

CIVIL SECRETARIATE FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Civilian Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment. The Civilian Secretariat for Police Service is offering an internship programme for the 2018/2019 financial year.

APPLICATIONS : Civilian Secretariat for Police Service, Private Bag X922, Pretoria. 0001 Or Hand Deliver at: 217 Pretorius Street, 7th Van Erkom Arcade Building, Pretoria, 0001
ENQUIRIES : Mr BK Shiphamele or Mr CL Magardie at (012) 393 4359/2500
CLOSING DATE : 09 March 2018
NOTE : Interested candidates should forward a completed Z83 Form obtained from any Public Service Department, accompanied by a detailed CV and certified copies of their ID and qualifications (Grade 12 Certificate and Diploma/Degree certificate) to the following address

OTHER POSTS

POST 08/01 : **STUDY FIELD: INTERNAL AUDIT (1) POSITION**
 Internship Programme 2018/2019

SALARY : The Programme will be for non-renewable period of 12 months. The Interns will receive a monthly stipend of R5353.77 per month
REQUIREMENTS : National Diploma/ Bcom Degree Auditing/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.
DUTIES : Execute approved audit procedures, Compile audit working papers, Perform general administrative duties
NOTE : Applicants whom underwent or currently on an internship programme will not be considered Due to a large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you not hear from us within a period of a month after the closing date, please accept that your application was unsuccessful. The successful candidate will be required to undergo security vetting/clearance and criminal record check.

POST 08/02 : **STUDY FIELD: RISK MANAGEMENT (1) POSITION**
 Internship Programme 2018/2019

SALARY : The Programme will be for non-renewable period of 12 months. The Interns will receive a monthly stipend of R5353.77 per month
REQUIREMENTS : National Diploma/Degree Risk Management/Commerce/Financial 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.
DUTIES : Coordinate risk management processes, Perform general administrative duties.
NOTE : Applicants whom underwent or currently on an internship programme will not be considered. Due to a large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you not hear from us within a period of a month after the closing date, please accept that your application was unsuccessful. The successful candidate will be required to undergo security vetting/clearance and criminal record check.