



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division Inspectorate**. 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;
- \* Proof of residential address to be attached;
- \*Applicants are restricted to apply for only three (3) posts 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: South African Police Service**

**NATIONAL LEVEL: HEAD OFFICE**

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

**Post : Administrative Graduate Intern (2 Posts)**  
**Section : Information Analysis Centre**  
**Location : Head Office: Pretoria**

**Ref Number: INSP INT 01/2021**

**Additional Requirements:**

\*Be in possession of an applicable Bachelor of Science / three (3) year National Diploma / Degree in Statistics or Analysis /Public Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Gathering generic and/or specific information on a daily, monthly, quarterly and annual basis with regard to the predetermined products; collating, compiling and decimating required information reports; Registration of Project Intent Plans on a prescribed database; Distribution of all approved Project Intent Plans to respective role-players and the filing thereof; Monitoring of all approved Projects. Compilation of feedback reports.

**Post : Administrative Graduate Intern (2 Posts)**  
**Section : Support Inspection Services: Team B**  
**Location : Head Office: Pretoria**

**Ref Number: INSP INT 02/2021**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management / Business Administration / Business 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: Monitoring and evaluation of the relevant project information generated from the inspection teams; Performance and compliance monitoring; Monitoring of performance by business units in accordance with the Key Performance Areas in the Annual Operational Plan for 2020/2021 of the Division; Direct data collection. Processing, evaluation and interpreting of gathered information.

**Post : Administrative Graduate Intern (2 Posts)**  
**Section : Support Inspection Services: Team C**  
**Location : Head Office: Pretoria**

**Ref Number: INSP INT 03/2021**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Public Management / Business Administration / Business 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: Consolidation of data collection of Assessment Tools and Performance Data; Processing, analysis, evaluation and interpretation of gathered information of Assessment Tools; Compilation of Assessment Reports on intervention activities & outputs, based on Division Inspectorate's Assessment Practices.

**Post : Administrative Graduate Intern (2 Posts)**  
**Section : Complaints Management & Co-ordination**  
**Location : Head Office: Pretoria**

**Ref Number: INSP INT 04/2021**

**Additional Requirements:**

\*Be in possession of an applicable Bachelor of science degree / Bachelor of Commerce / three (3) year National Diploma / Degree in Public Administration / Public Management / Business Administration / Business Management / Office Administration / 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: Complete Microsoft Excel Spreadsheets. Handle general administration duties and computerised tasks. Opening of Service Complaint files. Merging of Service Complaint files with Registry files and resending to the relevant office.

**Post : Administrative Graduate Intern (2 Posts)**  
**Section : Complaints Management & Co-ordination**  
**Location : Head Office: Pretoria**

**Ref Number: INSP INT 05/2021**

**Additional Requirements:**

\*Be in possession of an applicable Bachelor of science degree / Bachelor of Commerce / three (3) year National Diploma / Degree in Public Administration / Public Management / Business Administration / Business Management / Office Administration / 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: Complete Microsoft Excel Spreadsheets. Handle general administration duties and computerised tasks. Opening of Service Complaint files. Merging of Service Complaint files with Registry files and resending to the relevant office

**Post : Administrative Graduate Intern (2 Posts)**  
**Section : Complaints Investigations & Response**  
**Location : Head Office: Pretoria**

**Ref Number: INSP INT 06/2020**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Policing / Criminology / Law, 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: Obtaining official SAPS Registration files for the relevant site from Inspectorate Registration; Submit official SAPS registration file with final inspection report to Section Head; Scan the signed document and distribute via e-mail to all role players; Print distribution e-mail, place on original file and submit to Inspectorate Registration for filing; Submit feedback reports to team leader for perusal; Administer bring forward system; Complete itineraries and submit them to finance office for Financial Authority; Submit claims of expenditure at claims' section; Secretarial duties; Maintain database/filing system/registers and trace documents. Determine office needs and order office supplies and equipment

**POST: STUDENT INTERNS**

**Post : Administrative Student Intern (2 Posts)**  
**Section : Complaints Response & Investigations**  
**Location : Head Office: Pretoria**

**Ref Number: INSP INT 07/2020**

**Additional Requirements:**

\*Be in possession of an applicable N6 in Public Management / Public Admin / Business Management of Information System, recorded on the National Learner Record Database (NLRD) on at least a higher level. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with: Rendering administrative functions; Attending to all enquiries of new Service Delivery Complaints; Allocation of new Service Complaints to Section Commanders; Complaints Response and Investigation; Exercise control over financial/ physical resources allocated to the post.

**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 months Internship Contract.
- 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**.

**ENQUIRIES:**

Lieutenant Colonel J Esterhuizen: Tel: 012 393 3246

AC GS Nicodemus: Tel: 012 393 3534

**APPLICATIONS POSTED:**

The Divisional Commissioner

Inspectorate

Private Bag x94

Pretoria

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**APPLICATIONS HAND DELIVERED:**

The Skills Development Facilitator, Division: Inspectorate

Opera Plaza Building, 3rd floor, Room 323/324

**We welcome applications from persons with disAbilities** 