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 an 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 of the programme.

OTHER POSTS

POST 01/35 : GRAPHIC DESIGNER INTERN (2 POSTS) REF: MISP1/2017HRD AND ETD CDP1/2017 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

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: MIS2/2017HRD
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: MIS2/2017HRD
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: MIS3/2017HRD
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. Administration on the Training Administration System and related correspondence

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 01/39:
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
REQUIREMENTS: 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 to 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 enquires

**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: 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 diary 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

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 01/48: RESEARCH INTERN REF: RQM13/2017 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 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: 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 01/49: LANGUAGE PRACTITIONER INTERN REF: ETDCDP14/2017 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 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: 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 01/50: ADMINISTRATION CLERK INTERN (9 POSTS) REF: SD13/2017 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/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 diary of the office of the Section 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 01/51

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

SALARY

R4000 to R7000 per month (12 months Stipend)

CENTER

Basic Police Development

REQUIREMENTS

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

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 01/52

PROVISIONING ADMIN CLERK INTERN REF: BPD16/2017 HRD
Division: Human Resource Development: Head office Pretoria

SALARY

R4000 to R7000 per month (12 months Stipend)

CENTER

Basic Police Development

REQUIREMENTS

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

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 01/53

ADMINISTRATION CLERK INTERN REF: BPD17/2017 HRD
Division: Human Resource Development: Head office Pretoria

SALARY

R4000 to R7000 per month (12 months Stipend)

CENTER

Basic Police Development

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 Perform administration functions within the Component Basic Policing Development Perform typing functions and compile reports Update and maintain administration filing systems.
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 01/54 : SUPPLY CHAIN MANAGEMENT INTERN 28 POSTS
Division Human Resource Development: Academies

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTER : 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 : 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 01/55 : HOSPITALITY MANAGEMENT INTERN 28 POSTS
Division Human Resource Development: Academies

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTER : 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: 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 01/56: MUSICIAN INTERN (3 POSTS) REF NUMBER CD19/2017 HRD

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

CENTER: Basic Police Development

REQUIREMENTS: 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: 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 01/57: ADMINISTRATION CLERK INTERN 28 POSTS

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

CENTER: 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 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 diary of the office for Section Head Perform typing functions and compile reports Update and maintain administration filling systems

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 01/58 : 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
<table>
<thead>
<tr>
<th>POST 01/61</th>
<th>FINANCE AND ADMINISTRATION INTERN (2 POSTS) REF: MI/05/2017</th>
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<tbody>
<tr>
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<td>SALARY</td>
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<td>Head Office, Pretoria, Gauteng</td>
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<td>REQUIREMENTS</td>
<td>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</td>
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<tr>
<td>DUTIES</td>
<td>Core Functions Manage budget, all itineraries and claims render financial administration support Maintain the station revenue fund and administer advances and claims.</td>
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<td>ENQUIRIES</td>
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<td>REQUIREMENTS</td>
<td>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</td>
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<tr>
<td>DUTIES</td>
<td>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</td>
</tr>
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<td>ENQUIRIES</td>
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<td>CENTER</td>
<td>Provincial Office, Free State, Bloemfontein</td>
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<td>REQUIREMENTS</td>
<td>Be in a possession of a Diploma of Degree in Public Administration or Office AdministrationMust 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</td>
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<td>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 enquirties Diarise/records and maintain bring forward system</td>
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<td>ADMINISTRATIVE INTERN (1 POST) REF: MI/08/2017</td>
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<td><strong>CENTER</strong> : Provincial Office,Limpopo</td>
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<td><strong>CENTER</strong> : Eastern Cape,King Williams Town</td>
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