



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Component: Presidential Protection 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 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 AND PROVINCIAL LEVEL

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

Post : Financial Graduate Intern (5 Posts)
Section : Finance and Administration
Location : PPS: Pretoria HQ

Ref Number: PPS/HQ INT 01/2021

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: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes.

Post : Financial Graduate Intern (1 Post)
Section : Finance and Administration
Location : PPS: Cape Town

Ref Number: PPS/CP INT 01/2021

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: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes

Post : Financial Graduate Intern (1 Post)
Section : Finance and Administration
Location : PPS: KwaZulu-Natal

Ref Number: PPS/KZN INT 01/2021

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: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes

Post : Financial Graduate Intern (1 Post)
Section : Finance and Administration
Location : PPS: Mthatha

Ref Number: PPS/MTT INT 01/2021

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: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of

telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN;
Record keeping of all approved/disapproved financial application for audit purposes

Post : Administrative Graduate Intern (1 Posts)
Section : Human Resource Management
Location : PPS Pretoria HQ

Ref Number: PPS/HQ INT 02/2021

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 / Labour Law / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

Post : Administrative Graduate Intern (1 Post)
Section : Human Resource Management
Location : PPS: Cape Town

Ref Number: PPS/CT INT 02/2021

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 / Labour Law / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

Post : Administrative Graduate Intern (1 Post)
Section : Human Resource Management
Location : PPS: KwaZulu-Natal

Ref Number: PPS/KZN INT 02/2021

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 / Labour Law / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

Post : Administrative Graduate Intern (1 Post)
Section : Human Resource Management
Location : PPS: Mthatha

Ref Number: PPS/MTT INT 02/2021

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 / Labour Law / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

Post : Administrative Graduate Intern (2 Posts)
Section : Supply Chain Management
Location : PPS: Pretoria

Ref Number: PPS/HQ INT 03/2021

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 or relevant qualification in the field of the post.

Core Functions:

* Assist with: Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective; Administering the movable government property within the SAPS; Administering the state owned / leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS.

Post : Administrative Graduate Intern (1 Post)
Section : Supply Chain Management
Location : PPS: Cape Town

Ref Number: PPS/CT INT 03/2021

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 or relevant qualification in the field of the post.

Core Functions:

* Assist with: Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective; Administering the movable government property

within the SAPS; Administering the state owned / leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS.

Post : Administrative Graduate Intern (2 Posts)
Section : Supply Chain Management
Location : PPS: KwaZulu-Natal

Ref Number: PPS/KZN INT 03/2021

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 or relevant qualification in the field of the post.

Core Functions:

* Assist with: Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective; Administering the movable government property within the SAPS; Administering the state owned / leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS.

Post : Administrative Graduate Intern (2 Posts)
Section : Supply Chain Management
Location : PPS: Mthatha

Ref Number: PPS/MTT INT 03/2021

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 or relevant qualification in the field of the post.

Core Functions:

* Assist with: Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective; Administering the movable government property within the SAPS; Administering the state owned / leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS.

Post : Financial Student Intern (4 Posts)
Section : Finance and Administration
Location : PPS: Pretoria HQ

Ref Number: PPS/HQ INT 04/2021

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 (1 Post)
Section : Human Resource Management
Location : PPS: Pretoria HQ

Ref Number: PPS/HQ INT 05/2021

Additional Requirements:

*Be in possession of an applicable N6 in Human Resource Management / Public Management / Public Admin / Office Management, 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: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

Post : Administrative Student Intern (2 Posts)
Section : Supply Chain Management
Location : PPS: Pretoria HQ

Ref Number: PPS/HQ INT 06/2021

Additional Requirements:

*Be in possession of an applicable N6 in Logistics / Supply Chain Management / Logistics / Transport Management / Fleet Management, 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: Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective; Administering the movable government property within the SAPS; Administering the state owned / leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS

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**.

***Applications can be posted or hand delivered to:**

1. ENQUIRIES: FOR HEAD OFFICE PRETORIA PRESIDENTIAL PROTECTION SERVICE

Capt Phahlamohlaka: Tel no. (012) 400 5400 or 082 778 8657

Warrant Officer Ralutanda Tel no. (012) 400 6387

APPLICATIONS POSTED:

Acting Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 272, Pretoria, 0001.

(For attention Capt Phahlamohlaka)

APPLICATIONS HAND DELIVERED:

Acting Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service,
National Head Office: South African Police Service
03 Troy Street, Maupanaga Building Sunnyside Pretoria.

2. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE: CAPE TOWN OFFICE

Lieutenant Colonel Fourie: Tel no. (021) 467 6444

APPLICATIONS POSTED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 1, Stalplein CAPE TOWN, 8015.

(For attention Lt Col Fourie)

APPLICATIONS HAND DELIVERED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service,
Presidential Protection Service Cape Town: South African Police Service 121 Plein Street, Garmor House 4th Floor CAPE TOWN.

3. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE: KWAZULU NATAL OFFICE

Lieutenant Colonel Nchukana: Tel no. (031) 203 7329 Cell no (066) 303 9333

APPLICATIONS POSTED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 54306, DURBAN 4000.

(For attention Lt Col Nchukana)

APPLICATIONS HAND DELIVERED:

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, **KZN: South African Police Service**
446 Vusi Mzimela Road Cato Manor
4058

4. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE UMTATHA OFFICE

ACTING UNIT COMMANDER CAPT V MQANA

066 3039 321

047 531 2373

POSTAL ADDRESS

P. O BOX 7008

MTHATHA

5099

HAND DELIVERED TO

Cnr Leeds And Owen Street Botha Sigcawu Building

11th Floor Room 106

Umthatha

We welcome applications from persons with disAbilities 