



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month Graduate Recruitment Scheme at **Division: Financial Management Services**. The Graduate Recruitment Scheme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

**Generic requirements:**

- \*Be a South African citizen
- \*Must be in possession of National Senior Certificate or equivalent (NCV L4)
- \*Must have no previous criminal conviction(s) or case(s) pending
- \*Applicants must be unemployed, never employed in field of the advertised post and never participated in an internship programme in the relevant field of the post
- \*Applicants must be residents of the Province where the post is advertised
- \*Applicants are restricted to apply for only three (3) posts and complete a separate application form for each post reference number.

Intern categories with minimum requirements:

**Graduate Intern:** Tertiary Qualification is required (Statement of results must be attached)

**Student Intern:** Practical experience required by the Tertiary Institution in order for learners to finalise their qualification (letter from the Institution not older than two (2) years must be attached).

**NB: STIPEND FOR EACH CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER HUMAN RESOURCE DEVELOPMENT**

**DIVISIONAL COMMISSIONER: FINANCIAL MANAGEMENT SERVICES**

**Post** Administrative Intern  
**Section** Divisional Commissioner`s Office  
**Location** GP: Pretoria

**Ref Number: FMS INT 1/2022**

**Additional Requirements:**

- \* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Computer literacy will be an added advantage.

**Core Functions:**

- \*Assist with: provide general administrative support; attend to telephonic and e-mail enquiries; handling incoming and outgoing correspondence; the filing system; arranging meetings and hosting of internal/external role players; readiness of the venue and refreshments.

**Post** Administrative Intern  
**Section** Management Information and Strategic Planning  
**Location** GP: Pretoria

**Ref Number: FMS INT 2/2022**

**Additional Requirements:**

- \*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Business Management / Management Services, Work study / Organizational Development / Operational Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with: Receiving and processing organizational requests; Studying investigations and finalizing information; Conducting work-study investigations regarding the establishment; Re-organization and closure of companies/Stations and Units; Administration and control of the Physical and Financial Resources of the subsection.

**Post**                    **Administrative Intern (2 posts)**  
**Section**            **Internal Control**  
**Location**          **GP: Pretoria**

**Ref Number: FMS INT 3/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Internal Audit / Accounting Science / Risk Management or related field of study, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist in analysing SAPS Risk register; \*assist in identifying finance related risk that are rated high; \*participating in the risk assessment and develop controls to mitigate identified risk; \*participate in the evaluation of anti-fraud controls.

**Post**                    **Administrative Intern**  
**Section**            **Telecommunication and Transport**  
**Location**          **GP: Pretoria**

**Ref Number: FMS INT 4/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with: Checking for correctness of content of vehicle claims; \*Correctness of registration number, calculations of km's travelled and circulation of claimable amounts; \*Capturing of SMS and MMS vehicle claims on PERSAP; \*HR related functions \_ absenteeism registers;

**Post**                    **Administrative Intern (3 posts)**  
**Section**            **Claims**  
**Location**          **GP: Pretoria**

**Ref Number: FMS INT 5/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\*Receiving of claims on electronic register; \*Capturing of claims on POLFIN system; \*Handling enquiries; \*Ensuring that the payment of suppliers is maintained within 30 days; \*Render financial support to the following Department: DIRCO; GCIS; DPWI and SANDF; \*Render the financial support to all other state departments not specified above; \* Record keeping of all scheduled in the interdepartmental environment (Archiving).

**Post** Administrative Intern (2 posts)  
**Section** Loss Management  
**Location** GP: Pretoria

**Ref Number: FMS INT 6/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Cost Management and Accounting / Public Finance Management and Administration/ Risk Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Conducting of inspections to evaluate compliance with Loss Management norms and standards; Data integrity on loss control systems in accordance with program operational indicators and annual targets; Evaluation of process and procedures pertaining to civil claims Against the State.

**Post** Administrative Intern  
**Section** Miscellaneous Accounting and Reporting  
**Location** GP: Pretoria

**Ref Number: FMS INT 7/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with: Organizing, taking and compiling minutes of the regular Audit Steering Committee meetings; \* Administration of requested information by Auditor General of South Africa from SAPS for audit purposes; \*Administration of proper systematic record keeping / filing of information and source documents; \* Request for POLFIN reports on a daily basis.

**Post** Administrative Intern (2 posts)  
**Section** Bookkeeping and Cash Flow Management  
**Location** GP: Pretoria

**Ref Number: FMS INT 8/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Computer Literacy will be an added advantage.

**Core Functions:**

\*Monitor ledger accounts; \* Do investigation on ledger accounts; \* Do other normal daily administration functions of the sub-section; \* Assist the cashier in performing his/her duties; \* Finalise and balance outstanding transactions on the taking suspense accounts; \* Assist in performing bank reconciliations; \* Perform daily administrative duties of the sub-section.

**Post** Administrative Student Intern (2 posts)  
**Section** Miscellaneous Medical  
**Location** GP: Pretoria

**Ref Number: FMS INT 9/2022**

**Additional Requirements:**

\*Be in possession of an applicable N6 certificate in in Financial Management / Business Management / Public Administration. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with: Administrative functions in relation to payment of medical invoices for persons detained in police custody.

**Post** Administrative Student Intern (2 posts)  
**Section** Injury on duty  
**Location** GP: Pretoria

**Ref Number: FMS INT 10/2022**

**Additional Requirements:**

\*Be in possession of an applicable N6 certificate in in Financial Management / Business Management / Public Administration. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with: Administer the payment of medical invoices for members injured on duty.

**Post** Administrative Intern (2 posts)  
**Section** Discharges  
**Location** GP: Pretoria

**Ref Number: FMS INT 11/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Uploading of proceed letters on PERSAP System; \* Scanning and photocopies of the documents; \* Capturing of payments and bank details on the POLFIN System; \* Compilation of Departmental Liability Claim form and communicate with ex members regarding amount owing to the State; \* Capturing of calculations on Template (Excel document); \* General administration at Sub-Section: Discharge.

**Post** Administrative Intern (2 posts)  
**Section** Pension  
**Location** GP: Pretoria

**Ref Number: FMS INT 12/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Administration of Service termination and payment of leave money for the deceased and retirement; \* Retrieve service termination documentation in regards to the paperless file; \* Administer correspondence, handle enquiries of medical unfit and retired members; \* Administer enquiries received and submit feedback to the relevant person/institution on a monthly basis; \*Retrieving of service termination documentation from PERSAP System in regards to the paperless files.

**Post** Administrative Student Intern (2 posts)  
**Section** Debtors  
**Location** GP: Pretoria

**Ref Number: FMS INT 13/2022**

**Additional Requirements:**

\*Be in possession of an applicable N6 certificate in in Financial Management / Business Management / Public Administration. Need practical experience in order to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with: Administer the register debt and agreement on POLFIN system; \* Administer the active deductions via POLFIN from the employee's salary; \* Administer the correspondence with ex-employees or civilians; \* Administer the submission of documentation of services rendered on behalf of the department.

**COMPONENT: AUXILIARY SERVICES**

**Post** Administrative Intern (2 post)  
**Section** Security Services: Sub-Section: Security and Access Control  
**Location** GP: Pretoria

**Ref Number: AS INT 1/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management/ Business Administration / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level in the field of the post.

**Core Functions:**

\*Assist with: security administration support services to the section; shift and security administration function; Compilation of monthly duty roster and reports; Procurement of security equipment and stationery; Keep records of register, assets, and stationery and security equipment. Drafting of the resource plan and budget monitoring. Take minutes of the meeting, filling of office correspondence e.g letters, memorandum, information note, circulars, policies and standard operating procedures.

**Post** Administrative Intern  
**Section** Security Services: Sub-Section: Technology Assessment and Maintenance  
**Location** GP: Pretoria

**Ref Number: AS INT 2/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Law/ Security Management/ Risk Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level in the field of the post.

**Core Functions:**

\*Assist with: Development procedures, process and directives for security functions for SAPS at national and provincial level; Ensuring of implementation of security policies, regulations and instructions; Evaluating and improve security measure and procedures at Head Office, Divisions and Provincial offices; Security administration support services to the section; Posting of security personnel at all security sites; Issuing of access cards to qualifying employees; Investigating report, distribute accordingly and file.

**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 post particulars and 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
- 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 6 months. No faxed or e-mailed applications will be considered **\*only certificate of qualifications will be accepted, with statement of results attached.**
- All short-listed candidates will be subjected to fingerprint screening.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **2022-10-28**.
- If an applicant is short-listed, it can be expected of him/her to undergo a personal interview. Short-listed applicants may be subjected to security clearance.
- Correspondence will be conducted with successful interns only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
- A stipend will be paid according to proof of relevant qualification.
- Recommended candidates will be expected to sign a 12 month internship contract.
- The Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

**Applications Must Be Posted To:**

Division: Financial Management Services  
Lieutenant Colonel E Mpembe  
Private Bag X94  
Pretoria  
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**Hand Delivered To:**

SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria

**Enquiries Can Be Directed To:**

Lieutenant Colonel E Mpenbe: Tel no (012) 393 2894

PO BA Malesa Tel no (012) 393 2273

PO NB Shirindza Tel no (012) 393 1620

**AUXILIARY SERVICES**

**Applications Must Be Posted To: SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria**

**Enquiries Can Be Directed To:** Captain RN Pandula: Tel no (012) 393 1524

Component: Auxiliary Services

Captain RN Pandula

Private Bag X94

Pretoria

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**We welcome applications from persons with disAbilities** 