

**DEPARTMENT OF POLICE  
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Indicate the reference number and position you are applying for on your Internship Application Form. Only the attached application form 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 \*Comprehensive Curriculum Vitae must be submitted together with the application form \*Certified copies of an applicant's Identity Document, Senior Certificate (Grade 12) and relevant educational qualifications obtained.\*Application must be mailed timeously. Late applications will not be accepted or considered.\*If a candidate is shortlisted it can be expected for him/her to undergo a personal interview as well as a practical assessment.\*All shortlisted candidates will be subjected to fingerprint screening. \*A stipend will be paid according to proof of relevant qualification.
- CLOSING DATE** : 22 September 2017 at 16:00.
- NOTE** : Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three Weeks of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. Internship Application Form must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than three months. Please send complete application for post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and DUTIES. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date and time. All shortlisted candidates will be subjected to the interview and assessment in compliance with the DPSA directive on the implementation
- Before you apply: All costs associated with an application will be borne by the applicant. The South African Police Service gives the opportunity of Internship programme. The Department take provision for interns to be placed for twelve (12) months Internship Programme, focusing on youth development in support of the Skills Development Act, 1998 (Act No. 97 of 1998), the Youth Development Policy, and the SAPS Human Resource Development Strategy. It is our intention to promote representivity in respect of race, gender and disability through the filling of these Programme. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV.

**CORPORATE SUPPORT**

- APPLICATIONS** : The Section Head: Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001. (For attention Lieutenant Colonel MS Mmamadisha) Hand Delivered: The Section Head: Corporate Support, Opera Plaza, Annex Building, Pretorius Street, Pretoria. Application must be dropped into the box available at the reception area.
- POST 37/37** : **WORKSTUDY INTERN 5 POSTS REF NO: OD/1**  
Division: Organisational Development: Head Office
- SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
Organisational Development

<b><u>REQUIREMENTS</u></b>	:	Senior certificate (Grade12) *Be in possession of a Diploma/Degree (NQF6/7/8) in Management Services/Work study/Organisational Development/Industrial Engineering/Operational Management/ GIS. Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Provide assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy. Provide assistance in the development and maintenance of organisational, functional and post structures for police stations, and an application to calculate the theoretical human resources requirements (THRR) for police stations Provide assistance in the maintenance of the Fixed Establishment database for SAPS according to approved work study investigations recommendations
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel MS Mmamadisha, Tel no: (012) 393 4091 Warrant Officer S Ndhlovu, Tel no: (012) 393 4500 PO MP Kgaloshi, Tel no: (012) 393 3213
<b><u>POST 37/38</u></b>	:	<b><u>PROJECT MANAGEMENT ADMINISTRATIVE INTERN REF NO: PPM2</u></b> Division: Programme and Project Management: Head Office
<b><u>SALARY CENTER REQUIREMENTS</u></b>	:	R4000 to R7000 per month (12 months Stipend) Project Management and implementation Support (Lynnwood, Pretoria, Gauteng)
<b><u>REQUIREMENTS</u></b>	:	Senior certificate (Grade12) * Be in possession of either a Degree in Business Management/ Project Management Programme/ Project Management *Certificate Short Course in Business Management Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Assist project managers and facilitators with a wide range of general office and Administrative support including typing, filing, taking minutes, making travel Arrangements, organizing events, meetings and workshops.*Assist with general in accordance with SAPS Project Management policy, Methodology and templates.*Prepare project status reports as required.*Track projects on PPM system including updates of project plans as required.*Assist with the maintenance and administration of SharePoint Portal.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213
<b><u>POST 37/39</u></b>	:	<b><u>STRATEGIC MANAGEMENT GRAPHIC DESIGNER INTERN REF NO: SM1</u></b> Division: Strategic Management: Head Office
<b><u>SALARY CENTER REQUIREMENTS</u></b>	:	R4000 to R7000 per month (12 months Stipend) Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	Senior certificate (Grade12) * be in possession of either a Diploma/Degree (NQF 6/7/8) in Graphic Design. Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Handle Graphic Design tasks
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213
<b><u>POST 37/40</u></b>	:	<b><u>STRATEGY DEVELOPMENT AND IMPLEMENTATION SUPPORT INTERN REF NO: SM2</u></b> Division: Strategic Management: Head Office
<b><u>SALARY CENTER</u></b>	:	R4000 to R7000 per month (12 months Stipend) Pretoria: Head Office

<b><u>REQUIREMENTS</u></b>	:	Senior certificate (Grade12) *be in possession of either a Diploma/Degree (NQF 6/7/8) in Public Management Administration. Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Providing support for the development and implementation for the Service Delivery Improvement Programme (SDIP) through: Assist with analyse and interpret key government policies related to service delivery improvement. Provide support to coordinate the integration of service delivery improvement initiatives into the strategic management processes. Assist with the administrative duties regarding the development, facilitation, implementation and monitoring of the service delivery improvement plans in the broader SAPS. Assist the section to provide support through learning networks and best practices in the implementation of the Service Delivery Improvement Programme (SDIP)
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213
<b><u>POST 37/41</u></b>	:	<b><u>MONITORING AND EVALUATION INTERN REF NO: SM3</u></b> Division: Strategic Management: Head Office
<b><u>SALARY CENTER REQUIREMENTS</u></b>	:	R4000 to R7000 per month (12 months Stipend) Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	Senior certificate (Grade12) Be in possession of either a Diploma/Degree (NQF 6/7/8) in Monitoring Systems (Spreadsheet, Database and M&E System Development) Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	To assist in the rendering of a performance monitoring mechanism in the SAPS. To assist in the development of a performance monitoring dashboard by utilising all MS products. To assist in the compilation of ad-hoc performance reports utilising all MS products. To assist in the administration of the Efficiency Index System by: Monitoring all performance screens for functionality and accuracy; To report and register system related faults; and To provide administrative and system support to all users
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213
<b><u>POST 37/42</u></b>	:	<b><u>MONITORING AND EVALUATION INTERN 2 POSTS REF NO: SM4</u></b> Division: Strategic Management: Head Office
<b><u>SALARY CENTER REQUIREMENTS</u></b>	:	R4000 to R7000 per month (12 months Stipend) Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	Senior certificate (Grade12) Be in possession of either a Diploma/Degree (NQF 6/7/8) in Monitoring Systems (Spreadsheet, Database and M&E System Development) Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	To assist in the rendering of a performance monitoring mechanism in the SAPS. To assist in the development of a performance monitoring dashboard by utilising all MS products. To assist in the compilation of ad-hoc performance reports utilising all MS products. To assist in the administration of the Efficiency Index System by: Monitoring all performance screens for functionality and accuracy; to report and register system related faults; and to provide administrative and system support to all users
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/43** : **STRATEGIC PLANNING AND ANALYSIS INTERN REF NO: SM5**  
Division: Strategic Management: Head Office

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria: Head Office  
: Senior certificate (Grade12) Be in possession of either a Diploma/Degree in Conducting Research/Evaluations according to Departmental Evaluation Plan (DEP) Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Assist with the coordination and facilitation of the development of a 3 year Departmental Evaluation plan (DEP). Assist with facilitating and coordinating the annual assessment of the Management Performance Assessment Tool (MPAT) 1.7 Cycle. Assist in coordinating the National Evaluation Plan (NEP). Assist in providing performance information reports. Assist in providing assistance in the compilation of the 2016/2017 Annual report.

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/44** : **STRATEGIC PLANNING AND ANALYSIS INTERN REF NO: SM6**  
Division: Strategic Management: Head Office

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria: Head Office  
: Senior certificate (Grade12) Be in possession of B Com-Communications (Research Methodology/Business writing skills/Report writing)\*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Assist with the compilation and coordination of Strategic and Annual Performance Plans. Assist with the compilation of reports, letters and presentations. Handle administrative tasks relating to Strategic Planning & Analysis

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/45** : **STRATEGIC PLANNING AND ANALYSIS INTERN REF NO: SM7**  
Division: Strategic Management: Head Office

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria: Head Office  
: Senior certificate (Grade12) Be in possession of either a Diploma/ Degree (NQF 6/7/8) in Information Technology \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Assist with the development of databases. Assist with graphic design and layout. Assist with the compilation of reports, letters and presentations. Handle administrative tasks relating to Strategic Planning and Analysis. Perform analysis on historical data and transform into management information

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/46** : **LANGUAGE PRACTITIONER INTERN 4 POSTS REF NO: CCL1**  
Division: Corporate Communication and Liaison

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria: Head Office  
: Senior certificate (Grade12) Be in possession of a Diploma in Language Practice or Degree in Languages)\*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously

Applicants must be residents of the province where the post is advertised  
Applicants are restricted to apply for 3 positions only

**DUTIES** : Translate, edit, interpret and transcribe from English to Afrikaans and or African languages and vice versa.

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/47** : **HERITAGE SERVICES INTERN 2 POSTS REF NO: CCL2**  
Division: Corporate Communication and Liaison

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria: Head Office  
**REQUIREMENTS** : Senior certificate (Grade12) Communication Science, Museology, Art History, Tourism, Archives, and or Fine Arts \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Carry tour guide duties for Museum Visitors. Prepare and setup Historical exhibitions at the Museum. Inform and educate the public on the organisational changes in the SAPS. Assist clients visiting the Museum Archives with research. Maintain a proper record and filing of artefacts and collection documents.

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/48** : **DESIGN INTERN 2 POSTS REF NO: CCL3**  
Division: Corporate Communication and Liaison

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria: Head Office  
**REQUIREMENTS** : Senior certificate (Grade12) Be in possession of a Diploma/Degree in Graphic Design \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Meeting clients to discuss the business and design objectives and requirements of the job. Interpreting the client's business needs and developing a concept to suit their purpose. Estimating the time required to complete the work. Think creatively to produce new ideas and concepts. Use innovation to redefine a design brief within the constraints of cost and time. Present finalised ideas and concepts to managers. Work with a wide range of media, including photography and computer-aided design. Contributing ideas and design artwork to the overall brief. Demonstrate illustrative skills with rough sketches. Work on layouts and artwork pages ready for print. Keep abreast of emerging technologies in new media, particularly design programs such as InDesign, Illustrator, Photoshop and Acrobat. Develop interactive design. Work as part of a team with other designers. Assist with general administration duties on projects in the Project Office.

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/49** : **EVENTS AND PROTOCOL INTERN 2 POSTS REF NO: CCL4**  
Division: Corporate Communication and Liaison

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria: Head Office  
**REQUIREMENTS** : Senior certificate (Grade12) Be in possession of either a Degree in Communication Science/ National Diploma in PR/ Certificate in Event Management/Protocol course \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Event management and Protocol services

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/50** : **EXHIBITION INTERN 2 POSTS REF NO: CCL5**  
Division: Corporate Communication and Liaison

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria: Head Office  
: Senior certificate (Grade12) \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Assist with assembling and dismantling exhibition material at various provinces, shows and events. Keep storeroom tidy. Ensure that exhibition material is well maintained and readily available

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/51** : **FILM AND TELEVISION INTERN REF NO: CCL6**  
Division: Corporate Communication and Liaison

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria: Head Office  
: Senior certificate (Grade12) Any Film and Television related qualification \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle and process shooting requests from production companies. Liaise with production companies regarding the progress and or outcome of their request. Ensure that members requested to assist with shoots are informed of the shooting schedule. Keep and maintain a register of requests versus shoots. Always ensure at shoots that SAPS Standards and procedures are strictly adhered to. Monitor television programmes where SAPS is projected in storylines. Assist with rendering administrative support duties.

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/52** : **RESEARCH AND SCRIPTWRITING INTERN REF NO: CCL7**  
Division: Corporate Communication and Liaison

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Raslouw, Wierda Park, Pretoria, Gauteng  
: Senior certificate (Grade12) Be in possession of a Diploma/Degree in Film production and Scriptwriting \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle the research process in the production of When Duty Calls and related external inserts. Assist producers with researching of stories and writing of scripts. Participate in the Pre-production of the TV programme. Ensure that presenter scripts are scripted, edited and approved before recording.

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/53** : **INTERNAL AUDIT INTERN 2 POSTS REF NO: IA 01**  
Division: Internal Audit

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Head Office: Pretoria  
: Senior certificate (Grade12) Be in possession of Bachelor's Degree in Commerce, Internal Audit or Accounting/National Diploma in Internal Audit or Accounting/B Tech in Internal Auditing or Cost and Management Accounting \*Must have no

		criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Attend opening conference per engagement. Compile opening conference minutes of engagements allocated. Conduct preliminary survey through gathering background and contextual information relevant to the audit project. Conduct a risk assessment through interview client, inspect and analyse information obtained, record results and identify high risk areas to inform audit programme relevant to the audit project. Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion. Develop findings and recommendation for the enhancement of basic controls/process by documenting finding in the required format, present findings to the project leader, discuss finding and recommend to the client, make recommendations to the project leader on possible changes to reportable items. Maintain good relations with the client before, during and after the audit in order to ensure customer satisfaction. Ensure proper management of physical/logistical resources and financial resources for the Section Internal Audit. Execute, document finding and sign off audit working papers of engagement. Use Team-mate EWP to document the audit engagement
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213
<b><u>POST 37/54</u></b>	:	<b><u>INTERNAL AUDIT INTERN 2 POSTS REF NO: IA 02</u></b> Division: Internal Audit
<b><u>SALARY CENTER REQUIREMENTS</u></b>	:	R4000 to R7000 per month (12 months Stipend) Forensic Audit Senior certificate (Grade12 Be in a possession of Bachelor's Degree in Commerce, Internal Auditing or Accounting LLB or National Diploma in Internal Audit or Accounting*Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Assist in conducting of forensic audit/investigations in accordance with the investigation methodology and within the determined time frames. Assist in drafting the report on the results of the investigation. Liaise with other State law enforcement agencies on the reported cases. Advice management on areas where inadequate measures exist to mitigate risks. Assist in drafting progress reports to management. Perform ad hoc assignments as when requested by management. Assist in co-ordinating the forensic audit assignments with other units within the Department, including Internal Audit. Represent the Department in the criminal or civil recovery processes. Assist in the formulation of disciplinary charges
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213
<b><u>POST 37/55</u></b>	:	<b><u>INTERNAL AUDIT INTERN 2 POSTS REF NO: IA 03</u></b> Division: Internal Audit
<b><u>SALARY CENTER REQUIREMENTS</u></b>	:	R4000 to R7000 per month (12 months Stipend) Head Office: Pretoria Senior certificate (Grade12).Be in a possession of Bachelor's Degree in Commerce, Internal Auditing or Accounting/ Btech in Information technology/Information systemsMust have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Conducting application controls and general controls review, system development life cycle review and governance reviews on SAPS systems and related internal controls Developing system process flows and audit programmes performing audit testing as per audit procedures Preparing draft audit findings to discuss with IT Audit management and clients Capturing record of work performed on Team-Mate

Creating, managing manual audit files and referencing evidence Attending client meetings and capturing minutes

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/56** : **INTERNAL AUDIT INTERN 2 POSTS REF NO: IA 04**  
Division: Internal Audit

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Head Office: Pretoria  
**REQUIREMENTS** : Senior certificate (Grade12). Appropriate/relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint may be an advantage. Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Render Administration duties pertaining to Supply Chain Management. Render financial support to all personnel within the section Responsible for SHE management Render administration duties pertaining to fleet management and HRM Registering and delivering of outgoing post; making of photocopies Maintenance of store room on a daily basis; stock taking programmes on daily basis Report of loses of the state owned property to Head Office when the need arises Administer cell phone and telephone accounts Submit monthly vehicle report to Head Office; vehicles inspected weekly and submitted to head Office Arrange and submit itineraries; ensure that all arrangements regarding travelling, accommodation, financial subsistence

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

**POST 37/57** : **INTERNAL AUDIT INTERN HEAD OFFICE, PRETORIA 2 POSTS REF NO: IA 05**  
Gauteng Province (2 posts) REF NO: IA 06  
Limpopo Province (2 posts) REF NO: IA 07  
North West Province (2 posts) REF NO: IA 08  
Free State Province (2 posts) REF NO: IA 09  
KwaZulu-Natal Province (2 posts) REF NO: IA 10  
Western Cape Province (2 posts) REF NO: IA 11  
Northern Cape Province (2 posts) REF NO: IA 12  
Eastern Cape Province (2 posts) REF NO: IA 13  
Mpumalanga Province (2 posts) REF NO: IA 14  
Division: Internal Audit

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Risk Based and Compliance Audit  
**REQUIREMENTS** : Senior certificate (Grade12). Be in a possession of Bachelor's Degree in Commerce, Internal Auditing or Accounting/National Diploma in Internal Audit or Accounting/ Cost and Management Accounting Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Conduct preliminary survey through gathering background and contextual information relevant to the audit project. Assist with conducting a risk assessment through interview client, inspect and analyse information obtained, record results and identify high risk areas to inform audit program relevant to the audit project. Prepare audit manual master file relevant to the audit project. Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion. Develop finding and recommendation for the enhancement of basic controls/process by documenting finding in the required format, present findings to the project leader, discuss finding and recommend to the client, make recommendations to the project leader and possible changes to reportable items. Maintain good relations with the client before, during and after the



audit in order to ensure customer satisfaction. Assist in creating audit project on Team-Mate audit management system

**ENQUIRIES** : Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091 Warrant Officer S Ndhlovu, Tel no. (012) 393 4500 PO MP Kgaloshi, Tel no. (012) 393 3213

#### **FINANCIAL MANAGEMENT AND ADMINISTRATION**

**APPLICATIONS** : Captain E Mpembe Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Hand Delivered: SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria

**POST 37/58** : **ADMINISTRATIVE INTERN 2 POSTS REF NO: FMA4**  
Division: Financial Management and Administration

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria: Head Office  
**REQUIREMENTS** : Senior certificate (Grade12) Be in possession of a Diploma/Degree in either Financial Management or Accounting Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Conduct inspections to evaluate compliance with Loss Management norms and standards and data integrity on loss control systems in accordance with programme operational indicators and annual targets. Evaluation of processes and procedures pertaining to civil claims Against the State

**ENQUIRIES** : Captain E Mpembe; PO NB Shirindza; PO BA Malesa (012) 393 2894/1620/2273

**POST 37/59** : **ADMINISTRATIVE INTERN 3 POSTS REF NO: FMA5**  
Division: Financial Management and Administration

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria: Head Office  
**REQUIREMENTS** : Senior certificate (Grade12) Be in possession of a NQF 6 Diploma/Degree in the field of Administration/Records Management or any related qualification Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Receive and record incoming and internally post/correspondence documents. Categorize and classify post/ correspondence and documents. Dispatch and distribute post/correspondence documents. Provide a reference services for officially registered files and other documentation. Attend and deal with telephone and other related enquiries. Update and maintain file/record registers and database. Register and update files/records on computerized systems. Diarise/record and maintain bring forward (bf) system. Review and dispose outdated files/records. Protect integrity and evade unauthorized access of files/ records.

**ENQUIRIES** : Captain E Mpembe; PO NB Shirindza; PO BA Malesa Tel no: (012) 393 2894/1620/2273

**POST 37/60** : **ADMINISTRATIVE INTERN 3 POSTS REF NO: FMA6**  
Division: Financial Management and Administration

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria: Head Office  
**REQUIREMENTS** : Senior certificate (Grade12) Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Receive and record incoming and internally post/correspondence documents. Categorize and classify post/correspondence and documents. Dispatch and distribute post/correspondence documents. Provide a reference services for officially registered files and other documentation. Attend and deal with telephone and other related enquiries. Update and maintain file/ record registers and database. Register and update files/ records on computerized systems. Diarise/ records and maintain bring forward (bf) system. Review and dispose outdated files/records. Protect integrity and evade unauthorized access of files/ records.

**ENQUIRIES** : Captain E Mpmembe; PO NB Shirindza; PO BA Malesa (012) 393 2894/1620/2273

**POST 37/61** : **ADMINISTRATIVE INTERN 2 POSTS REF NUMBER: FMA7**  
Division: Financial Management and Administration

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
Pretoria: Head Office  
Senior certificate (Grade12) Be in possession of a NQF 6 Diploma/Degree legal-related qualification Must be between ages 18 – 35\* Be a South African citizen Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Registration functions. Dispatch and receive documents to and from the sub-section. Administer the use and maintenance of the fax machine used by the sub section. The co-ordination and preparation of training material for information sessions and workshops. Assist with intervention in requests for access to records or internal appeals.

**ENQUIRIES** : Captain E Mpmembe; PO NB Shirindza; PO BA Malesa Tel no: (012) 393 2894/1620/2273

#### **PROTECTION AND SECURITY SERVICES**

**APPLICATIONS** : The Divisional Commissioner: PSS, Human Resource Development, Private Bag X784, Pretoria, 0001 (For the attention of Lt Col Madubanya) Hand Delivered:PSS Head Office\_Maupa Naga Building\_c/o Park and Troye Street\_Sunnyside\_Pretoria Eastern Cape\_49 Amatola road\_King Williams Town\_Bisho Free State\_Absa Building 4<sup>th</sup> floor c/o Maxeke Bloemfontein Gauteng Land Affairs Building C/O Bosman and Jeff\_Masemola Street Pretoria Kwa-Zulu Natal 143 Maritime House Durban Limpopo 28 c/o Market & Rabie Street PSS Building Polokwane Mpumalanga 10 Paul Kruger Street Bester Brown Building 2nd Floor Office No 3 Nelspruit Northern Cape 88 Kenilworth Street De Beers Kimberley North West c/o William Dick and Sarel Eloff Embassy Complex Mafikeng Western Cape 121 Plein Street Garmour House Cape Town

**POST 37/62** : **PERSONNEL INTERN PRETORIA HEAD OFFICE 2 POSTS REF NO HRM1/PSS/HQ**  
Eastern Cape (1post): Ref Number HRM2/PSS/EC  
Free State (1post): Ref Number HRM3/PSS/FS  
Gauteng (1post): Ref Number HRM4/PSS/GP  
Kwazulu Natal (1post): Ref Number HRM5/PSS/KZN  
Limpopo (1post): Ref Number HRM6/PSS/LP  
Northern Cape (1post): Ref Number HRM7/PSS/NC  
Western Cape (1post): Ref Number HRM8/PSS/WC  
Division: Protection and Security Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
Human Resource Management  
Senior certificate (Grade12) \* equivalent qualification. Diploma/Degree in either Personnel Management or Human Resource Management or Public Management/Administration will be an added advantage Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be

unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle 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 \*Assist with messenger duties \*Monitor receipt of project documents and peruse them for correctness \*Assist with coordination and consolidation of the section's Annual Operational Plan \*Monitor and coordinate the expiration of drivers licences \*Update electronic training database \*Assist with secretarial duties

**ENQUIRIES** : Lt Colonel TJ Madubanya, Tel no (012) 400 5686 Captain TI Selwane, Tel no (012) 400 5675 PAC N Mphaphuli, Tel no (012) 400 6457

**POST 37/63** : **ADMINISTRATIVE INTERN REF NO: PSS9/STA/MP**  
Division: Protection and Security Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
Mpumalanga  
Senior certificate (Grade12) equivalent qualification. Diploma/Degree in either Public Administration/ Management, Office Administration/Management will be an added advantage Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Assist with needs assessment and filing thereof \*Assist with documentation, record keeping and retrieving of data as per request \*Assist with preparation and finalization of specification documents for a meeting to be held \*File all signed copies of relevant documentation \* Assist with rendering administrative duties for the office

**ENQUIRIES** : Lt Colonel TJ Madubanya, Tel no (012) 400 5686 Captain TI Selwane, Tel no (012) 400 5675 PAC N Mphaphuli, Tel no (012) 400 6457

**POST 37/64** : **ADMINISTRATIVE INTERN 5 POSTS REF NO: PSS10/PMP/HQ**  
Division: Protection and Security Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
Pretoria HQ, Bryntirion and PAP  
Senior certificate (Grade12) equivalent qualification. Diploma/Degree in either Public Administration/ Management, Office Administration/Management will be an added advantage Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Assist with needs assessment and filing thereof \*Assist with documentation, record keeping and retrieving of data as per request \*Assist with preparation and finalization of specification documents for a meeting to be held \*File all signed copies of relevant documentation \* Assist with rendering administrative duties for the office Parliamentary and Ministerial Precints

**ENQUIRIES** : Lt Colonel TJ Madubanya, Tel no (012) 400 5686 Captain TI Selwane, Tel no (012) 400 5675 PAC N Mphaphuli, Tel no (012) 400 6457

**POST 37/65** : **SUPPLY CHAIN MANAGEMENT INTERN PRETORIA HEAD OFFICE 1 POST: REF NO SCM11/PSS/HQ**  
Eastern Cape (2 posts): Ref Number SCM12/PSS/EC  
Gauteng (1post): Ref Number SCM13/PSS/GP  
Free State (1post): Ref Number SCM14/PSS/FS  
Kwazulu Natal (2posts): Ref NumberSCM15/PSS/KZN  
Division: Protection and Security Services

**SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
Supply Chain Management

- REQUIREMENTS** : Senior certificate (Grade12) equivalent qualification. Diploma/Degree in either Supply Chain Management, Logistics, Procurement or Purchasing Management will be an added advantage Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
- DUTIES** : Perform loss management, procurement and demand functions \*Handle office inventory tasks \*Conduct inspections on Government Property Account \*Perform filing within the section \*Handle telephone enquiries
- ENQUIRIES** : Lt Colonel TJ Madubanya, Tel no (012) 400 5686 Captain TI Selwane, Tel no (012) 400 5675 PAC N Mphaphuli, Tel no (012) 400 6457
- POST 37/66** : **PRETORIA HEAD OFFICE VIP 2 POSTS: REF NO: FIN16/PSS/HQ/VIP**  
 Eastern Cape (2 posts): Ref Number FIN17/PSS/HQ/EC  
 Gauteng (1 post): Ref Number FIN18/PSS/HQ/GP  
 Kwazulu Natal (2 posts): Ref Number FIN19/PSS/HQ/KZN  
 Limpopo (1 post): Ref Number FIN20/PSS/HQ/LP  
 Mpumalanga (1 post): Ref Number FIN21/PSS/HQ/MP  
 Northern Cape (1 post): Ref Number FIN22/PSS/HQ/NC  
 North West (1 post): Ref Number FIN23/PSS/HQ/NW  
 Division: Protection and Security Services
- SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
 : Finance and Administration  
 : Be in possession of a Senior Certificate (Grade 12) or equivalent qualification. Diploma/Degree in either Accounting, Financial Management, Public Finance and Public Management will be an added advantage Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
- DUTIES** : Processing of claims \*Perusal of overtime registers \*Handle office inventory tasks Handle administrative tasks regarding Finance Management \*Handle telephone enquiries
- ENQUIRIES** : Lt Colonel TJ Madubanya, Tel no (012) 400 5686 Captain TI Selwane, Tel no (012) 400 5675 PAC N Mphaphuli, Tel no (012) 400 6457
- POST 37/67** : **ADMINISTRATIVE INTERN REF NO: PSS24/SAS/HQ**  
 Division: Protection and Security Services
- SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
 : PSS Head Office  
 : Be in possession of a Senior Certificate (Grade 12) equivalent qualification. Diploma/Degree in either Public Administration/ Management, Office Administration/Management will be an added advantage Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
- DUTIES** : Assist with needs assessment and filing thereof \*Assist with documentation, record keeping and retrieving of data as per request \*Assist with preparation and finalization of specification documents for a meeting to be held \*File all signed copies of relevant documentation \* Assist with rendering administrative duties for the office SAS
- ENQUIRIES** : Lt Colonel TJ Madubanya, Tel no (012) 400 5686 Captain TI Selwane, Tel no (012) 400 5675 PAC N Mphaphuli, Tel no (012) 400 6457
- POST 37/68** : **FITNESS INSTRUCTOR INTERN 2 POSTS REF NO: HRD25/PSS/HQ**  
 Division: Protection and Security Services
- SALARY** : R4000 to R7000 per month (12 months Stipend)

**CENTER REQUIREMENTS** : PSS Head Office  
 : Be in possession of a Senior Certificate (Grade 12) equivalent qualification. Group/ Fitness instructor course will be an added advantage Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Present Group fitness classes \*Drafting of gym programs to the members Assistance of members at the gym with using gym equipment \*Gym inspections and taking care of gym equipment \*Assist with maintenance fitness programs including fitness assessments \*General administration in fitness office.

**ENQUIRIES** : Lt Colonel TJ Madubanya, Tel no (012) 400 5686 Captain TI Selwane, Tel no (012) 400 5675 PAC N Mphaphuli, Tel no (012) 400 6457

**POST 37/69** : **INFORMATION TECHNOLOGY INTERN) REF NO: IT26/PSS/HQ**  
 Division: Protection and Security Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
 : PSS Head Office Pretoria  
 : Be in possession of a Senior Certificate (Grade 12) equivalent qualification. Diploma/Degree in either Information Technology Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Attend to assigned first line user support faults within the division \*Register assigned faults in the case register and ensure that the case register is submitted for inspection \*Process ITC application requests for equipment and network points from users \*Render in-service training and advisory services to users \*Distribution of new and replacement IT equipment received compile a distribution list \*Report faults on new or replaced IT infrastructure \*Co-ordinate the process of aligning the ARS inventory and PAS with regard to expansion, replaced, lost and boarded IT equipment \*Conduct inspection in the server and patch room within Maupa-Naga building \*Conduct ICT infrastructure audits and update the division's ICT database \*Process applications for additional software in conjunction with the provincial heads, component heads and section heads of PSS \*Manage logistical and financial resources allocated to the unit, assist personnel in personal or work related.

**ENQUIRIES** : Lt Colonel TJ Madubanya, Tel no (012) 400 5686 Captain TI Selwane, Tel no (012) 400 5675 PAC N Mphaphuli, Tel no (012) 400 6457

#### **PERSONNEL MANAGEMENT**

**APPLICATIONS** : The Divisional Commissioner: Personnel Management, Employee Health and Wellness, Private Bag X94, Pretoria, 0001 Hand Delivered: Head Office: The Divisional Commissioner: PM, 231 wachthuis building, Pretorius Street, Pretoria Gauteng 17 Empire Road Parktown, Johannesburg Lt Col G Nothnagel 082 413 1898  
 North West Peter Mokaba Street, Die Meent Building, 1<sup>st</sup> Floor Office no 114, opposite Potchefstroom Magistrate Court Captain RR Netshidzivhani cell 082 492 5049  
 Kwa Zulu Natal 40 Dr AB Xuma Street, Durban Lt Colonel R Botha Tel no (031) 310 6374/28  
 Mpumalanga 30 Brown Street, 5<sup>th</sup> Floor Nedbank Building, Nelspruit Lt Col A Chrissopoulos 082 970 5820

**POST 37/70** : **PSYCHOLOGY INTERN 2 POSTS REF NO: PM1**  
 Division: Personnel Management

**SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
 : Pretoria, Head office

<b><u>REQUIREMENTS</u></b>	:	Be in possession of a Senior Certificate (Grade 12) Must be in possession of an Honours Degree in Psychology/Industrial Psychology. *Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. *Registration with a Tertiary institution.*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. *Be in possession of at least a valid light vehicle driver's licence. Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	The intern must have adequate knowledge and understanding of psychometrics, testing and assessment. Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing. Have appropriate communication and interpersonal skills. Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis.
<b><u>ENQUIRIES</u></b>	:	Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327
<b><u>POST 37/71</u></b>	:	<b><u>SOCIAL SCIENCE INTERN 3 POSTS REF NO: PM2</u></b> Division: Personnel Management
<b><u>SALARY CENTER REQUIREMENTS</u></b>	:	R4000 to R7000 per month (12 months Stipend) Pretoria, Head office
<b><u>REQUIREMENTS</u></b>	:	Be in possession of a Senior Certificate (Grade 12) Be in possession of a Bachelor's Degree in Social Sciences or Bachelor's Degree in Social Work. Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Assist with continuous implementation of the HIV and AIDS Workplace programme in order to facilitate the reduction and prevention of new infections and promote a positive living, a well-balanced life style for the SAPS organization, employees and their immediate families. Ensure accessibility and availability of Wellness Testing Services (HCT) Assist in the development and management of the HIV and AIDS Business and Operational Plans for National and Provincial Office
<b><u>ENQUIRIES</u></b>	:	Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327
<b><u>POST 37/72</u></b>	:	<b><u>SOCIAL WORKER INTERN 3 POSTS REF NO: PM3</u></b> Division: Personnel Management
<b><u>SALARY CENTER REQUIREMENTS</u></b>	:	R4000 to R7000 per month (12 months Stipend) Pretoria, Head office
<b><u>REQUIREMENTS</u></b>	:	Be in possession of a Senior Certificate (Grade 12) Be in possession of a Diploma/Degree in Social Work, valid registration with South African Council of Social Service Professions (SACSSP) and (paid up fees for the 2017/2018). Knowledge of welfare legislation and policies. Must be prepared to work in a multi-disciplinary team. Ability to market Social Work Services. Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Render Social Work Services Client –focus assessments. Render group work and community services to the client system by means of restorative, promote work person and workplace interventions. Execute Social Work administrative practices. Render Social Work Services within multi-disciplinary approach with relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327

<b><u>POST 37/73</u></b>	:	<b><u>OCCUPATIONAL HEALTH NURSE INTERN 3 POSTS REF NO: PM4</u></b> Division: Personnel Management
<b><u>SALARY</u></b>	:	R4000 to R7000 per month (12 months Stipend)
<b><u>CENTER</u></b>	:	Pretoria, Head office
<b><u>REQUIREMENTS</u></b>	:	Be in possession of a Senior Certificate (Grade 12) Be in possession of a National Diploma/B Tech in Occupational Health. Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Ensure the continuous implementation of the HIV and AIDS (TB & STI) Workplace Programme in order to facilitate the reduction and prevention of new infections and promote positive living, a well-balanced life-style for the SAPS organisation, employees and their immediate families. Ensure accessibility and availability of Wellness Testing services (HCT). Provide support on MIAC cases to ensure effective implementation of MIAC activities. Assist in the coordination, implementation of the medical surveillance trends for high risk and all employees within SAPS Assist in the coordination of occupational Health activities in collaboration with other divisions within Head office, e.g. SHE, HRU, HRP, IOD, ill-health, absenteeism, etc. Assist with report preparation and writing for the MIAC, Internal Health Risk Management Assist with secretariat duties of the National wellness strategic forum
<b><u>ENQUIRIES</u></b>	:	Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327
<b><u>POST 37/74</u></b>	:	<b><u>HUMAN RESOURCE: INTERN 2 POSTS REF NO: PM5</u></b> Division: Personnel Management
<b><u>SALARY</u></b>	:	R4000 to R7000 per month (12 months Stipend)
<b><u>CENTER</u></b>	:	Pretoria, Head office
<b><u>REQUIREMENTS</u></b>	:	Be in possession of a Senior Certificate (Grade 12) Be in possession of a NQF level 6, Human Resource Management, Public Admin, Administration Management, Business Management and National Certificate in Management Assistance, HRM. Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Co-ordinate the administration of meetings / workshops for the Section Head: Support Services. Render administration support function. Manage of all registers and resources within the section Keep record of all expenditures relating to the budget of the Section Head Support the section in coordinating the events, meetings and workshops
<b><u>ENQUIRIES</u></b>	:	Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327
<b><u>POST 37/75</u></b>	:	<b><u>OCCUPATIONAL THERAPIST INTERN 2 POSTS REF NO: PM6</u></b> Division: Personnel Management
<b><u>SALARY</u></b>	:	R4000 to R7000 per month (12 months Stipend)
<b><u>CENTER</u></b>	:	Pretoria, Head office
<b><u>REQUIREMENTS</u></b>	:	Be in possession of a Senior Certificate (Grade 12) Be in possession of a Diploma/Degree in Occupational Therapy. Must be between ages 18 – 35* Be a South African citizen *Must have no criminal record *Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
<b><u>DUTIES</u></b>	:	Support in the creation of a barrier free work environment for persons with disabilities. Ensure the creation of equal opportunities for persons with disabilities. Promote a non-discriminatory, caring and supportive environment for employees with disabilities Ensure the mainstream of disability matters within the SAPS.

Monitor and evaluate all disability management programmes and projects to measure impact.

**ENQUIRIES** : Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327

**POST 37/76** : **PSYCHOLOGY INTERN 2 POSTS REF NO: PM7**  
Division: Personnel Management

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Gauteng  
**REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) Prerequisite of internship programme.\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : The intern must have adequate knowledge and understanding of psychometrics, testing and assessment. Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing. Have appropriate communication and interpersonal skills. Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis

**ENQUIRIES** : Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327

**POST 37/77** : **PSYCHOLOGY INTERN 2 POSTS REF NO: PM8**  
Division: Personnel Management

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Eastern Cape  
**REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) Prerequisite of internship programme.\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : The intern must have adequate knowledge and understanding of psychometrics, testing and assessment. Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing. Have appropriate communication and interpersonal skills. Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis

**ENQUIRIES** : Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327

**POST 37/78** : **PSYCHOLOGY INTERN REF NO: PM9**  
Division: Personnel Management

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Mpumalanga  
**REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) Prerequisite of internship programme.\*Must be in possession of an Honours Degree in Psychology/Industrial



Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : The intern must have adequate knowledge and understanding of psychometrics, testing and assessment. Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing. Have appropriate communication and interpersonal skills. Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis

**ENQUIRIES** : Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327

**POST 37/79** : **PSYCHOLOGY INTERN 3 POSTS REF NO: PM10**  
Division: Personnel Management

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : North West

**REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) Prerequisite of internship programme.\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : The intern must have adequate knowledge and understanding of psychometrics, testing and assessment. Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of testing. Have appropriate communication and interpersonal skills. Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis

**ENQUIRIES** : Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327

**POST 37/80** : **PSYCHOLOGY INTERN 6 POSTS REF NO: PM11**  
Division: Personnel Management

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Kwa Zulu Natal

**REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) Prerequisite of internship programme.\*Must be in possession of an Honours Degree in Psychology/Industrial Psychology. \*Registered as an Intern Psychometrics with the Health Professions Council of South Africa (HPCSA) and proof of registration certificate for 2017/2018. \*Registration with a Tertiary institution.\*Computer literacy which includes MS Word, MS Excel, MS Power Point and MS Office Outlook. \*Be in possession of at least a valid light vehicle driver's licence. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : The intern must have adequate knowledge and understanding of psychometrics, testing and assessment. Be able to use tests in a professional and ethical manner. Have instrumental knowledge and skills that apply to all aspects of the process of

testing. Have appropriate communication and interpersonal skills. Understand test administration, reporting, and provision of feedback. Must be prepared to be trained for at least six (6) months on a full time basis

**ENQUIRIES** : Lt Col BP Maluleke Tel no (012) 393 1563 Captain B Boshomane Tel no (012) 393 4390 Ms W khawula, Tel no (012) 393 5255 Colonel Mokgethi Tel no 076 163 4327

### **OPERATIONAL RESPONSE SERVICES**

**APPLICATIONS** : The Divisional Commissioner: Operational Response Services, Private Bag X30, Sunny Side, Pretoria, 0132 (For the attention of Col Mahape / Lt Col Wolfaardt) Hand Delivered: Head Office Pretoria: The Skills Development Facilitator: 459 Schindler House; Leyds Street; Sunny Side; Pretoria; 4<sup>th</sup> Floor; Room F02 (For the attention of Lt Col Wolfaardt)  
Special Task Force Cape Town Western Cape: 35 Squadron Erica Drive BELHAR 7493 WO G Thubane (Acting HRM Supervisor) 021 9355 205 / 081 040 1765  
Durban Harbour KZN: 143 Salmon Grove Magaret Mngadi Maritime House 6th Floor / Room 606 Durban 4001 Capt Geldenhuys (HRM Commander) Telephone: 031 319 2222 / 2221 / 2228  
Bulembu Airwing Eastern Cape: Bhisho Airport N2 Highway Hangar1&2 King Williams Town 5616 Colonel SJ Van Rooyen (Unit Commander) 040 659 5015 071 689 5604  
NIU Mthatha Eastern Cape: Old Embassy Building R61 Ngcobo Road Mthatha Lt Col Sapepa (Unit Commander) 079 873 6463

**POST 37/81** : **PERSONNEL INTERN 2 POSTS REF NO: ORS 1**  
Division: Operational Response Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria, Gauteng  
: Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy and applicable driver's license. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding Human Resource Management, typing and filling

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/82** : **LOSS MANAGEMENT INTERN 1 POST REF NO: ORS 2**  
Division: Operational Response Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Schindler House, Pretoria, Gauteng  
: Be in possession of a Grade 12 and above, telephone etiquette, Computer literacy. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding Loss Management, typing and filling and bring forward system

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/83** : **FINANCE INTERN 1 POST REF NO: ORS 3**  
Division: Operational Response Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria, Gauteng  
: Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal

record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding Finance, pay roll, compile overtime applications, revise, administer and schedule overtime claims, capture night shift claims, deal with verbal finance enquiries, prepare minutes for overtime inspection committee

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/84** : **PERSONNEL MANAGEMENT OFFICE INTERN 1 POST REF NO: ORS 4**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding all Personnel related matters, receive members by transfers and placing them correctly, Efficient and effective implementation of incoming and outgoing transfers. Basic correspondence of the Personnel Management office, Administer and maintain Vetting Risk Report, Complete and capture SAP 172,Administering of Pay Progressions & Grade Progressions, Administer quarterly probation reports for interns & re-enlistments, Compile monthly and quarterly returns/reports

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/85** : **SUPPLY CHAIN MANAGEMENT INTERN 1 POST REF NO: ORS 5**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Receive and issue equipment, Control and maintain all inventories  
**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/86** : **FLEET INTERN (1 POST) REF NO: ORS 6**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Mthatha, Eastern Cape  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding Fleet, typing and filling, Render and improve availability of vehicle fleet, Monitor fuel cards, vehicle misuse and abuse, Monitor boarding of vehicles and AVL of vehicles of the unit.

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/87** : **PROCUREMENT INTERN 1 POST REF NO: ORS 7**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Mthatha, Eastern Cape  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding procurement and provisioning of physical resources, Administer payment to suppliers and Render general administration of Supply Chain Management.

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/88** : **FINANCIAL AND ADMINISTRATION INTERN 1 POST REF N: ORS 8**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding claims administration, Supplier Payment Administration, Statistical analysis and reporting and general Administration.

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/89** : **ADMINISTRATION INTERN 1 POST REF NO: ORS 9**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Receive and distribute mail and circulars, Dispatch mail, Receive files, update and open new files. Retrieve brought forward and requested files and General Administration.

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/90** : **BUDGET INTERN 2 POSTS REF NO: ORS 10**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding General Budget management, Budget Analysis and compilation of reports, Budget monitoring.

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/91** : **HUMAN RESOURCE UTILIZATION 1 POST REF NO: ORS 11**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding Personnel related matters. Ensure every member is equipped with a pep instrument, Capture all pep documents, Maintain and update Section 21(Employment Equity Report), Maintain & update the duty list, Maintain and update the unit organogram, Basic correspondence of the HRU office. Compile monthly and quarterly returns/reports

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/92** : **HUMAN RESOURCE PERSONNEL ADMINISTRATION REF NO: ORS 12**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding Administration, Typing, and Filing

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/93** : **DISCIPLINE INTERN 1 POST REF NO: ORS 13**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding disciplinary cases and monitor suspensions and expeditious process, Capture disciplinary cases on PERSAL #412 system, Administer and Monitor the implementation of IPID recommendations

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/94** : **LEAVE/SERVICE TERMINATION INTERN 1 POST REF NO: ORS 14**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding all types of leave within the Division, Administer injuries, and Administer applications for Service Terminations within the

Division, Administer and process applications for temporary incapacity leave / Ill-Health retirement

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/95** : **SCM INTERN 1 POST REF NO: ORS 15**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Bulembu; Eastern Cape  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Receiving and issuing of equipment, Control and maintain all inventories  
**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/96** : **HRM INTERN 1 POST REF NO: ORS 16**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Bulembu; Eastern Cape  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding, Typing, and Filling  
**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/97** : **SCM INTERN 1 POST REF NO: ORS 17**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Durban, KZN  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding Supply Chain Management, Receiving and issuing of equipment, Control and maintain all inventories  
**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/98** : **HRM INTERN 1 POST REF NO: ORS 18**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Durban, KZN  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding, Typing, and Filling  
**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/99** : **COMMUNICATIONS INTERN 1 POST REF NO: ORS 19**  
**DIVISION** : Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Durban, KZN  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding, Typing, and Filing  
**ENQUIRIES** : Colonel JB Mahape, Tel no: (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no: (012) 400 3812

**POST 37/100** : **PROVISIONING CLERK INTERN 1 POST REF NO: ORS 20**  
**DIVISION** : Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy  
Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Assist effective, Logistical management. Assist effective logistical, resource management. Assist effective logistical, financial management, Assist with effective vehicle fleet management

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/101** : **AMOROUS INTERN 1 POST REF NO: ORS 21**  
Division: Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student in Technical and amorous Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle all fire arm repair request, Compile service reports. Inspections of firearms at Units. Manage and exercise control over all fire arms booked in for repairs

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/102** : **SUPPLY CHAIN MANAGEMENT INTERN 1 POST REF NO: ORS 22**  
**DIVISION** : Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Manage losses, Handle procurement, Handle damage and accident files and Control photocopy machine. Monitor and maintain application for garage, Register and handle traffic fines

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/103** : **PERSONNEL MANAGEMENT INTERN 1 POST REF NO: ORS 23**  
**DIVISION** : Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 or Student, telephone etiquette, Computer literacy. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding all Personnel related matters, Receive members by transfers and placing them correctly, maintain efficient and effective implementation of incoming and outgoing transfers, Basic correspondence of the Personnel Management office, Administer and maintain Vetting Risk Report. Complete and capture SAP 172. Administering of Pay Progressions & Grade Progressions. Administer quarterly probation reports for interns & re-enlistments, Compile monthly and quarterly returns/reports.

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/104** : **JOINTS OPERATIONS: PLANNING AND COORDINATION INTERN 1 POST REF NUMBER ORS 24**  
**DIVISION** : Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 and/or NQF 6 Qualification, Computer literacy. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Administer the coordination and planning of National Crime Combating Operations for Safety, Security and Stability, Administer and maintain files/records administration, Administer the execution of National Crime Combating Operations by using the resources, Administer name list of members to be deployed from the different units, Administration of the call up instructions until signed and distributed to the relevant Divisions, Provinces and Units.

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/105** : **JOINTS OPERATIONS: MONITORING AND EVALUATION INTERN 1 POST REF NO: ORS 25**  
**DIVISION** : Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Grade 12 and/or NQF 6 Qualification, Computer literacy. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administration tasks regarding Joint Operations, Monitoring and Evaluation Administer, monitor and evaluate implementation of the Operational Plans Projects within Crime Combating Operations, Administer the call up instruction by physical checking the deployed members according to call up instruction, Administer the financial documents and checking all signatures. Administer the daily situation report and dissemination of report, Administer the final report. Administer general administration services.

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812



**POST 37/106** : **MAJOR EVENTS: PLANNING AND COORDINATION INTERN 1 POST REF NO: ORS 26**

**DIVISION** : Operational Response Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria, Gauteng  
: Be in possession of a Matric Qualifications further, NQF 6 Qualification on: Policing/Events Management/Project Management/ Law/ Safety Management or Equivalent qualifications is applicable. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Draft correspondence ,Review and maintain guidelines, policies or directives and standards in terms of procedural manual or SOP for Major Events planning ,Categorize in terms of Safety at Sports and Recreational Events Act, Act 2 of 2010 ,Review and maintain checklist pertaining the monitoring of Major Events ,Administration duties and Monitoring events against the IRIS system

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/107** : **ANALYSIS & MONITORING: ANALYSIS CENTRE INTERN (1 POST) REF NO: ORS 27**

**DIVISION** : Operational Response Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria, Gauteng  
: Be in possession of a Matric Bachelor's degree with an emphasis on Criminology, Public administration, Sociology, Statistics and Research Methodology. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Gather, analyse, and organize information ,Communicate effectively, orally and in writing ,Understand and carry out written instructions ,Prepare reports and make presentations ,Read, interpret, and develop maps, graphs, and charts ,Maintain accurate records and files, Maintain effective relationships with others; and operate computer hardware and software

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/108** : **MONITORING CENTRE (INTERN 1 POST REF NO: ORS 28**

**DIVISION** : Operational Response Services

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria, Gauteng  
: Be in possession of a Matric (Grade 12) and/or NQF 6 Qualification, Computer Skills. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Implement new services, Continues Monitoring, Control and report, Peruse operational plans Factual report, File reports

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/109** : **HUMAN RESOURCE MANAGEMENT (INTERN 1 POST REF NO: ORS 29**

**DIVISION** : Operational Response Services

**SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
: Pretoria, Gauteng

**REQUIREMENTS** : Be in possession of a Matric (Grade 12) Student in Technical, Telephone etiquette and Computer literacy. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Receive, divert and answer incoming and outgoing calls, Monitor and report faults regarding equipment in OB Room, Control and update the fax register, Type letters receive and forward E-mails, Collect and circulate documentation, Update and maintain the Occurrence book. Compile and submit standby list, weekly programme and weekly situation reports, Update and maintain the task register, request register and absence on duty register, Compile the quarterly success reports

**ENQUIRIES** : Colonel JB Mahape, Tel no (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no (012) 400 3812

**POST 37/110** : **DATA CAPTURING INTERN 1 POST REF NO ORS 30**  
**DIVISION** : Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Matric (Grade 12) Student, Telephone etiquette and Computer literacy. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**CORE FUNCTIONS** : Administer and coordinate the updating of database information regarding all members, Commanders and Coordinators attached to TRT Administer and coordinate the updating of database information of all criminal, departmental or civilian cases, Section 102/103 against TRT members and shooting incidents of TRT members or whereby TRT were involved Administer and coordinate the updating of database of human resource related matters of TRT members. Administer and coordinate the updating of national database skills audit, submission of nominations for all TRT training interventions and capturing of information and results of members that attended courses.

**ENQUIRIES** : Colonel JB Mahape, Tel no: (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no: (012) 400 3812

**POST 37/111** : **AVIATION TECHNICIANS INTERN 2 POST REF NO: ORS 32**  
**DIVISION** : Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Matric (Grade 12) Aviation Students / Graduates in aviation. Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Aviation  
**ENQUIRIES** : Colonel JB Mahape, Tel no: (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no: (012) 400 3812

**POST 37/112** : **HRM INTERN 2 POST REF NUMBER ORS 33**  
**DIVISION** : Operational Response Services

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Pretoria, Gauteng  
**REQUIREMENTS** : Be in possession of a Matric (Grade 12) Aviation Students / Graduates in HRM Must be between ages 18 – 35\* Be a South African citizen \*Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Process all types of leaves within the National Heliport, Process injury on and off duty, medical account, and Ill Health Retirements applications, Process transfers, promotions, grading and recruitment appointments, Process Service Terminations, data integrity within the provinces (SAP 172's) and monetary and non-monetary awards within the section

**ENQUIRIES** : Colonel JB Mahape, Tel no: (012) 400 3790 Lieutenant Colonel S Wolfaardt, Tel no: (012) 400 3812

### **PRESIDENTIAL PROTECTION SERVICE**

**APPLICATIONS** : The Component Head: Presidential protection Service, Human Resource Development, Private Bag X784, Pretoria, 0001 (For the attention of Capt Phahlamohlaka) Hand Delivered: The Presidential Protection Service: Human Resource Development, 03 Troy Street, Maupa-Naga Building, Sunnyside, Pretoria, 0001. For attention Capt Phahlamohlaka/ Sgt Ramokgatla.

**POST 37/113** : **FINANCIAL MANAGEMENT INTERN PPS**  
Maupa-Naga Building, Pretoria, Gauteng (4X Posts) (Ref: 01/2017 PPS: HQ) PPS: Mthatha, Eastern Cape (1X Post) (Ref: 02/2017 PPS: EC) PPS: Western Cape (1X Post) (Ref: 03/2017 PPS: WC) PPS: Kwazulu Natal 2X Posts) (Ref: 04/2017 PPS: KZN)

**DIVISION** : Presidential Protection Service

**SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
Finance Office

**REQUIREMENTS** : Be in possession of a Matric (Grade 12) Degree or Diploma in Financial Accounting with computer skills Must be between ages 18 – 35\* Be a South African citizen Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administrative tasks regarding Finance Management.

**ENQUIRIES** : Captain Phahlamohlaka, Tel no (012) 400 5400 (082 841 3497) Sgt JM Ramokgatla, Tel no: (012) 400 5515

**POST 37/114** : **SUPPLY CHAIN MANAGEMENT INTERN PPS**  
Maupa-Naga Building, Pretoria, Gauteng (3X Posts) (Ref: 05/2017 PPS: HQ) PPS: Mthatha, Eastern Cape (2X Posts) (Ref: 06/2017 PPS: EC) PPS: Kwazulu Natal (1X Post) (Ref: 07/2017 PPS: KZN)  
Division: Presidential Protection Service

**SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
Supply Chain Management Office

**REQUIREMENTS** : Be in possession of a Matric (Grade 12) Degree or Diploma in Procurement, Logistic, Supply Chain Management and Fleet Management with computer skills Must be between ages 18 – 35\* Be a South African citizen Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administrative tasks regarding supply chain management

**ENQUIRIES** : Captain Phahlamohlaka, Tel no (012) 400 5400 (082 841 3497) Sgt JM Ramokgatla, Tel no: (012) 400 5515

**POST 37/115** : **TRAINING AND REGISTRATION 6 POSTS REF NO: 08/2017 PPS: HQ**  
Division: Presidential Protection Service

**SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
Maupa-Naga Building, Pretoria, Gauteng

**REQUIREMENTS** : Be in possession of a Matric (Grade 12) Diploma in record management/ Diploma in Administrations Must be between ages 18 – 35\* Be a South African citizen Must have no criminal record \*Applicants must be unemployed and never participated in

an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Assist in receiving and opening of mail from post office, opening of general files and personnel files and filing of files, Be able to distribute files to section

**ENQUIRIES** : Captain Phahlamohlaka, Tel no (012) 400 5400 (082 841 3497) Sgt JM Ramokgatla, Tel no: (012) 400 5515

**POST 37/116** : **INTERN: HUMAN RESOURCE MANAGEMENT**  
Maupa-Naga Building, Pretoria, Gauteng (1X Post) (Ref: 09/2017 PPS: HQ) PPS:  
Mthatha, Eastern Cape (1X Post) (Ref: 10/2017 PPS: EC) PPS:  
Western Cape (1X Post) (Ref: 11/2017 PPS: WC) PPS:  
Kwazulu Natal (1X Post) (Ref: 12/2017 PPS: KZN)

**DIVISION** : Presidential Protection Service

**SALARY** : R4000 to R7000 per month (12 months Stipend)

**CENTER** : HRM Section

**REQUIREMENTS** : Be in possession of a Matric (Grade 12) Diploma in record management/ Diploma in Administrations Must be between ages 18 – 35\* Be a South African citizen Must have no criminal record \*Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Handle administrative tasks regarding Human Resource Management

**ENQUIRIES** : Captain Phahlamohlaka, Tel no (012) 400 5400 (082 841 3497) Sgt JM Ramokgatla, Tel no: (012) 400 5515