



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month Graduate Recruitment Scheme at **Division: Protection and Security 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 a National Senior Certificate (Grade 12) or equivalent qualification (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 must be residents of the province where the post is advertised (**proof of residential address must be attached to application**)
- *Applicants are restricted to apply for 3 posts only and complete a separate application form for each post reference number
- *All applications should be addressed to the correct Province or to Head Office as indicated

Intern category with minimum requirements:

Graduate Intern: Tertiary qualification (National diploma and higher) is required

NB: Stipend for this category will be determined by the Divisional Commissioner: Human Resource Development: South African Police Service

NATIONAL AND PROVINCIAL LEVEL

Post	PERSONNEL INTERNS (9 POSTS)
Section	Human Resource Management
Location	King Williamstown, Eastern Cape (2 posts): Ref Number PSS INT 1/2021.
	Pretoria, Head office (2 posts): Ref Number PSS INT 2/2021.
	Mbombela, Mpumalanga (1 post): Ref Number PSS INT 3/2021.
	Durban, KwaZulu-Natal (1 post): Ref Number PSS INT 4/2021.
	Pretoria, Gauteng (1 post): Ref Number PSS INT 5/2021.
	Mahikeng, North West (1 post): Ref Number PSS INT 6/2021.
	Polokwane, Limpopo (1 post): Ref Number PSS INT 7/2021.

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.

Core Functions:

*Assist with: 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 Z8 register; File all documents on the relevant files; Type letters; Messenger duties; Monitor receipt of project documents and peruse them for correctness;

coordination and consolidation of the section's Annual Operational Plan; Monitor and coordinate the expiration of drivers licences; Update electronic training database; Secretarial duties.

Post	FINANCE MANAGEMENT INTERN (4 POSTS)	
Section	Provincial Support	
Location	Cape Town, Western Cape	(2 posts): Ref Number PSS INT 8/2021
	Umtata, Eastern Cape	(1 post): Ref Number PSS INT 9/2021.
	Durban, Kwazulu Natal	(1 post): Ref Number PSS INT 10/2021.

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.

Core Functions:

*Assist with: Processing of claims; Perusal of overtime registers; Handle office inventory tasks; Assist with administrative duties in relation of budget control functions. Handle administrative tasks regarding Finance Management; Handle telephone enquiries

Post	SUPPLY CHAIN MANAGEMENT INTERN (6 POSTS)	
Section	Supply Chain Management	
Location	King Williamstown, Eastern Cape	(1 post): Ref Number PSS INT 11/2021
	Kimberley, North West	(1 post): Ref Number PSS INT 12/2021
	Durban, Kwazulu Natal	(1 post): Ref Number PSS INT 13/2021
	Polokwane, Limpopo	(1 post): Ref Number PSS INT 14/2021
	Mbombela, Mpumalanga	(1 post): Ref Number PSS INT 15/2021
	Pretoria, Gauteng	(1 post): Ref Number PSS INT 16/2021

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.

Core Functions:

* Assist with: Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management within the Component; Administer and control distribution and utilization of physical resources

Post **FITNESS INSTRUCTOR INTERN (2 POSTS)**
Section Human Resource Development
Location King Williamstown, Eastern Cape **(1 post): Ref Number PSS INT 17/2021**
 Kimberley, Northern Cape **(1 post): Ref Number PSS INT 18/2021**

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma / Degree in Sport Management/ Exercise Science / Biokinetics / Sport and Exercise Science/ Physical and Sports coaching/ Sport Administration / Sports Development and Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Present Group fitness classes; Maintenance fitness program including summative assessments; General administration in fitness office.

Post **HUMAN RESOURCE DEVELOPMENT INTERN (1 POST)**
Section; Human Resource Development
Location Pretoria, Head office

Ref Number PSS INT 19/2021

Additional Requirements:

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

Core Functions:

*Assist in administrative duties to execute the Training Provisioning Plan of the Division, Assist in compiling and presenting workshops for generic soft skills needs in the Division, Assist with the monitoring of ETD practices in the Human resource Development section. * General administration in HRD office.

Post **SECURITY ASSESSOR INTERNS (2 POSTS)**
Section: Government Security Regulator (GSR) (National Key Points)
Location: Pretoria, Gauteng

: Ref Number PSS INT 20/2021

Additional Requirements:

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

Core Functions:

* Assist in conducting audits and inspections at Government departments, National Key Points and parastatals. * Administer the implementation, compliance and maintenance of security measures.* Monitor and maintenance of incident data system.

Post **INFORMATION TECHNOLOGY INTERN (1 POST)**
Section Static (Specialized and Technical Services)
Location Pretoria Head Office

: Ref Number PSS INT 21/2021

Additional Requirements:

* Be in possession of NQF 6 or higher qualification in Information Technology (IT) recorded on the National Learner Record Database (NLRD)

Core Functions:

Render Information Technology support to users Maintain and administer Information Technology infrastructure.* Perform Information Technology related tasks in the Division.

Post POLICING ADMINISTRATION INTERNS (2 POSTS)
Section Static Policing
Location Pretoria (Brynerton), Gauteng

Ref Number PSS INT 22/2021.

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.

Core Functions:

*Assist with: Administrative tasks in the Client Service Centre.; File all documents on the relevant files; Messenger duties. Assist with handing over procedures from one shift to another.

- **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 **2021-10-15**
- 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 4 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
- Graduate Recruitment Scheme in the South African Police service may not be regarded as a guarantee for automatic absorption for permanent appointment.
- The possible commencement date is **2021-12-01**.

ENQUIRIES:

Col HJ Gerber Tel no (012) 400 5669
Capt M Erasmus Tel no (012) 400 6457
AC A Mlangeni, Tel no (012) 400 6331

APPLICATIONS CAN BE POSTED/ HAND DELIVERED TO:

Applications for the various posts in the respective provinces must be submitted to the following addresses:-

PSS HEAD OFFICE

Posts: PSS 2/2021
PSS 19/2021
PSS 21/2021

The Divisional Commissioner
Protection and Security Services
Private Bag X784
Pretoria
0001

Hand delivery:-
Maupa Naga Building
c/o Park and Troye Street
Sunnyside
Pretoria

Col Gerber
Capt Erasmus
AC Mlangeni

(012) 400-5669
(012) 400-6457
(012) 400-6331

EASTERN CAPE

Posts: PSS 1/2021
PSS 9/2021
PSS 11/2021
PSS 17/2021

The Provincial Head
Protection and Security Services
Private Bag X0056
Bhisho
5605

Hand delivery:-
49 Amatola road
King Williams Town

Colonel Qotoyi
Captain Ngqanani
SAC Ndlebe

(043) 604-1012
(043) 604-1164
(043) 604-1162

GAUTENG

Posts: PSS 5 /2021
PSS 16 /2021
PSS 20 /2021
PSS 22/2021

The Provincial Head
Protection and Security Services
Private Bag X650

Pretoria
0001

Hand delivery:-
Land Affairs Building
C/O Bosman and Jacob Mare str
Masemola Street
Pretoria

Col Kondilati
Lt Col Naidoo
Capt Van Aswegen

(012) 353-6748
(012) 353-6701
(012) 353-6779

KWA-ZULU NATAL

Posts: PSS 4 /2021
PSS 10 /2021,
PSS 13 /2021

The Provincial Head
Protection and Security Services
Private Bag X54302
Durban
4001

Hand delivery:-
143 Maritime House: 13TH FLOOR
Durban

Lt Col Donnelley
Capt Reddy

(031) 319 2042
(031) 319-2045

LIMPOPO

Posts: PSS 7 /2021
PSS 14 /2021

The Provincial Head
Protection and Security Services
Private Bag X9560
Polokwane
0700

Hand delivery:-
28 c/o Market & Rabie Street
PSS Building
Polokwane

Capt Purcocks

(015) 284 5866

NORTHERN CAPE

Posts: PSS 18 /2021
The Provincial Head
Protection and Security Services

Hand delivery:-
88 Kenilworth Street

Private Bag X5006
Kimberley
8300

De Beers
Kimberley

Colonel Sokoyi
Lt Col Venter
SAC Le Roux

(053)8369356
(053)8369309
(053 8369338)

NORTH WEST

Post: PSS 6/2021,
PSS 12 /2021,

The Provincial Head
Protection and Security Services
Private Bag X2052
Mafikeng
2745

Hand delivery:-
c/o William Dick and Sarel Eloff
Embassy Complex
Mafikeng

Lt Col Maleka

(018) 397-9009

WESTERN CAPE

Posts: PSS 8 /2021,

The Provincial Head
Protection and Security Services
Private Bag X1
Stalplein
8015

Hand delivery
21 Plein Street
Garmour House, 5th floor
Cape Town

Colonel Brand
Lt Col Marthinus
Captain de Wet

(021) 467-6518
(021) 467-6535
(021) 467-6413

MPUMALANGA

Posts: PSS 3 /2021,
PSS 15 /2021

The Provincial Head
Protection and Security Services
Private Bag X11299
Nelspruit
1200

Hand delivery:-
10 Paul Kruger Street
Bester Brown Building
2nd Floor Office No 3
Nelspruit

Colonel Thaver
Lt Col Maphanga
SPO Hadebe

(013) 756-0252
(013) 756-0261
(013) 756 0258

We welcome applications from persons with disAbilities 