



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division Visible Policing and Operations**. 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 relevant to the field of the post
- \*Applicants are restricted to apply for only three (3) positions and complete separate application forms 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**

**NATIONAL LEVEL: HEAD OFFICE**

**Post**                    **Administrative Interns (2 Posts)**  
**Section**                **Second Hand Goods Control Section**  
**Location**              **Firearm Liquor and Second Hand Goods, Pretoria (GP)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Statistics / Mathematics and Statistics / Computer Sciences / Quantitative Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Working on the OPAM system: assist to analyse and identify statically information received; Identifying mistakes and address the incorrect information with each Province. Keep proper statistical information and prepare presentations.

**Post**                    **Administrative Intern**  
**Section**                **Human Resource Management**  
**Location**              **Firearm Liquor and Second Hand Goods, Pretoria (GP)**

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

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Office Administration / Office Management and Technology, 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: \*Handling and Maintaining all HRM related functions; \*Updating leave registers and leave system; \*Processing leave applications; \*Maintain a filing system; \*Receiving and registering disciplinary and grievance enquiries of members; \*Maintain all HRM registers; \*Receiving and processing transfer applications; \*Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; \*Recruitment and selections process; \*Process Service terminations and ill health documentation; \* Skills Development Functions such as skills audit and bursaries.

**Post**                    **Administrative Interns (3 Posts)**  
**Section**                **Social Crime Prevention (Youth Crime Prevention)**  
**Location**              **Mid-City Building, Pretoria (GP)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Youth Development / Social Sciences / Policing, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*the development and review of the regulatory frameworks; \*Assist in managing Youth Crime Prevention Programmes initiated by SAPS on School Based Crime Prevention; \*Support establishment of Youth Crime Prevention Desks in Provinces \*Compile information notes and projects plans; \*Conduct station compliance visits and compile feedback reports; \*Consolidate monthly and quarterly reports.

**Post**                    **Administrative Interns (3 Posts)**  
**Section**                **Pro-active Policing**  
**Location**              **Mid-City Building, Pretoria (GP)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Policing / Criminology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Assistance in optimising and revising frontline desk; \*Referring and follow-up complaints against SAPS; \*Revising of SAPS forms and registers utilized within CSC; \*Visiting Police Stations to monitor and evaluate compliance.

**Post**                    **Administrative Intern**  
**Section**                **Supply Chain Management**  
**Location**              **Rapid Rail and Police Emergency Services, Silverton Pretoria (GP)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \* Procurement and Acquisition of goods and Services within Supply Chain Management; \*Effective and efficient control all Movable Government Property; \*Effective coordination and maintenance of vehicle fleet management; \*Distribution and utilization of physical resources; \*Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.).

**Post**                    **Financial Administrative Intern**  
**Section**                **Finance Management**  
**Location**              **Rapid Rail and Police Emergency Services, Silverton Pretoria (GP)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in B Com Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management 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.

**Core Functions:**

\*Assist with: \*Finance Related functions such as Capturing of allowances; \*Duties in the Travel Centre; \*Processing of applications for official journeys, etc.

**Post**                    **Animal Health Technician Interns (3 Posts)**  
**Section**                **Veterinary Services**  
**Location**              **Roodeplaat, Pretoria (GP)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Animal Health, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Administering treatment to animal patients consulting and admitted to hospital; \*Patient Preparation for radiographic and surgical procedure; \*Management of hospital patient files; \*Management of Pharmacy stock levels; \*Management of Hospital Waste removal and general hospital hygiene.

**Post**                    **Administrative Intern**  
**Section**                **Human Resource Management**  
**Location**              **Rapid Rail and Police Emergency Services, Johannesburg, Park Station (GP)**

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

**Additional Requirements:**

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

**Core Functions:**

\*Assist with: \*Handling and Maintaining all HRM related functions; \*Updating leave registers and leave system; \*Processing leave applications; \*Maintain a filing system; \*Receiving and registering disciplinary and grievance enquiries of members; \*Maintain all HRM registers; \*Receiving and processing transfer applications; \*Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; \*Recruitment and selections process; \*Process Service terminations and ill health documentation; \*Skills Development Functions such as skills audit and bursaries.

**Post**                    **Administrative Intern**  
**Section**                **Supply Chain Management**  
**Location**              **Rapid Rail and Police Emergency Services, Johannesburg, Park Station (GP)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \* Procurement and Acquisition of goods and Services within Supply Chain Management; \*Effective and efficient control all Movable Government Property; \*Effective coordination and maintenance of vehicle fleet management; \*Distribution and utilization of physical resources; \*Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.).

**Post**                    **Animal Health Technician Interns (2 Posts)**  
**Section**                **Veterinary Services**  
**Location**              **North West Potchefstroom (NW)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Animal Health, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Administering treatment to animal patients consulting and admitted to hospital; \*Patient Preparation for radiographic and surgical procedure; \*Management of hospital patient files; \*Management of Pharmacy stock levels; \*Management of Hospital Waste removal and general hospital hygiene.

**Post**                    **Administrative Intern**  
**Section**                **Human Resource Management**  
**Location**              **Rapid Rail and Police Emergency Services, Cape Town, Pinelands (WC)**

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

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Office Administration / Office Management and Technology, 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: \*Handling and Maintaining all HRM related functions; \*Updating leave registers and leave system; \*Processing leave applications; \*Maintain a filing system; \*Receiving and registering disciplinary and grievance enquiries of members; \*Maintain all HRM registers; \*Receiving and processing transfer applications; \*Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; \*Recruitment and selections process; \*Process Service terminations and ill health documentation; \* Skills Development Functions such as skills audit and bursaries.

**Post**                    **Financial Administrative Intern**  
**Section**                **Finance Management**  
**Location**              **Rapid Rail and Police Emergency Services, Cape Town, Pinelands (WC)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in B Com Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management 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.

**Core Functions:**

\*Assist with: \*Finance Related functions such as Capturing of allowances; \*Duties in the Travel Centre; \*Processing of applications for official journeys, etc.

**Post**                    **Administrative Intern**  
**Section**                **Supply Chain Management**  
**Location**              **Rapid Rail and Police Emergency Services, East London (EC)**

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

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Procurement and Acquisition of goods and Services within Supply Chain Management; \*Effective and efficient control of all Movable Government Property; \*Effective coordination and maintenance of vehicle fleet management; \*Distribution and utilization of physical resources; \*Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.).

**Post**                    **Administrative Intern**  
**Section**                **Human Resource Management**  
**Location**              **Rapid Rail and Police Emergency Services, East London (EC)**

**Ref Number: VPO INT 14/2022**

**Additional Requirements:**

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

**Core Functions:**

\*Assist with: \*Handling and Maintaining all HRM related functions; \*Updating leave registers and leave system; \*Processing leave applications; \*Maintain a filing system; \*Receiving and registering disciplinary and grievance enquiries of members; \*Maintain all HRM registers; \*Receiving and processing transfer applications; \*Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; \*Recruitment and selections process; \*Process Service terminations and ill health documentation; \*Skills Development Functions such as skills audit and bursaries.

**Post**                    **Administrative Intern**  
**Section**                **Human Resource Management**  
**Location**              **Rapid Rail and Police Emergency Services, Durban Station (KZN)**

**Ref Number: VPO INT 15/2022**

**Additional Requirements:**

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

**Core Functions:**

\*Assist with: \*Handling and Maintaining all HRM related functions; \*Updating leave registers and leave system; \*Processing leave applications; \*Maintain a filing system; Receiving and registering disciplinary and grievance enquiries of members; \*Maintain all HRM registers; \*Receiving and processing transfer applications; \*Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; \*Recruitment and selections process; \*Process Service terminations and ill health documentation; \*Skills Development Functions such as skills audit and bursaries.

**Post**                    **Administrative Intern**  
**Section**                **Supply Chain Management**  
**Location**              **Rapid Rail and Police Emergency Services, Durban Station (KZN)**

**Ref Number: VPO INT 16/2022**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Procurement and Acquisition of goods and Services within Supply Chain Management; \*Effective and efficient control all Movable Government Property; \*Effective coordination and maintenance of vehicle fleet management; \*Distribution and utilization of physical resources; \*Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.).

**Post**                    **Animal Health Technician Intern**  
**Section**                **Veterinary Services**  
**Location**              **Durban Central (KZN)**

**Ref Number: VPO INT 17/2022**

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma / Degree in Animal Health, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: \*Administering treatment to animal patients consulting and admitted to hospital; \*Patient Preparation for radiographic and surgical procedure; \*Management of hospital patient files; \*Management of Pharmacy stock levels; \*Management of Hospital Waste removal and general hospital hygiene.

**Post**                    **Administrative Intern (2 Posts)**  
**Section**                **Management Information and Strategic Planning**  
**Location**              **Maupa-Naga, Pretoria (GP)**

**Ref Number: VPO INT 18/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Information Science / Management Science / Information Resource Management / Business and Information Management 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: Gathering of data, develop methods and processes to access information, purification of data received, create graphs to illustrate comparisons.

**Post**                    **Administrative Intern (2 Posts)**  
**Section**                **National Operations: Analyses and Monitoring**  
**Location**              **Maupa-Naga, Pretoria (GP)**

**Ref Number: VPO INT 19/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Policing/ Bachelor of Social Science majored in Criminology 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:**

\*Analyse the data, Compile analysis reports and presentations; Administer the development, maintenance and analysis of databases; Administer the compiling and timeous dissemination of reports; Administer the incident registration information system (IRIS); Administer support to the Sub-Section

**Post**                    **Administrative Intern**  
**Section**                **National Operations: Major Events**  
**Location**              **Maupa-Naga, Pretoria (GP)**

**Ref Number: VPO INT 20/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Policing/ Events Management 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:**

\* Capturing and managing events database and matrix; perform administrative duties to the Sub-Section

**Post** Administrative Intern  
**Section** National Operations: Joints Operations  
**Location** Maupa-Naga, Pretoria (GP)

**Ref Number: VPO INT 21/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Policing 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:**

\* Administer the planning of all National Crime Combating and public order operations for safety, security and stability; Identify and determine logistical, financial requirements for operations; Administer operational correspondence and files.

**Post** Administrative Intern  
**Section** Management Information & Strategic Planning  
**Location** Public Order Policing, Maupa-Naga, Pretoria (GP)

**Ref Number: VPO INT 22/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Strategic Management / Information Science / Management Science / Information Resource Management / Business and Information Management 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: Gathering of data, Develop methods and processes to access information, purification of data received, Create graphs to illustrate comparisons.

**Post** Administrative Intern  
**Section** HQ (Policy Development)  
**Location** Public Order Policing, Maupa-Naga, Pretoria (GP)

**Ref Number: VPO INT 23/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Bachelor of Art Policy Studies, Public Policy Management, Bachelor of Law and LLB, 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: Research of the development, Implementation, Review and Monitoring of Public Order Policing Directives: Polices, Standing Operational Procedures (SOPs) and Guidelines for the Component, Providing Administrative Duties, Arranging meetings and Liaising with the stakeholders.



**Post** Administrative Intern  
**Section** Supply Chain Management  
**Location** Public Order Policing, Maupa-Naga, Pretoria (GP)

**Ref Number: VPO INT 24/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

**Post** Administrative Intern  
**Section** Human Resource Management  
**Location** Mobile Operations: Cape Town

**Ref Number: VPO INT 25/2022**

**Additional Requirements:**

\*Be in possession of an applicable Diploma, Degree, HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

**Post** Administrative Intern  
**Section** Supply Chain Management  
**Location** Mobile Operations: Cape Town (WC)

**Ref Number: VPO INT 26/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

**Post** Financial Administrative Intern  
**Section** Finance Management  
**Location** Special Task Force: Cape Town (WC)

**Ref Number: VPO INT 27/2021**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management 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 or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

**Post** Administrative Intern  
**Section** Supply Chain Management  
**Location** National Intervention Unit: Cape Town (WC)

**Ref Number: VPO INT 28/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

**Post** Administrative Intern  
**Section** Human Resource Management  
**Location** National Intervention Unit: Cape Town (WC)

**Ref Number: VPO INT29/2022**

**Additional Requirements:**

\*Be in possession of an applicable Diploma, Degree, HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

**Post** Administrative Intern  
**Section** Supply Chain Management  
**Location** National Public Order Policing Reserve Unit: Cape Town (WC)

**Ref Number: VPO INT 30/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

**Post** Financial Administrative Intern  
**Section** Finance Management  
**Location** National Public Order Policing Reserve Unit: Cape Town (WC)

**Ref Number: VPO INT 31/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management 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 or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

**Post** Administrative Intern  
**Section** Human Resource Management  
**Location** National Public Order Policing Reserve Unit: Cape Town (WC)

**Ref Number: VPO INT 32/2022**

**Additional Requirements:**

\*Be in possession of an applicable Diploma, Degree, HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the

PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

**Post** Administrative Intern  
**Section** Human Resource Management  
**Location** Border Policing: Durban Harbour (KZN)

**Ref Number: VPO INT 33/2022**

**Additional Requirements:**

\*Be in possession of an applicable Diploma, Degree, B Comm, HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

**Post** Administrative Intern  
**Section** Supply Chain Management  
**Location** Border Policing: Durban Harbour (KZN)

**Ref Number: VPO INT 34/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

**Post** Financial Administrative Intern  
**Section** Finance Management  
**Location** Border Policing: Durban Harbour (KZN)

**Ref Number: VPO INT 35/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management 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 or relevant qualification in the field of the post.

**Core Functions:**

\*Assist with: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance

enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

**Post**                    **Communications Intern**  
**Section**                **Communications and Liaison**  
**Location**              **Border Policing: Durban Harbour (KZN)**

**Ref Number: VPO INT 36/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Communication Science / Bachelor of Arts Corporate Communications/ Communications Management and Public Relations/ Strategic Communications 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: Maintaining an effective and efficient communication services to the community and members of the SAPS on behalf of the Unit to improve SAPS/Community relations; Organise and coordinate community events, public presentations and exhibits; Promoting and maintaining good public relations and cooperation within SAPS, community and other departments; Rendering administrative duties pertaining to communication and related functions and rendering support to the Section Head Durban Harbour.

**Post**                    **Administrative Intern**  
**Section**                **Supply Chain Management**  
**Location**              **Special Task Force: Durban (KZN)**

**Ref Number: VPO INT 37/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, 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: Procurement and Acquisition of goods and Services within Supply Chain Management; Effective and efficient control all Movable Government Property; Effective coordination and maintenance of vehicle fleet management; Distribution and utilization of physical resources. Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc.)

**Post**                    **Administrative Intern**  
**Section**                **Human Resource Management**  
**Location**              **Special Task Force: Durban (KZN)**

**Ref Number: VPO INT 38/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology, 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: Administration of transfers. Receive, verify, process and control Service Termination documents for completeness and correctness; Receive, verify, process and control Service Termination documents for completeness and correctness; Identify incorrect placement or personnel

at the Unit; Record SAPS 26(A) on the SAPS 47 and SAPS 28 register; Process leave forms and capture them on the system.

**The following posts are advertised for consideration in terms of the Student Internship in the South African Police Service.**

**Post**            **Administrative Student Intern**  
**Section**        **Human Resource Management**  
**Location**      **NPOPRU: Pretoria (GP)**

**Ref Number: VPO INT 39/2022**

**Additional Requirements:**

\*Be in possession of an applicable N6 Certificate in HR/ Public Management/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: Handling and Maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintain a filling system; Receiving and registering disciplinary and grievance enquiries of members; Maintain all HRM registers; Receiving and processing transfer applications; Verifying Performance Enhancement Process information on the PERSAL/PERSAP system; Recruitment and selections process; Process Service terminations and ill health documentation; Skills Development Functions such as skills audit and bursaries.

**Post**            **Administrative Student Intern**  
**Section**        **Finance Management**  
**Location**      **NPOPRU: Pretoria (GP)**

**Ref Number: VPO INT 40/2022**

**Additional Requirements:**

\*Be in possession of an applicable N6 Certificate Financial Management/ Public Management 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: Administration tasks regarding finance, pay roll, compile overtime; Applications revise, administer and schedule overtime claims, capture night shift claims, deals with verbal finance enquiries, prepare minutes for overtime inspection committee Administer travel bookings and telephones.

**GENERAL:**

- Only the official Application Form for the Graduate Recruitment Scheme (**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.**
- An updated Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant's ID document, National Senior Certificate and all post school educational qualifications with statement of results 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.

- Applications must be posted/hand delivered timeously. Late applications will not be accepted or considered. The closing date for all applications is **2022-10-28**.
- All short-listed candidates will be subjected to fingerprint screening.
- All short-listed candidates will undergo a personal interview. Short-listed applicants may be subjected to vetting.
- Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
- Recommended candidates will be expected to sign a 12 months Internship Contract.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

#### ENQUIRIES:

Colonel JB Mahape: Tel no. (012) 400 3790  
 Lieutenant Colonel PG Nomdzinwa: Tel no. (012) 400 3844  
 Colonel MC Makgeta: Tel no. (012) 421 8118  
 Captain Mashiane: Tel no. (012) 421 8069  
 PPO Manong: Tel no. (012) 421 8232

#### APPLICATIONS POSTED/ HAND DELIVERED:

<p><b>Ref No: VPO INT 18/2022 to VPO INT 24/2022, and VPO INT 39/2022 and VPO INT 40/ 2022</b></p> <p>459 Leyds Street, Sunnyside, Pretoria</p> <p>South African Police Service, Private Bag X 30, Sunnyside 0132 Pretoria (Gauteng) <b>For attention Lt Col Nomdzinwa Contact: 012 400 3844</b></p>	<p><b>Ref No: VPO INT 15/2022 and VPO INT 16/ 2022</b></p> <p>No 65 Masabalala Yengwa Avenue, Suite no. 221 Interside, Durban Station, <b>Durban</b>, 4000.</p> <p>Private Bag X54348, <b>Durban</b>, 4001</p> <p><b>For attention: Captain Cele Contact: 031 365 6713/ 6715</b></p>
<p><b>Ref No: VPO INT 01/2022 to VPO INT 09/2022</b></p> <p><b>540 Mid-City Building</b> Pretorius Street Arcadia <b>Pretoria</b></p> <p>South African Police Service, Private Bag x12 Arcadia, 0007</p> <p><b>For attention Captain Mashiane Contact: 012 421 8069</b></p>	<p><b>Ref No: VPO INT 13/2022 and VPO INT 14/ 2022</b></p> <p>No 3 Station street <b>East London</b></p> <p>Eastern Cape: Rapid Rail Police</p> <p><b>For attention: Capt Bothma/ Capt Kammies</b></p> <p><b>Contact: 043 704 8414/ 043 704 8415</b></p>

<p><b>APPLICATIONS HAND DELIVERED</b></p> <p><b>Ref No: VPO INT 37/2022 and VPO INT 38/2022</b></p> <p><b>STF Durban</b> 77 Stoff Road Fynlands Bluff 4052 <b>For attention: Col Nyawo</b> <b>Contact: 031 466 7200</b></p>	<p><b>APPLICATIONS HAND DELIVERED</b></p> <p><b>Ref No: VPO INT 25/2022 and VPO INT 26/2022</b></p> <p><b>Mobile Operations Cape Town</b> 121 Plain Street Cape Town 8000 <b>For attention Lt Col Mattheus</b> <b>Contact: 021 467 6512</b></p>
<p><b>APPLICATIONS HAND DELIVERED</b></p> <p><b>Ref No: VPO INT 28/2022 and VPO INT 29/2022</b></p> <p><b>NIU Cape Town</b> 35 Squadron Erica Drive Belhar <b>For attention Lt Col Nolan</b> <b>Contact: 021 935 5219</b></p>	<p><b>Ref No: VPO INT 11/2022 and VPO INT 12/ 2022</b></p> <p><b>Western Cape: Rapid Rail Police</b></p> <p><b>Pinelands Barracks (Secretary's House), 1 Watlegrove Road, 5200.</b></p> <p>Private Bag X894 <b>Pinelands, 7401</b> <b>For attention: Lt Col Groenewald</b> <b>Contact: 021 506 8333</b></p>
<p><b>APPLICATIONS HAND DELIVERED</b></p> <p><b>Ref No: VPO INT 30/2022 to VPO INT 32/2022</b></p> <p><b>NPOPRU Cape Town</b> Faure Base, Building 8 Old Faure Road Eersterivier Cape Town</p> <p><b>For attention : SAC KFJ Mogojana</b> <b>Contact: 021 843 1920</b></p>	<p><b>APPLICATIONS HAND DELIVERED:</b></p> <p><b>VPO INT 17/2022</b></p> <p><b>KWA ZULU NATAL: SAPS Dog Unit, Veterinary Hospital,</b></p> <p><b>262 Somtsue Avenue, Durban Central, 4001.</b></p> <p><b>For attention: SAC MA King</b> <b>Contact: Tel: 031 325 5302</b></p>
<p><b>APPLICATIONS HAND DELIVERED:</b></p> <p><b>Ref No: VPO INT 10/2022</b></p> <p><b>NORTHWEST: Potchefstroom Animal Clinic, C/O SAPS Mounted Academy,</b></p> <p><b>Ventersdorp Road (R53), Welgegund Farm, Potchefstroom, 2531.</b></p> <p><b>For attention: PPO JM Pitso</b> <b>Contact: 018 299 0156</b></p>	<p><b>APPLICATIONS HAND DELIVERED</b></p> <p><b>Ref No: VPO INT 27/2022</b></p> <p><b>STF Cape Town</b> Special Task Force Base 35 Squadron Erica Drive Belhar <b>For attention Lt Col Francke</b> <b>Contact: 082 782 6804</b></p>



**APPLICATIONS HAND DELIVERED**

**Ref No: VPO INT 33/2022 to  
VPO INT 36/ 2022**

**Durban Harbour**

143 Salmon Grove Maritime House  
6<sup>th</sup> Floor, Room 604  
**Durban**

**For attention: Lt Col Geldenhuys  
Contact: 031 319 2222/2229**

**We welcome applications from persons with disAbilities** 