISTRATION</b> [a3]Human Resource Management: Head Office/Location: Pretoria, Gauteng Ref No: ONS 4</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be a graduate in HRM / Business Management / Project Management</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Handle administration tasks, typing and filing.</li> </ul>
<p><b>DISCIPLINE INTERN</b> [a3]Human Resource Management: Head Office/Location: Pretoria, Gauteng Ref No: ONS 5</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be a graduate in HRM / Business Management / Project Management</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Render and handle promotion, grade p rogressio n process es. Render and handle the recruitment process. Render and handle the administration of translation s. Render and handle of allowances and scarce skills allowances. Render and handle medical an d probation reports. Maintain all human r esources and physical resources function s at the Section. Render administrative duties regarding human resources for Personnel Services</li> </ul>
<p><b>DURBAN HARBOR: KAMAZULU NATAL HUMAN RESOURCE MANAGEMENT</b> [a3]Durban Harbor Location: Durban, KZN Ref No: ONS 6</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be a graduate in HRM / Business Management / Project Management</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Handle administration tasks regarding all types of leave within the Unit; Administer injuries and applications for terminations; Administer and process applications for temporary incapacity leave, ill health retirements, General typing and filing.</li> </ul>
<p><b>Special Task FORCE – BLUFF, DURBAN HARBOR PROVIDING ACCOUNTING CLEM 1</b> [a3]Special Task Force -Location: Bluff, Durban Harbour Ref No: ONS 7</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Student (studying towards Business Management / Accounting degree / diploma)</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Letter from the Institution requesting workplace experience must be attached</li> </ul>
<p><b>Special Task FORCE – OPERATIONS: IN PRETORIA LEAVE ADMINISTRATION CLEM 1</b> [a3]Special Task Force/Location: Sunley St W Pretoria, Gauteng Ref No: ONS 8</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be a graduate in HRM / Business Management / Project Management</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Handle administration tasks regarding all types of leave within the Section. Compile Monthly reports. Administer injuries and applications for terminations. Administer and process applications for temporary incapacity leave, ill health retirements, General typing and filing</li> </ul>
<p><b>Special Task FORCE: CAPE TOWN WESTERN CAPE SUPPLY CHAIN MANAGEMENT</b> [a3]Special Task Force – Cape Town/Location: Western Cape, Cape Town Ref No: ONS 9</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Student (studying towards SCM degree / diploma)</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Assist with the inventories, processing of losses and damages. Assist with the vehicle files, updating fire register, Maintaining the store room, booking out of stationary and cleaning equipment</li> </ul>
<p><b>BORDER POLICING: MUSSEL BAY WESTERN CAPE HUMAN RESOURCE MANAGEMENT</b> [a3]Border Policing/Location: Mussel Bay, W / CAPE Ref No: ONS 10</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Student studying towards HRM, Business Administration or Project Management degree or any other related qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Ensure accurate record keeping and efficient administration. Manage all human resources at Personnel Services. Implement, maintain and administer absenteeism management policies at the Unit. Render administration support regarding service allowances. Render administration support regarding the payroll and render administration support regarding the submission of WPI202 forms to P rovincial Commissioner.</li> </ul>
<p><b>PEKA BRIDGE BORDER POLICING: FREE STATE HUMAN RESOURCE MANAGEMENT</b> [a3]Border Policing – Free State/Location: Peka Bridge – Free State Ref No: ONS 11</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Student studying towards HRM degree, Business Administration or Project Management or any other related qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Verify information on leave application forms.</li> <li>Administer and process applications for medical boards, death boards, death boards, alcohol boards, stress and depression related boards.</li> <li>Administer and process applications for a cruise termination, discharge and retirement.</li> <li>Maintain and submit statistical data / reports receive d and process transfers. <ul style="list-style-type: none"> <li>Face and process promotions.</li> </ul> </li> <li>Verify information (SAPS 172).</li> <li>Forward copies of SAPS 172.</li> <li>Process and finalise grievance / disciplinary enquiries.</li> <li>Capture PEP information for the purpose of compliance.</li> <li>Process incentives and rewards application.</li> <li>Compile and submit PEP Progress Reports.</li> </ul>
<p><b>ON TAMBO INTERNATIONAL AIRPORT: GAUTENG HUMAN RESOURCE MANAGEMENT, DISCIPLINARY</b> [a3]Discipline/Location: ON Tambo International Airport – Gauteng Ref No: ONS 12</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be a graduate in HRM / Business Management / Project Management.</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Administration duties: Departmental cases: open and inv estigate. Criminal cases: only monitor status of criminal cases. A dministration duties: Board of Absence: open and investigate. Complaint against SAPS members: open and monitor until finalis ed. Grievances: open, i nvestigate and monitor until finalis ed. Suspensions: handle all kinds of suspension s. Process the reinstatement of members and salaries after suspension. Open and investigate the S action 21 against member s. Facilitate i nvestigation of damage or loss cases.</li> </ul>
<p><b>ON TAMBO INTERNATIONAL AIRPORT: GAUTENG KIDSHELP INFORMATION CENTRE (KIC)</b> [a3]KIC/Location: ON Tambo International Airport – Gauteng Ref No: ONS 13</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Graduate in possession of IT related qualification (Diploma / Degree)</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Register case docket on the system, administration duties and record keeping. Maintain, configure, secure policy and comply with the I nformation and Technology Communicatio n. Register and de-register members on specific mainframe functions. Submission of reports regarding the status of the CAS functions. Capture data, records, operat ional plans and reports on the Perfomance Mtr C hart.</li> </ul>
<p><b>PILESBERG INTERNATIONAL AIRPORT: NORTH WEST HUMAN RESOURCE MANAGEMENT, CROWN CLEM 1</b> [a3]Pilesberg International Airport – North West Ref No: ONS 14</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Graduate in possession of HRM / Business Administration or Project Management degree or any other related qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Administer office files and documentation. Manage the utilis ation of resources allocated to the immediate environment. Administer loss management files of state owned firearms, vehicle collisions / damage s and general state property on individual respctive systems.</li> </ul>
<p><b>SKILPADSHK BORDER NORTH WEST HUMAN RESOURCE MANAGEMENT: ADMIN CLEM 1</b> [a3]Border Policing – North West/Location: Skilpadshk Border Policing Ref No: ONS 15</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Graduate in possession of HRM / SCM degree</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Administer office files and documentation. Manage the utilis ation of resources allocated to the imed late environment. Administer loss management files of state owned firearms, vehicle collisions / damage s and general state property. Administer the recording and updating of incidents of vehicle collisions / damage s, firearres and general state property on individual respctive systems.</li> </ul>
<p><b>SWARTKOPFONTEIN BORDER: NORTH WEST SECRETARY</b> [a3]Border Policing – North West/Location: Swartkopfontein Border/Ref No: ONS 16 Ref No: ONS 16</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Student (studying towards Secretarial / Administration Management degree / diploma)</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Letter from the Institution requesting workplace experience must be attached</li> </ul>
<p><b>KOPFONTEIN BORDER POLICING: NORTH WEST FINANCIAL CLEM 1</b> [a3]Border Policing – North West/Location: Kopfontein Border Ref No: ONS 17</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Graduate in possession of a Diploma / Degree in Finance or any related qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Maintain the Unit's revenue fund (cash) and administer the disburseme nt and claims of the Unit. Maintain the Unit's telephone accounts.</li> </ul>
<p><b>BORDER POLICE: CAPE TOWN AIRPORT: WESTERN CAPE FINANCIAL CLEM 1</b> [a3]Border Police – Western Cape/Location: Cape Town Ref No: ONS 18</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Graduate in possession of a Diploma / Degree in Finance or any related qualifications</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Administer pay roll and submit report. Compile applications for overtime and forward to Division ONS. Review, administer and schedule overtime claims. Capture night shift claims on the computer and submit for approval. Deal with verbal financial enquiries. Prepare minutes for or write inspection committee.</li> </ul>
<p><b>BORDER POLICE: CAPE TOWN AIRPORT: WESTERN CAPE SUPPLY CHAIN MANAGEMENT CLEM 1</b> [a3]Border Police – Cape Town Location: Cape Town Ref No: ONS 19</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Graduate in Supply Chain Management or any related qualifications</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Administer pay roll and submit report. Compile applications for overtime and forward to Division ONS. Review, administer and schedule overtime claims. Capture night shift claims on the computer and submit for approval. Deal with verbal financial enquiries. Prepare minutes for overtime inspection committee.</li> </ul>
<p><b>SUPPLY CHAIN MANAGEMENT: HEAD OFFICE PRETORIA LEAVE ADMINISTRATION</b> [a3]Supply Chain Management/Location: Schoofers House, Pretoria, Gauteng Ref No: ONS 20</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Graduate in Supply Chain Management or any related qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Handle administration tasks regarding Leave Management, typing, filing and bring forward system.</li> </ul>
<p><b>SKILLS DEVELOPMENT FACILITATION: HEAD OFFICE PRETORIA SKILLS DEVELOPMENT FACILITATION INTERN</b> [a3]Skills Development Facilitation (Transmigration)/Location: Schoofers House, Pretoria, Gauteng Ref No: ONS 21</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>Be in possession of a Degree / Diploma in either Financial Management, Accounting or Communication or any related qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>Handle administration tasks regarding training related matters: Typing, filing and bring forward system. Compilation of mem oiations of call – up instructions and completion of reports. Administer the save keeping of course files and data capturing.</li> </ul>
<p><b>ENQUIRIES: Colonel B Nkomo: Tel no (011) 400 3700</b> Lieutenant Colonel's Wolfraed: Tel no (011) 400 3811</p> <p><b>APPLICATIONS:</b> The Skills Development Facilitator: 459 Schoofers House, Leyds Street; 5 unny Side, Pretoria; 3 th Floor; Room 244 (For the attention of Lt Col Wolfraed )</p> <p><b>APPLICATION FORMS MUST BE HAND – DELIVERED TO RELEVANT OFFICES IN THE PROVINCES AND HEAD OFFICE PRETORIA INDICATED BELOW:</b></p> <p><b>Special Task Force Durban Harbor physical address:</b> 77 Stott Road/Postnet Staff 4022/ONS 5/Sluis 831 466 7200</p> <p><b>Durban Harbor: (KZN) physical address:</b> 143 Salomo Grove Margaret Road/ Maritime House 6 th Floor / Room 406 Durban 4025 Cape Goldenberg (HRM Commander) Telephone: 031 319 2222 / 2221 / 2220</p> <p><b>Special Task Force Cape Town physical address:</b> 35 Squadron Erica Drive B Albar/ 7453 W/C/Thomson (Acting HRM Supervisor) 021 9555 051 040 1765 Skilpadshk: North West</p> <p><b>Special Task Force Cape Town physical address:</b> 84 Road Lobatse Skilpadshk North West PO Box 097 / ONS 5/404 05 918 365 9302</p> <p><b>Pretoria: Head Office physical address:</b> 459 Schoofers House Leyds Street/ Sunny Side, Pretoria 3 th Floor; Room 124 (For the attention of Lt Col Wolfraed) 011 400 3812</p> <p><b>Provincial Commander Border Policing: Western Cape (Mount Bay) physical address:</b> 35 Squadron Erica Drive B Albar/ 7453 Lt Col Nkomo/ Cape Town 021 955 5258</p> <p><b>Headoffice Port of Entry (Free State) physical address:</b> Pawbridge Port of Entry F300 Road Ficksburg F300 Peka Geyser 0 81 933 1908</p>
<p align="center"><b>Personnel Management</b></p> <p><b>OCCUPATIONAL INCIDENTS INTERN</b> [a3]Administrative and Medical Administration/Location: Head Office/Ref: PM 11</p> <p><b>Requirements:</b> Be in possession of NS in Human Resource Management with a letter from the Tertiary Institution stating that you need practical experience in order to finalise qualification</p> <p><b>Core Functions:</b> Handle administration and approve all injury and illness board s Administer outstanding injury and illness boards Control injury on duty claims of primary custo mers Attend to injury on duty s telephone and walk – in enquiries Receive and process all documentation and accounts pertaining to injury on duty Process all accounts pertaining to IDO as per m i nimum requirement for services rendered Render support services to Senior Management</p> <p><b>ENQUIRIES:</b> Lt Col SP Maluleke Tel no: (012) 393 3553 Captain B Bushmame Tel no: (012) 393 4390 PO NE Naphala Tel: (012) 393 3032</p> <p><b>APPLICATIONS:</b> The Divisional Commissioner: Personnel Management, Human Resource Management, Private Bag 004, Pretoria, 0001</p> <p><b>APPLICATIONS HAND DELIVERED:</b> The Divisional Commissioner: Personnel Management, 231 W a ch t h u s building, Pretorius Street, Pretoria</p> <p align="center"><b>Presidential Protection Service</b></p>

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

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

**Core Functions:**

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

Ref: 02 / 2018

PPS: HQ Section: Supply Chain Management Office

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

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

**Core Functions:**

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

Ref: 03 / 2018

PPS: HQ

Section: Human Resource Development

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

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

**Core Functions:** Promote physical fitness and wellness. To support the manager with training related matters Administer budget control for courses Administer and update courses arrangements related to PPS

Human Resource Management [x1]

Ref: 04 / 2018

PPS: HQ Section: Human Resource Management

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

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

**Core Functions:**

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

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

Ref: 05 / 2018

PPS: C A&T DM

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

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

**Core Functions:**

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

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

Ref: 06 / 2018

PPS: KZN Section: Finance and Administration

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

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

**Core Functions:**

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

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

Ref: 07 / 2018

PPS: MPUMALANGA Section: Finance and Administration Location: PPS: Mhathha Butha Buthe Building 11 10 Floor Cur Leeds and Owen Street Mhathha 5000

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

**Core Functions:**

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

PPS: PROVINCIAL OFFICE NORTHERN CAPE: Financial Management Interns [x1]

Ref: 08 / 2018

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

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

ENQUIRIES: KWAZULU NATAL Lt Col Nchukama: 011 203 7329 066 303 9333 5

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

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

**Protection And Security Services**



**PERSONNEL INTERN 5 (P 5) Human Resource Management Location**

- Pretoria Head Office [x2]: Ref: HRM / PSS / HQ
- Eastern Cape [1]: Ref: HRM / PSS / EC
- Free State [x1]: Ref: HRM / PSS / FS
- KwaZulu Natal [x1]: Ref: HRM / PSS / KZN
- Northern Cape [x1]: Ref: HRM / PSS / NC
- North West [x1]: Ref: HRM / PSS / NW
- Mpumalanga [x1]: Ref: HRM / PSS / MP

**Additional Requirements:**

- Be in possession of a National Diploma / Degree in Human Resource Management
- Handle administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations
  - Update leave files and SAPS 26
  - Register and monitor planned leave
  - Prepare and assist with 28 register
  - File all documents on the relevant files
    - Type letters
  - Assist with messenger duties
- Monitor receipt of project documents and process them for correctness
- Assist with coordination and consultation of the section's Annual Operational Plan
- Monitor and coordinate the expiration of drivers Licences
  - Update electronic training database
  - Assist with secretarial duties

**PERSONNEL INTERN 5 (L)**

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

**Additional Requirements:**

- Be in possession of a NS Certificate in Human Resource Management.
- Core Functions:
  - Handle administrative tasks regarding Performance Management, Human Resource Planning, Job Descriptions, Employment Equity and Labour Relations
    - Update leave files and SAPS 26
    - Register and monitor planned leave
    - Prepare and assist with 28 register
    - File all documents on the relevant files
      - Type letters
    - Assist with messenger duties
  - Monitor receipt of project documents and process them for correctness
  - Assist with coordination and consultation of the section's Annual Operational Plan
  - Monitor and coordinate the expiration of drivers Licences
    - Update electronic training database
    - Assist with secretarial duties

**TRAINING COORDINATION INTERN [x1]**

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

**Additional Requirements:**

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

**PROJECT COORDINATION INTERN [x1]**

Operational Support Location: Pretoria Head Office

Ref: SOPP 12 / PSS / HQ

**Additional Requirements:**

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

**FITNESS INSTRUCTOR INTERN [x1]**

Human Resource Development Location: Pretoria Head Office

Ref: HRD11 / PSS / HQ

**Additional Requirements:**

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

**FINANCE MANAGEMENT INTERN [x1]**

Provincial Support

Location: Western Cape

Ref: FEM / PSS / WC

**Additional Requirements:**

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

• Handle administrative tasks regarding Finance Management

• Handle telephone enquiries

**SUPPLY CHAIN MANAGEMENT INTERN [x1]**

Supply Chain Management Location: Gauteng

Ref: SCM 13 / PSS / GP

**Additional Requirements:**

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

EMPLOYEES: Col ND Gerber Tel no (012) 400 58 08 PAC Mphahleli, Tel no (012) 400 6457

APPLICATIONS ID / WAD DELIVERED:

Applications for the various s on t he respective processes must be submitted to the following addresses: –

**PSS HEAD OFFICE**

HRM / PSS / HQ

HRD11 / PSS / HQ

SOPP12 / PSS / HQ and HRD13 / PSS / HQ

The Divisional Commissioner –

Protection and Security Services

Private Bag 2704

Pretoria 0001

Head delivery:

Mogae Mogae Building

c / o Park and Trogue Street

Soweto

Pretoria

Col Gerber (012) 400 – 5669

PAC Mphahleli (012) 400 – 6457 5

**EASTERN CAPE**

HRM / PSS / EC

The Provincial Head

– Protection and Security Services

Private Bag 20065

Bhisho 6005

Head delivery:

49 Andries Pankoen

Williams Town

Colonel Dubois (043) 604 – 1012

Captain Ngweni (043) 604 – 1164

SAC Molebe (043) 604 – 1162

**FREE STATE**

HRM / PSS / FS

The Provincial Head

Protection and Security Services

Private Bag 20055

Bloemfontein

Head delivery:

Abas Building 4 th Floor

Flora Meitland str

Bloemfontein

0300

Col Mollie (051) 411 – 7054

Captain Saisaan (051) 411 – 7041

**GAUTENG**

s: HRM / PSS / GP

SOPP12 / PSS / GP

The Provincial Head

Protection and Security Services

Private Bag 2650

Pretoria

HRM

Head delivery:

Land Affairs Building

c / o Bosman and Jacob Mare str

Musmela Street

Pretoria

Lt Col Bonga (012) 353 – 67 70

Lt Col Ndaba (012) 353 – 67 81

**KWA – ZULU NATAL**

HRM / PSS / KZN

The Provincial Head

Protection and Security Services

Private Bag 26500

Durban 4001

Head delivery:

143 Maritime House

Durban

Colonel Smith (031) 319 – 2008

Capt Naidoo (031) 319 – 2111 / 2

Capt Mody (031) 319 2044

**LIMPOPO**

HRM / PSS / LP

The Provincial Head

Protection and Security Services

Private Bag 20560

Polokwane 0900

Head delivery:

28 c / o Market & Main Street

PSS Building

Polokwane

Colonel Sha (015) 284 – 8545

Capt Purcocks (015) 284 5866

**NORTHERN CAPE**

HRM / PSS / NC

The Provincial Head

Protection and Security Services

Private Bag 20000

Kimberley 0800

Head delivery:

88 MacLureth Street

De Beers

Kimberley

Colonel Sakoya (053)836 0356

Lt Col Venter (053) 326 0309

**NORTHERN WEST**

HRM / PSS / NW

The Provincial Head

Protection and Security Services

Private Bag 20025

Mafikeng 2745

Head delivery:

c / o William Dick and Sarah Eluff

Sonney Complex Ref: Weng

Colonel Mabe (018) 397 – 9015

Capt Mula (018) 397 – 9009 7

**WESTERN CAPE**

HRM10 / PSS / WC

FEM / PSS / WC

The Provincial Head

Protection and Security Services

Private Bag X1

Cap: Tam 0015

Head delivery:

21 Flax Street

Garmour House Stalpaan

Colonel Brand (021) 467 – 0518

PVC Klassen (021) 467 – 0413

**MPUMALANGA**

HRM / PSS / MP

The Provincial Head

Protection and Security Services

Private Bag X11299

Nelspruit

1200

Head delivery:

10 Paul Kruger Street

Baxter Brown Building

2 nd Floor Office No 3

Nelspruit

Colonel Thayer (021) 756 – 0252

Lt Col Mphahle (013) 756 – 0261

PPO Cato (013) 756 0254

#### Technology Management Services

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

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

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

(2) Resource & Administration Systems Management

( Ref: TMS 29 / 2018)

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

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

(2) Mobile Public Systems

( Ref: TMS 30 / 2018)

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

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

1 x Technology Centre of Excellence

( Ref: TMS 31 / 2018)

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

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

1 x Technology Centre of Excellence

( Ref: TMS 32 / 2018)

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

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

DIVISION: TECHNOLOGY MANAGEMENT SERVICES ( PROVINCIAL OFFICES) (2) TMS

( Free State

( Ref: TMS 33 / 2018)

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

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

(2) TMS Eastern Cape (Mount Road ICTU)

( Ref: TMS 34 / 2018)

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

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

(2) Northern Cape

( Ref: TMS 35 / 2018)

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

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

consider in performing the general Finance functions.

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

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

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

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

## GENERAL:

- Only the official [application form](#) for the internship programme (available on the SAPS website) will be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- The reference number of the post must be correctly specified on the application form.
- A Curriculum Vitae must be submitted together with the application form and
- proof of residence.
- Certified copies of an applicant's ID document, Senior Certificate and all post school educational qualifications obtained must also be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or e-mailed applications will be considered
- only certificate of qualifications will be accepted, and not a statement of results.
- Applicants will be subjected to fingerprint screening and reference checking.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is 2018-07-20 at 12h00.
- If an applicant is short-listed, it can be expected of him / her to undergo a personal interview. Short-listed applicants may be subjected to security clearance.
- Correspondence will be conducted with successful interns only. If you have not been contacted within 2 months

after the closing date of this advertisement, please accept that your application was unsuccessful.

- The South African Police Service is under no obligation to fill a post after advertisement thereof.
- A stipend will be paid according to proof of relevant qualification.
- Recommended candidates will be expected to sign a 12-month internship contract.
- Internship program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

**Closing Date: 30 November 2018**

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# Loan Calculator

## Loan Calculator

Personal loan , home loan , car repayment and other installment calculator.

**Mostly the interest Rate is 27.00%**

The results of this loan payment calculator are for comparison purposes only.

They will be a close approximation of actual loan repayments if available at the terms entered, from a financial institution. This

is being

provided for you to plan your next loan application.

**To use,**

enter values for the

1. Loan Amount,
2. Number of Months for Loan
3. and the Interest Rate (e.g.7.25), and
4. click the Calculate button.

Total Loan Amount (R)   
Interest Rate (%)   
Amortization Period (years)

**You may also want to See and apply for**

1. [personal loan](#)
2. [Personal Loans For Emergency Funding](#)

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# **City of Johannesburg: CA Traineeship Programme 2019**

**Closing Date: 23 October 2018.**

The City of Johannesburg Metropolitan Municipality is committed to developing and increasing financial management skills within the public sector by creating more professional training opportunities for prospective Chartered Accountants.

**The City's Academy for Chartered Accountants Training**

## **Programme**

The programme is geared towards providing trainees with the opportunity of gaining valuable hands-on work experience, dedicated training in financial management and all its disciplines, a broad exposure to a variety of Local Government business operations and management functions. The programme is designed to strengthen the public sectors financial skills base with the intention to retain local government trained chartered accountants.

## **Structure of the ACA Training Programme**

The three (3) year professional training programme has been structured in a manner that offers the trainees exposure in key areas with Accounting and External Reporting being the core competency received and specialisation in Financial Management and Management Decision-Making and Control as electives. Trainees will be offered competitive market-related salaries.

*Minimum requirements:* To qualify for the Joburg Chartered Accounting Training Programme, candidates must have completed their Certificate in the Theory of Accounting (CTA) from a SAICA accredited University.

## **How To Apply**

• Motivation letter (500 words) • Detailed CV • Certified copy of your South African identity document • Full official academic transcripts and records Submit documentation to: City of Johannesburg, Group Human Capital Management

*Attention:* Mashali Mokete. Tel: (011) 407-6479. 158 Loveday Street, Metro Centre, 2nd Floor, Braamfontein or *E-mail applications to:* [MashaliM@joburg.org.za](mailto:MashaliM@joburg.org.za)

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# KFC JOBS

## SALARY: MARKET RELATED

Type: Permanent

AA Position: No

Work Level: Skilled

Branch: Gauteng Province



### Description:

The purpose of the role is to to lead and oversee the management of all aspects of the KFC restaurant business. Through coaching, developing, motivating and engaging all in store employees, create a culture to be proud of. Through 'beat year ago' mentality you will ensure the continued growth and success of the KFC brand by developing and communicating a breakthrough strategy which delivers outstanding business

results. By Driving Hospitality with Heart, ensure that every customer has an outstanding experience & product.

## Job Functions:

### PEOPLE – 30%

All employees understand the relevance of the HWWT2 principles to their roles and live and breathe the principles on every shift

Utilize the KFC Bench Planning process, effectively managing staffing levels and recruitment ensuring your restaurant is staffed to optimum at all times

Actively utilize recruitment systems and tools

Rigorously follow legislative requirements associated with recruitment of employees

Follow up with new starters ensuring they have returned all relevant 'New Employee' paperwork prior to commencing their employment with KFC SA

Proactively manage and oversee all new employees through their Induction and in store Training Timetable

Upload new Team Members onto Learning Zone, ensure continue registration & assign courses

Maintain up to date employee files and training records for all employees

Conduct and complete robust Performance Appraisals and IDP's with all managers and employees in line with the company guidelines and timescales, in order to drive a high performance culture in store

Proactively develop team members and managers, ensuring a robust 'talent pipeline' is in place

Plan and facilitate regular Management and Team meetings in line with KFC SA's RGM Success Routines. Meetings should be informative, interactive and business relative. Capture meeting minutes and follow up

Proactively and consistently manage all in-store Employee Relations issues, updating Area Coach and PCM, as appropriate

Track team absence, taking action in line with KFC's Code of

Conduct where appropriate. Manage team leave in line with the needs of your business

All statutory and company Health, Safety and Food Hygiene regulations must be strictly adhered to at all times and corrective action taken in a timely manner as necessary

Actively promote safety and well being of every employee, customer or contractor in line with company policy as outlined in CSL

All employees to be fully trained on fire procedures, Health & Safety, Food Hygiene and Security/Robbery procedures

Company Security Procedures to be rigorously followed in order to ensure the security of people, premises, stock, equipment and monies at all times

From time to time, conduct Team Member disciplinary enquiries

#### CUSTOMER – 20%

Create a customer focused environment which is appealing to KFC's diverse customer base

Rigorously complete period CER evaluation and implement actions to ensure resolution of issues and to drive consistent improvement. Rigorously follow up on CER Action Plans, completing actions in a timely manner

Manage all customer complaints in line with company policy, escalating issues to Area Coach, where appropriate

Fully comply and adhere to RGM Success Routines

Regularly review CHAMPS reports. Develop and communicate a period CHAMPS plan, utilizing relevant company tools (observation checklists etc) to ensure the restaurant is consistently achieving the company standard

Robustly follow up on any issues arising from Health Department audits, plan to ensure corrective action is taken in a timely manner as required

Utilize company tools and reports so that your store consistently provides an excellent level of customer service (e.g. prep for peak, condiment planner etc)

#### SALES- 30%



Through exceptional operational standards and a 'maniacal' approach to customer service, consistently seek to maximize the sales in your restaurant. Set and communicate Bold Sales Goals to the team, striving to consistently exceed sales targets

In conjunction with the local marketing team, discuss and execute local marketing activities to optimize potential sales growth

Understand your local competition and increase visibility within the local community to ensure awareness of any common issues, competitor activity or forthcoming events that may impact your business

Build Know How of surrounding KFC restaurants, sharing best practice across area and region

Develop a strong sales culture in your store, setting team members and managers clear sales targets for every shift

Manage team member incentives and drive regular recognition in store.

Points of sale to be up to date at all times and team trained on all new products enabling them to drive sales

PROFIT – 20%

Maximize the profitability of the restaurant by understanding and controlling all restaurant costs (e.g. labour, food). Monitor daily, weekly and periodically to ensure alignment to BSC targets

Develop a strategy to maximize profitability of your restaurant, regularly reviewing and adapting in line with business needs

Accurately forecast sales and labour to reflect trends and promotions

Accurately complete team & management schedules one month in advance and submit to Area Coach

Prepare and plan for periodical Balance Score Card review with Area Coach

Prepare and plan for weekly 1:1 with Area Coach, consider and

analyse all relevant information in advance

Actively utilise system reports and company tools to guarantee 100% product availability, investigating and following up on all discrepancies

Complete a robust financial audit periodically and communicate results to Area Coach along with Action Plan to drive improvement, where appropriate

Rigorously follow up on official financial audit action plan completed by YUM

Robustly and regularly review and analyse daily, weekly and monthly paperwork with particular focus on manager's diary, shift success routines book and food safety management system

All Management folders to be maintained in line with success routines

## GENERAL

Deputise for Area Coach if and when required

Provide support for KFC restaurants within your area, as required

Attend Area Meetings

Attend RGM 'Round Tables', if and when required

Manage new product roll outs

Involvement in Area/Regional Projects, if and when required

Act as an ambassador of KFC at community/commercial events

Embrace and embed new and/or changes to KFC SA/YUM! systems and processes

Search for talent outside the KFC Equity business & escalate CVs etc to Area coach & PCM

Prepare & present BSC results at bi-annual RGM Stewardships

On occasion, act as MOD (Manager on Duty) in the restaurant

Requirements:

Educaion:Completed Matric Certificate

Other skills required:

Previous restaurant or similar experience

Previous experience of managing a diverse workforce  
Commercial Awareness Understanding of P&L  
Demonstrates strong Sales Focus  
Coaching Basic HR/IR knowledge (disciplinary/grievance process)  
Customer Mania  
Strong Communication skills, at all levels  
Presentation Skills  
A track record of developing people

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# **Momentum: Insurance Programme 2019**

# **Short-term Learnership**

**Closing date: 17 October 2018**

**Location: Centurion**

Momentum Short-term Insurance, in partnership with INSETA (Insurance Sector Education and Training Authority), is offering young South Africans a fantastic learning opportunity in the short-term insurance industry.

## **ROLE PURPOSE**

The Learnership Programme, which will commence in February 2019 at our head office in Centurion, offers participants the opportunity to develop their skills and gain short-term-insurance specific experience. Furthermore, successful graduates of this programme will receive a formal National Certificate: Short-Term Insurance, NQF level 4.

## **COMPETENCIES REQUIRED**

- A keen interest in learning
- Is committed to completing the learnership
- Is determined to succeed
- Has a positive attitude
- Has excellent communication skills (verbal and written)
- Has a good sense of judgement
- Has excellent organisational skills
- Is self-disciplined and self-motivated
- Has good problem solving/initiative
- Is service oriented
- Is results oriented
- Has great attention to detail
- Takes ownership and responsibility
- Is action oriented

### **WE'RE LOOKING FOR SOMEONE WITH**

- Be aged between 18 and 25 years
- Be able to speak, read and write English
- Passed Matric (a pass mark of 60% or above for English will be a requirement and Math will be beneficial)
- Be computer literate
- Currently unemployed or no work experience
- Not be studying at any other institution

- Not be registered for any other learnership
- Interested in pursuing a career in Short-term Insurance
- Have a passion for learning and the business environment
- Have a clean criminal and credit record

## How To Apply

Please send through your CV to [MSTIFAISQueries@momentum.co.za](mailto:MSTIFAISQueries@momentum.co.za)

The CV should be a maximum of two pages and include certified copies of your matric certificate and ID document. Please put the following detail in the subject line of the email: Short-Term Insurance Learnership 2019.

For any queries contact Griet on (012) 675 3319 or email [MSTIFAISQueries@momentum.co.za](mailto:MSTIFAISQueries@momentum.co.za)

NB. This position will be filled in accordance with our Employment Equity policy. We also encourage people with disabilities to apply.

All applications are to be mailed by no later than 17 October 2018.

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# SASOL: Learnership Programme 2019

**Closing Date: 26 September 2018**

**Location: Sasolburg, Secunda**

Do you have what it takes to become a Sasol Learner Artisan?

Apply for one of the following Learnership opportunities:

**MAINTENANCE:**

*Sasolburg:* Instrumentation, Electrical, Mechanical Fitter

*Secunda:* Instrumentation, Electrical, Mechanical Fitter, Turner, Welder, Rigger, Boilermaker

**Requirements**

To be considered for any of the above disciplines, you will need a completed National Senior Certificate with a 40% pass in the following subjects:

- Technical Mathematics or Mathematics SG / HG
- English/ Business English SG / HG
- Technical Science, Physical Science or Engineering Science SG / HG

OR

A full N3 certificate with Mathematics, Engineering Science, Business English

**PRODUCTION:**

Process Artisan

**Requirements**

A completed National Senior Certificate with the following subjects passed:

- Technical Mathematics or Mathematics SG/HG
- English/ Business English SG/HG
- Technical Science, Physical Science or Engineering Science SG/HG

OR

A full N3 certificate with Mathematics, Engineering Science,

Business English

You may only apply once. The Recruitment process requires psychometric assessment, interviews, a medical and fitness assessment, security clearance and qualification verification. A candidate becomes eligible for the final selection process once all verifications have been completed.

## **How To Apply**

[Apply Online for the SASOL: LEarnership Programme in Sasolburg](#)

[Apply Online for the SASOL: LEarnership Programme in Secunda](#)

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# **Coca Cola: In-Service Traineeship Programme 2019**

**Closing Date: 18 September 2018**

Coca Cola is looking for suitable students to gain on the job experience as Engineering In-Service Trainee for a period of 12 months. Upon successful completion of on the job experience, the incumbent will be able to obtain their National Diploma from their educational institution.



### **Engineering In-Service Trainee**

- Studying towards National Diploma in Electrical Engineering / Mechanical Engineering or related qualification
- Completed theoretical modules and require practical exposure to complete the qualification

[Apply Online for the Coca Cola Engineering Assurance Traineeship Programme in Polokwane](#)

### **Quality Assurance In-Service Trainee**

- Studying towards Microbiology, Biotechnology, Food Technology or related qualification
- Completed theoretical modules and require practical exposure to complete the qualification

### **Quality Assurance In-Service Trainee**

- Studying towards Microbiology, Biotechnology, Food Technology or related qualification
- Completed theoretical modules and require practical exposure to complete the qualification

[Apply Online for the Coca Cola Quality Assurance Traineeship Programme in Wadeville](#)

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# PathCare: Learnership Programme 2019

**CLOSING DATE: Friday, 28 th September 2018**

**Location: Cape Town, Goodwood**

The PathCare Academy invites responsible and respectable individuals who possess a well – developed work ethic and who are responsive to customer needs to apply for the Academy training programmes commencing in 2019.

- Student Medical Laboratory Technician Programme – Grade 12 with mathematics and physical science/ life science/ biology with a minimum 50% or D pass for all subjects
- Phlebotomy Technician Learnership – Grade 12 with mathematics or maths literacy and life science/ biology, with a minimum 50% or D pass for both subjects
- Read, write and speak English fluently
- Read, write and understand basic Afrikaans
- Ability to work effectively as part of a team and independently
- Ability to work under pressure and study rigorously
- Possess a well – developed work ethic
- Willing to collect and/or process blood and body products
- Ability to provide excellent service and be responsive to customer needs
- Willingness to work shifts and after hours as required

**The competitive selection process will include:**

- Screening of applications and academic results
- Selected candidates will be shortlisted and invited to undergo written proficiency tests
- Highest scoring candidate on the above will be invited to attend panel interviews

It is specifically brought to the attention of interested persons that only those candidates who fully comply with the application instructions, score the highest in the competitive testing and interview processes, and who are deemed most suitable will be selected. Theoretical training will take place at the PathCare Academy in Cape Town, and practical training will take place at various PathCare laboratories across South Africa.

## How To Apply

Individuals who meet the criteria and are interested in applying for a place on these programmes should print and complete the application form: ([Application Form for Student Medical Technician Programme 2019.pdf](#) | [Application Form for Phlebotomy Technician Learnership 2019.pdf](#)). Completed application forms along with all supporting documents may be hand delivered to the PathCare Academy, 1 Birmingham Street, N1 City, Goodwood OR placed in an envelope clearly marked PathCare Academy and posted to PO Box 13406, N1 City, Goodwood, 7460.

Please note: Candidates are to carefully note the requirements for their chosen programme and ensure that they meet the requirements. In addition to this do not apply again if you have submitted an application in the last month, as we are attending to all applications received and will be contacting the shortlisted candidates. Further to the above by applying for this position, your application will be subject to verification checks of your driver's licence, ID document, qualifications, credit and criminal checks if required. Candidates must be willing to participate in a rigorous evaluation process.

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# Capitec: Bank Teller Opportunities September 2018

Capitec Bank is on the lookout for a dynamic, self-motivate team member sharing our passion for excellent client service. As a Service Consultant (Teller) you are required to deliver a quality front-line banking service to our clients within the branch by:

- consulting with clients,
- gathering and capturing of information,
- deposit- taking transactions,
- new client take on procedures and
- assisting clients with general banking related queries.

## Qualifications

- National Senior Certificate (Grade 12) or National Certificate (Vocational) essential
- Preferably a relevant tertiary qualification in Commence / Management

## How To Apply

<a href="#">Apply Online for the Capitec Bank Teller Opportunity in Malelane Inkwazi</a>
<a href="#">Apply Online for the Capitec Bank Teller Opportunity in Polokwane</a>
<a href="#">Apply Online for the Capitec Bank Teller Opportunity in Bellville BSE</a>
<a href="#">Apply Online for the Capitec Bank Teller Opportunity in Bergville</a>
<a href="#">Apply Online for the Capitec Bank Teller Opportunity in Bellville</a>

[Apply Online for the Capitec Bank Teller Opportunity in Thohoyandou Standard](#)

[Apply Online for the Capitec Bank Teller Opportunity in Ngodwana](#)

[Apply Online for the Capitec Bank Teller Opportunity in Hammanskraal Jubilee Mall](#)

[Apply Online for the Capitec Bank Teller Opportunity in Frankfort](#)

[Apply Online for the Capitec Bank Teller Opportunity in Brits Mall](#)

[Apply Online for the Capitec Bank Teller Opportunity in Umzimkulu](#)

[Apply Online for the Capitec Bank Teller Opportunity in Witbank Arras](#)

[Apply Online for the Capitec Bank Teller Opportunity in Johannesburg CBD](#)

[Apply Online for the Capitec Bank Teller Opportunity in Cape Town Adderly](#)

[Apply Online for the Capitec Bank Teller Opportunity in Giyani Masingita Centre](#)

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# Rand Water vacancies

Rand Water Recruitment Programme

**Closing Date: 18 September 2018**

The Rand Water 's Chartered Accountant Programme offers a three – year full – time training contract that will provide trainees with the opportunity for development in *Financial Management, Accounting and External Reporting, Auditing and Assurance, Internal Audit, Risk Management and Governance and Taxation* in pursuance of the Chartered Accountancy CA(SA) profession.

**Training programme:** Internal qualifying candidates are invited to apply for the programme . They will be exposed to the public sector in general and the water sector in particular, with a view to meeting the skills shortage in the sector. Trainees will have an opportunity to be on the cutting edge of financial management transformation and be part of policy development initiatives while developing technical and professional competencies.

**Requirements:** • Certificate in the Theory of Accounting (CTA) or equivalent qualification that meets SAICA requirements to write Initial Test of Competence (ITC ) or completed ITC • Proof of academic results. Rand Water reserves the right not to make appointments to any of the advertised positions at any stage.

## How To Apply

Please send your CV, certified copies of official academic record and a copy of your ID to: [recruit1a@randwater.co.za](mailto:recruit1a@randwater.co.za)

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