



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 (**proof of residential address to be attached**)
- \*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

**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: SOUTH AFRICAN POLICE SERVICE.**

The following posts are advertised for consideration in terms of the Graduate Recruitment Scheme in the South African Police Service.

**DIVISIONAL COMMISSIONER: FINANCIAL MANAGEMENT SERVICES**

**Post** : Administrative Graduate Intern (1 post)  
**Section** : Divisional Commissioner's Office  
**Location** : GP: Pretoria **Ref Number** : FMS INT 1/2021

**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 Graduate Intern (1 post)  
**Section** : Management Information and Strategic Planning  
**Location** : GP: Pretoria **Ref Number** : FMS INT 2/2021

**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)  
**Component** : Support Services  
**Section** : Supply Chain Management  
**Location** : GP: Pretoria **Ref Number** : FMS INT 3/2021

**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. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with: Monitoring, planning and executing both capital and repairs and renovation projects; Conducting inspection to assess the conditions of building components such as mechanical components including building structural integrity and civil works; Ensuring that the supplier database is maintained and suppliers are rotated; Ensuring the National Transversal term contracts, Specific Period Contract and ad-hoc Contracts are maintained; Maintaining and preparing the invitation of price quotation for quotations applications are received; Ensuring that suppliers are paid on time; Maintaining procurement of fleet management; Management and administration of procurement, stocktaking, accounting and the disposal of movable fixed goods.

**Post** : Administrative Graduate Intern (3 posts)  
**Component** : Budget, Expenditure and Accounting Management  
**Section** : Expenditure Management  
**Location** : GP: Pretoria **Ref Number** : FMS INT 4/2021

**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 / 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: Perusal of Middle and Senior Management Services' vehicle claims; Monitoring of the telephone and cell phone expenditure; Receiving and checking the interdepartmental claims; Scanning invoices to the server for certification by the end users; Making follow up on the uncertified invoices.

**Post** : Administrative Graduate Intern (1 post)  
**Component** : Budget, Expenditure and Accounting Management  
**Section** : Loss Management  
**Location** : GP: Pretoria **Ref Number** : FMS INT 5/2021

**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 / 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 Graduate Intern (2 posts)  
**Component** : Budget, Expenditure and Accounting Management  
**Section** : Financial Accounting  
**Location** : GP: Pretoria **Ref Number** : FMS INT 6/2021

**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. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with: Administrative functions in relation to budget management; Salaries and maintenance, Claims and expenditure management; Co-ordinating the training budget; Maintaining the budget and coordinate the expenditure of sections and units; Verifying payroll printout; Observing the utilization of funds; Capturing and allocate approved budget; Compliance with the prescripts in National Treasury.

**Post** : Administrative Graduate Intern (3 posts)  
**Component** : Auxiliary Management  
**Section** : National Security Management  
**Location** : GP: Pretoria **Ref Number** : FMS INT 7/2021

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in 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: 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 registers, assets, stationery and security equipment. Drafting of the resource plan and budget monitoring.

**Post** : Administrative Graduate Intern (2 posts)  
**Component** : Compensation Services  
**Section** : Financial Auxiliary  
**Location** : GP: Pretoria

**Ref Number** : FMS INT 8/2021

**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 / 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: Retrieve service termination documentation in regards to the paperless file; Correspondence, handle enquiries of medical unfit and retired members; 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)  
**Component** : Compensation Services  
**Section** : Financial Auxiliary  
**Location** : GP: Pretoria

**Ref Number** : FMS ST-INT 9/2021

**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 budget management; Salaries and maintenance, claims and expenditure management; Co-ordinating the station budget; Maintaining the budget and coordinate the expenditure of sections and units; Verifying payroll printout, monitor the utilization of funds; Compliance with the prescripts of National Treasury.

**Post** : Administrative Student Intern (3 posts)  
**Component** : Compensation Services  
**Section** : Medical Payments  
**Location** : GP: Pretoria

**Ref Number** : FMS ST-INT 10/2021

**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. Administer the payment of medical invoices for members injured on duty.

## 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 **\*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, 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 **2020-10-15**
- 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.
- The Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- The possible Commencement date is **2021-12-01**

### 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 Mpembe: Tel no (012) 393 2894  
PO NB Shirindza Tel no (012) 393 1620  
PO BA Malesa Tel no (012) 393 2273

**We welcome applications from persons with disAbilities** 