

## SOUTH AFRICAN POLICE SERVICE

**NOTE** : **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. Applications 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. 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. Indicate the reference number and position you are applying for on your Internship Application Form. 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

## OTHER POSTS

**POST 01/35** : **GRAPHIC DESIGNER INTERN (2 POSTS) REF: MISP1/2017HRD AND ETDCDP1/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : ETD Operational Support  
**REQUIREMENTS** : Be in possession of a National Diploma/Degree in Graphic Designing or equivalent 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** : Establishing and maintain professional graphic support to the Division Human Resource Development Perform general administrative functions for the Section

Management Information & Strategic Planning Render assistance to events within the Division Human Resource Development

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/36** : **SOUND ENGINEERING INTERN (1 POST) REF: MISP2/2017HRD**  
Division: Human Resource Development: Head office Pretoria

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

**CENTER** : ETD Operational Support

**REQUIREMENTS** : Be in possession of a National Diploma/Degree in Music Technology/Arts or equivalent 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** : Manage and administration of technical audio-visual support service Manage the provision of support in the maintenance of audio-visual equipment's for events nationally and Division HRD Administer proper utilisation of resources allocated to the post environment

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/37** : **SOUND ENGINEERING INTERN REF: MISP2/2017HRD**  
Division: Human Resource Development: Head Office Pretoria

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

**CENTER** : ETD Operational Support

**REQUIREMENTS** : Be in possession of a National Diploma/Degree in Music Technology/Arts or equivalent 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** : Core Functions Manage and administration of technical audio-visual support service manage the provision of support in the maintenance of audio-visual equipment's for events nationally and Division HRD Administer proper utilisation of resources allocated to the post environment

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POSTN 01/38** : **EVENTS MANAGEMENT & STRATEGIC PLANNING INTERN REF: MISP3/2017HRD**  
Division: Human Resource Development: Head office Pretoria

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

**CENTER** : ETD Operational Support

**REQUIREMENTS** : Be in possession of a National Diploma/Degree in Event Management or equivalent 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** : Core Functions Organise in consultation with the events coordinator and the event planning committee Manage the provision of support in the maintenance of audio-visual equipment's for events nationally and Division HRD.Administer proper utilisation of resources allocated to the environment. Monitor and evaluate the Annual Performance Plan and handling of the monthly feedback and reports.

**ENQUIRIES** : Administration on the Training Administration System and related correspondence

**APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**CLOSING DATE** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**POST 01/39** : **DEMAND MANAGEMENT INTERN REF: AFM5/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

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

**CENTER** : ETD Operational Support

**REQUIREMENTS** : Be in possession of a National Diploma/Degree in Logistics or equivalent 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** : Core Functions Administer all current needs for equipment via resource plan Establish a database for all National Transversal Term contract and a specific period of contract. Conduct industry and commodity analysis in respective of required goods and services

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/40** : **DEMAND MANAGEMENT INTERN REF: AFM5/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

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

**CENTER** : ETD Operational Support

**REQUIREMENTS** : Be in possession of a National Diploma/Degree in Logistics or equivalent 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** : Core Functions Administer all current needs for equipment via resource plan Establish a database for all National Transversal Term contract and a specific period of contract. Conduct industry and commodity analysis in respective of required goods and services

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/41** : **SUPPLY CHAIN MANAGEMENT INTERN (2 POSTS) REF: AFM6/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

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

**CENTER** : ETD Operational Support

**REQUIREMENT** : Be in possession of a Senior Certificate/N6/National Diploma in Supply Chain Management / Computer Literacy or equivalent 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** : Core Functions Arrange all travelling and accommodation bookings for all Senior Management and personnel including external candidates administer the acquisition process for training academies and the Division Human Resource Development Ensure the maintenance of assets registered in respect of movable Government property

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/42** : **FINANCIAL MANAGEMENT INTERN REF: AFM7/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : ETD Operational Support  
**REQUIREMENTS** : Be in possession of a National Diploma/Degree Finance Accounting or equivalent 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** : Core Functions Manage the Training Provisioning Plan Administer functions regarding training intervention Capture allowances

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/43** : **FINANCIAL MANAGEMENT INTERN (2 POSTS) REF: AFM8/2017 HRD**  
Division: Human Resource Development: Head Office Pretoria

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : ETD Operational Support  
**REQUIREMENTS** : Be in possession of a Senior Certificate/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** : Core Functions Deal with claims and supplier payments coordinate telephone management Conduct Financial administration. Capture Sunday times

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/44** : **LABOUR RELATION INTERN REF: HRM9/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : ETD Operational Support  
**REQUIREMENTS** : Be in possession of a National Diploma/Degree Human Resources or equivalent 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** : Core Functions Manage effective labour engagement and collective agreements between the South African Police Service and recognised employee labour organisations Manage grievances brought for joint Grievance Resolution Team

and arrange dates for the sitting of the JGRT meetings. Facilitate advisory session to management regarding labour matters

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/45** : **HUMAN RESOURCE MANAGEMENT INTERN (2 POSTS) REF: HRM10/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : ETD Operational Support  
**REQUIREMENTS** : Be in possession of a National Diploma/Degree Human Resources or equivalent 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** : Core Functions Receive and register discipline files for the Division dealing with incoming and outgoing correspondence Complete SAPS 172 (b) for fines and suspension and capture information on Persal system Make photo copies, keeping the register up to date and handle telephone enquiries

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/46** : **ADMINISTRATION CLERK INTERN REF: CDS11/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : ETD Curriculum Development & Standards  
**REQUIREMENTS** : Be in possession of a National Diploma/Degree Human Resources or equivalent 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** : Core Functions Conduct administration of files maintaining of outgoing and incoming correspondence. Register and maintain the database dealing with telephone inquiries assist with the dairy of the Component head

**ENQUIRIES** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
**APPLICATIONS** : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/47** : **ADMINISTRATION CLERK INTERN (2 POSTS) REF: PS12/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : ETD Curriculum Development & Standards  
**REQUIREMENTS** : Be in possession of a Senior Certificate/ Computer Literacy/ Diploma Office Management or equivalent 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** : Core Functions To monitor the reproduction of assessment and answering of calls on Monitoring &Evaluation receiving and sending emails on Monitoring &Evaluation. Making Copies on Monitoring &Evaluation related documents. Filling of Monitoring &Evaluation documents

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/48** : **RESEARCH INTERN REF: RQM13/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
ETD Curriculum Development & Standards  
Be in possession of a Degree in Policing/Human Resource Management/Public Administration or equivalent 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** : Core Functions Provide administrative functions in the office of Research & Quality Management Monitor the implementation of the research project intents. Capture and update the database on the explicit policing knowledge assets and repository.

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/49** : **LANGUAGE PRACTITIONER INTERN REF: ETD CDP14/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
ETD Curriculum Development & Standards  
Be in possession of a Diploma/Degree in Language Practice or equivalent 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** : Core Functions Translate, edit, interpret and transcribe Learning Programmes Assist in administration and manage document in the office of the Head ETD Curriculum Development Policing.

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/50** : **ADMINISTRATION CLERK INTERN (9 POSTS) REF: SD13/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
ETD Curriculum Development & Standards  
Be in possession of a Senior Certificate/N6/National Office Management & Technology/Administration/ Public Admin or equivalent 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** : Core Functions Conduct administration of files maintain of outgoing and incoming correspondence Register and maintain the database dealing with telephone inquiries assist with the dairy of the office of the Section Head

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699 Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/51** : **SPORT MANAGEMENT INTERN REF: SRM14/2017 HRD**  
Division: Human Resource Development: Head office Pretoria

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Basic Police Development  
: Be in possession of a National Diploma/Degree Sports Management or equivalent 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 Core Functions\_\_form administration functions regarding physical fitness maintenance. Compile and consolidate reports Arrange and coordinate venues, accommodation and travelling for physical fitness maintenance\*Update and maintain administration filing systems, compile and consolidate reports

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699 Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/52** : **PROVISIONING ADMIN CLERK INTERN REF: BPD16/2017 HRD**  
Division\_Human Resource Development: Head office Pretoria

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Basic Police Development  
: Be in possession of a National Diploma/Degree Sports Management or equivalent 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** : Core Functions Perform administration functions regarding physical fitness maintenance. Compile and consolidate reports Arrange and coordinate venues, accommodation and travelling for physical fitness maintenance Update and maintain administration filing systems, compile and consolidate reports

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699 Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/53** : **ADMINISTRATION CLERK INTERN REF: BPD17/2017 HRD**  
Division\_Human Resource Development: Head office Pretoria

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
: Basic Police Development  
: Be in possession of a Senior Certificate/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** : Core Functions Perform administration functions within the Component Basic Policing Development Perform typing functions and compile reports Update and maintain administration filing systems.

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/54** : **SUPPLY CHAIN MANAGEMENT INTERN 28 POSTS**  
Division Human Resource Development: Academies

**SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
: SAPS Academy All Saints: Ref ISPD1/2017 HRD (2 posts)  
: SAPS Academy Arcadia: Ref ISPD2/2017 HRD (2 posts)  
: SAPS Academy Atteridgeville: Ref ISPD3/2017 HRD (2 posts)  
: SAPS Academy Benoni: Ref ISPD4/2017 HRD (2 posts)  
: SAPS Academy Chatsworth: Ref ISPD5/2017 HRD (2 posts)  
: SAPS Academy Graaff Reinet: Ref ISPD6/2017 HRD (2 posts)  
: SAPS Academy Hammanskraal: Ref ISPD7/2017 HRD (2 posts)  
: SAPS Academy Moloto: Ref ISPD8/2017 HRD (2 posts)  
: SAPS Academy Mankwe: Ref ISPD18/2017 HRD (2 posts)  
: SAPS Academy Rietondale: Ref ISPD9/2017 HRD (2 posts)  
: SAPS Academy Roodeplaat: Ref ISPD10/2017 HRD (2 posts)  
: SAPS Academy Thabong: Ref ISPD11/2017 HRD (2 posts)  
: SAPS Academy Thabazimbi: Ref ISPD12/2017 HRD (2 posts)  
: SAPS Academy Philip: Ref BPD13/2017 HRD (2 posts)

**REQUIREMENTS** : Be in possession of a National Diploma/Degree Logistics or equivalent 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** : Core Functions Render physical duties pertaining to supply chain management  
accounting Perform loss control related tasks render administrative duties pertaining to supply chain management MGP Ensure the maintenance of assets registered in respect of movable Government property

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/55** : **HOSPITALITY MANAGEMENT INTERN 28 POSTS**  
Division Human Resource Development: Academies

**SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
: SAPS Academy All Saints: Ref ISPD1/2017 HRD (2 posts)  
: SAPS Academy Arcadia: Ref ISPD2/2017 HRD (2 posts)  
: SAPS Academy Atteridgeville: Ref ISPD3/2017 HRD (2 posts)  
: SAPS Academy Benoni: Ref ISPD4/2017 HRD (2 posts)  
: SAPS Academy Chatsworth: Ref ISPD5/2017 HRD (2 posts)  
: SAPS Academy Graaff Reinet: Ref ISPD6/2017 HRD (2 posts)  
: SAPS Academy Hammanskraal: Ref ISPD7/2017 HRD (2 posts)  
: SAPS Academy Moloto: Ref ISPD8/2017 HRD (2 posts)  
: SAPS Academy Mankwe: Ref ISPD18/2017 HRD (2 posts)  
: SAPS Academy Rietondale: Ref ISPD9/2017 HRD (2 posts)  
: SAPS Academy Roodeplaat: Ref ISPD10/2017 HRD (2 posts)  
: SAPS Academy Thabong: Ref ISPD11/2017 HRD (2 posts)  
: SAPS Academy Thabazimbi: Ref ISPD12/2017 HRD (2 posts)  
: SAPS Academy Philip: Ref BPD13/2017 HRD (2 posts)

**REQUIREMENTS** : Be in possession Senior Certificate N6/ND Hospitality Management Computer Literacy or equivalent 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** : Core Functions Planning and preparation of food. \*Cleaning of the kitchen accessories and servicing of meals

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/56** : **MUSICIAN INTERN (3 POSTS) REF NUMBER CD19/2017 HRD**  
Division\_Human Resource Development

**SALARY CENTER REQUIREMENTS** : R4000 to R7000 per month (12 months Stipend)  
Basic Police Development  
Be in possession of a Senior Certificate/NQF 6/Diploma in Music or equivalent 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** : Core Functions perform as an individual on a primary and secondary instrument as a musician with a band or any other group.Participate in practising and rehearsals with a band or group maintain allocated instruments and equipment. Pack, load, unpack and unload musical instruments, equipment and sheet music comply with SAPS Directives

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/57** : **ADMINISTRATION CLERK INTERN 28 POSTS**  
Division\_Human Resource Development: Academies

**SALARY CENTER** : R4000 to R7000 per month (12 months Stipend)  
SAPS Academy All Saints: Ref ISPD1/2017 HRD (2 posts)  
SAPS Academy Arcadia: Ref ISPD2/2017 HRD (2 posts)  
SAPS Academy Atteridgeville: Ref ISPD3/2017 HRD (2 posts)  
SAPS Academy Benoni: Ref ISPD4/2017 HRD (2 posts)  
SAPS Academy Chatsworth: Ref ISPD5/2017 HRD (2 posts)  
SAPS Academy Graaff Reinet: Ref ISPD6/2017 HRD (2 posts)  
SAPS Academy Hammanskraal: Ref ISPD7/2017 HRD (2 posts)  
SAPS Academy Moloto: Ref ISPD8/2017 HRD (2 posts)  
SAPS Academy Mankwe: Ref ISPD18/2017 HRD (2 posts)  
SAPS Academy Rietondale: Ref ISPD9/2017 HRD (2 posts)  
SAPS Academy Roodeplaat: Ref ISPD10/2017 HRD (2 posts)  
SAPS Academy Thabong: Ref ISPD11/2017 HRD (2 posts)  
SAPS Academy Thabazimbi: Ref ISPD12/2017 HRD (2 posts)  
SAPS Academy Philip: Ref BPD13/2017 HRD (2 posts)

**REQUIREMENTS** : Be in possession of a Senior Certificate/N6/National Office Management & Technology/Administration/ Public Admin or equivalent 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** : Core Functions Conduct Administration of files maintain of outgoing and incoming correspondences Register and maintain the database dealing with telephone inquiries assist with the dairy of the office for Section Head Perform typing functions and compile reports.Update and maintain administration filling systems

**ENQUIRIES APPLICATIONS** : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699  
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE** : 12 January 2018 at 16:00.

**POST 01/58** : **COMMUNICATION INTERN REF: MI/01/2017**  
Division management Intervention

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Head Office, Pretoria, Gauteng  
**REQUIREMENTS** : Be in a possession of a Diploma/ Degree in Journalism/Public Relations. 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** : Core Functions Coordinate the rendering of excellent media coverage and relations building on core police functions of the SAPS Coordinate the establishment and maintenance of an international media network using existing mediums of communication. Administer the preparation and publishing of audio visual material. Ensure the provision of assistance and guidance to film, television institutions and social media platforms

**ENQUIRIES** : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246  
**APPLICATIONS** : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

**CLOSING DATE** : 12 January 2018

**POST 01/59** : **HUMAN RESOURCE UTILIZATION INTERN (2 POSTS) REF: MI/02/2017**  
Division Management Intervention

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Head Office, Pretoria, Gauteng  
**REQUIREMENTS** : Be in a possession of a Diploma or Degree in Human Resource Management, Labour Relations, Public Administration or Industrial or Organisational Psychology. 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** : Core Functions Coordinate and monitor the implementation of Performance Management functions within the Division.Administer and facilitate labour engagements and ensure the correct implementation of equity policies.

**ENQUIRIES** : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246  
**APPLICATIONS** : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

**CLOSING DATE** : 12 January 2018 at 16:00

**POST 01/60** : **PERSONNEL MANAGEMENT INTERN (4 POSTS) REF: MI/03/2017**  
Division\_Management Intervention

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Head Office, Pretoria, Gauteng  
**REQUIREMENTS** : Be in a possession of a Diploma or Degree in Human Resource Management, Labour Relations, Public Administration or Industrial or Organisational Psychology. 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** : Core Functions Administer all medical aid related matters within the Division.Administer Service terminations Administer Discipline related matters Administer absenteeism

**ENQUIRIES** : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246  
**APPLICATIONS** : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

**CLOSING DATE** : 12 January 2018 at 16:00

**POST 01/61** : **FINANCE AND ADMINISTRATION INTERN (2 POSTS) REF: MI/05/2017**  
 Division Management Intervention

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Head Office, Pretoria, Gauteng  
**REQUIREMENTS** : Be in a possession of a Diploma or Degree in Financial Management, Cost and Management Accounting or Public 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

**DUTIES** : Core Functions Manage budget, all itineraries and claims render financial administration support Maintain the station revenue fund and administer advances and claims.

**ENQUIRIES** : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246  
**APPLICATIONS** : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

**CLOSING DATE** : 12 January 2018 at 16:00

**POST 01/62** : **FINANCE AND ADMINISTRATION INTERN (2 POSTS) REF: MI/06/2017**  
 Division\_Management Intervention

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Head Office, Pretoria, Gauteng  
**REQUIREMENTS** : Be in a possession of a Diploma or Degree in Public Administration, Office Management or Records 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

**DUTIES** : Core Functions Organise and maintain a filing system Opening and closing of files\*Assist staff by keeping all personnel files and records up to date Maintain file register, draft letters and provide front desk customer services to internal staff

**ENQUIRIES** : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246  
**APPLICATIONS** : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

**CLOSING DATE** : 12 January 2018 at 16:00

**POST 01/63** : **ADMINISTRATIVE INTERN (1 POST) REF: MI/07/2017**  
 Division\_Management Intervention

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Provincial Office, Free State, Bloemfontein  
**REQUIREMENTS** : Be in a possession of a Diploma of Degree in Public Administration or Office 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

**DUTIES** : Core Functions Receive and record incoming and internal posts/correspondence Categorize and classify documents Dispatch and distribute post Provide a reference service for officially registered files and other documentation\*Attend and deal with telephone and other related enquiries\*Diarise/records and maintain bring forward system

**ENQUIRIES** : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246  
**APPLICATIONS** : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

**CLOSING DATE** : 12 January 2018 at 16:00

**POST 01/64** : **ADMINISTRATIVE INTERN (1 POST) REF: MI/08/2017**  
Division Management Intervention

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Provincial Office,Limpopo  
**REQUIREMENTS** : Be in a possession of a Diploma of Degree in Public Administration or Office 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

**DUTIES** : Core Functions Receive and record incoming and internal posts/correspondence Categorize and classify documents\*Dispatch and distribute post\*Provide a reference service for officially registered files and other documentation\*Attend and deal with telephone and other related enquiries Diarise/records and maintain bring forward system

**ENQUIRIES** : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246  
**APPLICATIONS** : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

**CLOSING DATE** : 12 January 2018 at 16:00

**POST 01/65** : **ADMINISTRATIVE INTERN (1 POST) REF: MI/09/2017**  
Division Management Intervention

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Eastern Cape,King Williams Town  
**REQUIREMENTS** : Be in a possession of a Diploma of Degree in Public Administration or Office 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

**DUTIES** : Core Functions Receive and record incoming and internal posts/correspondence Categorize and classify documents Dispatch and distribute post Provide a reference service for officially registered files and other documentation Attend and deal with telephone and other related enquiries Diarise/records and maintain bring forward system

**ENQUIRIES** : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246  
**APPLICATIONS** : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

**CLOSING DATE** : 12 January 2018 at 16:00

**POST 01/66** : **ADMINISTRATIVE INTERN (1 POST) REF: MI/10/2017**  
Division Management Intervention

**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTER** : Provincial Office Western Cape,Capetown  
**REQUIREMENTS** : Be in a possession of a Diploma of Degree in Public Administration or Office 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

**DUTIES** : Core Functions Receive and record incoming and internal posts/correspondence Categorize and classify documents Dispatch and distribute post Provide a reference service for officially registered files and other documentation Attend and deal with telephone and other related enquiries Diarise/records and maintain bring forward system

**ENQUIRIES** : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246  
**APPLICATIONS** : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

**CLOSING DATE** : 12 January 2018 at 16:00