



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Gauteng Province**. The Graduate Recruitment Scheme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

Generic requirements:

- *Be a South African citizen
- *Must be in possession of National Senior Certificate or equivalent (NCV L4)
- *Must have no previous criminal conviction(s) or case(s) pending
- *Applicants must be unemployed, never employed in the field of the advertised post and never participated in an internship programme in the relevant field of the post
- *Applicants must be residents of the Province where the post is advertised
- *Applicants are restricted to applying for only three (3) posts and complete a separate application form for each post reference number.

Intern categories with minimum requirements:

Graduate Intern: Tertiary Qualification is required

Student Intern: Practical experience required by the Tertiary Institution for learners to finalise their qualification (**letter from the Institution not older than two (2) years must be attached**).

NB: STIPEND FOR EACH CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER: HUMAN RESOURCE DEVELOPMENT: SOUTH AFRICAN POLICE SERVICE.

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

PROVINCIAL LEVEL: GAUTENG

Post: Legal Administrative Intern (2 Posts)
Section: Legal Services
Location: PHO: Gauteng (Park town)

Ref No: GP INT 01/2024

Additional Requirements:

* Be in possession of a Four-year Bachelor of Laws / LLB recorded on the National Learner Record Database (NLRD) or at least an NQF 8 or higher level. Computer literacy will be an added advantage

Core Functions:

*Assist with: Provide legal assistance in preparing legal documents and correspondence. *Preparing and compiling documentary exhibits. *Conducting investigations on the facts of cases; Assist with research on legal matters. *Accompany legal officers during consultations. *General office administration. Organizing and managing files: filing of documents

Post: Motor Mechanic Intern (Petrol/Diesel Mechanic) (6 posts)
Section: Mechanical Services:
Location: Johannesburg Garage (2 Posts)
 Silverton Garage (2 Posts)
 Benoni Garage (2 Posts)

Ref Number: GP 02/2024
GP 03/2024
GP 04/2024

Additional Requirements:

*Be in possession of N2 in Motor Mechanic/Mechanical Engineering or N3 in Motor Mechanic/Mechanical Engineering/ NCV level 4 in Motor Mechanic, Diesel Mechanic/ Petrol Mechanic.

Core Functions:

*Perform quality and cost-effective repairs and maintenance of SAPS vehicles. Ensure a clean and safe working environment. Diagnose, strip, and determine the parts required for services and repairs. Complete the parts request list for the parts required per vehicle. Complete the job card with regards to work done and actual time taken. Ensure the safekeeping of tools and equipment. Comply with the Occupational Health and Safety Act (Act 83 of 1995).

Post: Graduate Administrative Intern (1 Post)

Section: Human Resource Development: Skills Development Facilitator

Location: PHO: Gauteng (Park town)

Ref No: GP INT 05/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma/ Degree in Computer Science, Informatics, Data Science, Data Analysis, or Information Systems recorded on the National Learner Record Database (NLRD) or at least an NQF 6 or higher level. Advanced level working on Excel spreadsheets will be an added advantage.

Core Functions:

*Assist with Ensuring the management of development, implementation, and maintenance of ETD Policies, Systems, and Standards in SAPS. *Ensure management of establishment and maintenance of in-service training and on-the-job skills development in the SAPS. *Assist with the administration of skills audit; Assist with the Administration of skills development projects Type documents and reports and take minutes. Assist with ad-hoc requests as and when necessary.

Post: Graduate Administrative Intern (19 Posts)

Section: Criminal Information Management and Analysis Centre: CIMAC

Location: Alexandra

Ref No: GP INT 06/2024

Honeydew

GP INT 07/2024

Mamelodi East

GP INT 08/2024

Eldorado Park

GP INT 09/2024

Ivory Park

GP INT 10/2024

Jeppe

GP INT 11/2024

De deur

GP INT 12/2024

Johannesburg Central

GP INT 13/2024

Temba

GP INT 14/2024

Daveyton

GP INT 15/2024

Diepsloot

GP INT 16/2024

Atteridgeville

GP INT 17/2024

Soshanguve

GP INT 18/2024

Hillbrow

GP INT 19/2024

Tembisa

GP INT 20/2024

Kagiso

GP INT 21/2024

Moroka

GP INT 22/2024

Randfontein

GP INT 23/2024

PTA Central

GP INT 24/2024

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Criminology / Policing / Forensic Science/ Social Sciences, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. Computer Literacy will be an added advantage.

Core Functions:

*Assist with studying the crimes around Station's precinct; studying the causes of crime around Station's precinct; Study the impact/effects of crime around the area; analyze the data to determine why the crime was committed and find ways to predict, detect and prevent further criminal behavior.

Post: Graduate Administrative Intern (6 Posts)
Section: Detectives
Location: Station/Unit
 Family Violence Children and Sexual Offence (2 Posts) Ref No: GP INT 25/2024
 KwaThema (2 Posts) GP INT 26/2024
 Tsakane (2 Posts) GP INT 27/2024

Additional Requirements:

* Be in possession of a three (3) year National Diploma / Degree in Public Administration / Business Administration / Administrative Management / Office Management and Technology, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level. Computer literacy will be an added advantage.

Core Functions:

Assist with docket administration.* Distribution of data information to various component heads.* Monitor and ensure data integrity of all mainframe systems at the Detective Service Centre

Post:	Graduate Administrative Intern (18 Posts)		
Section:	Visible Policing Social Crime Prevention		
Location:	Alexandra	Ref No:	GP INT 28/2024
	Temba		GP INT 29/2024
	Orange Farm		GP INT 30/2024
	Johannesburg Central		GP INT 31/2024
	Vereeniging		GP INT 32/2024
	PTA Central		GP INT 33/2024
	Randfontein		GP INT 34/2024
	Dobsonville		GP INT 35/2024
	Kagiso		GP INT 36/2024
	Tembisa		GP INT 37/2024
	Vosloorus		GP INT 38/2024
	Hillbrow		GP INT 39/2024
	Mamelodi East		GP INT 40/2024
	Moroka		GP INT 41/2024
	Jeppie		GP INT 42/2024
	Ivory Park		GP INT 43/2024
	Rietgat		GP INT 44/2024
	Eldorado Park		GP INT 45/2024

Additional Requirements:

Be in possession of a three (3) year National Diploma/Degree in Youth Development / Social Sciences /Human Resource Development/ Policing, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

Core Functions:

Assist in managing Youth Crime Prevention Programmes initiated by SAPS on School-Based Crime Prevention. Support the establishment of Youth Crime Prevention Desks. Compile information notes and project plans. Conduct station compliance visits and compile feedback reports. Consolidate monthly and quarterly reports.

Post:	Student Administrative Intern (7 Posts)		
Section:	Human Resource Management		
Location:	PHO Performance Management	Ref No:	GP INT 46/2024
	Benoni		: GP INT 47/2024
	Linden		GP INT 48/2024
	Diepsloot		GP INT 49/2024
	Boipatong		GP INT 50/2024
	Sebokeng		GP INT 51/2024
	PHO HRM: ERLCM		GP INT 52/2024

Additional Requirements:

*Be in possession of an applicable N6 certificate in Human Resource Management/ Public Administration. Need practical experience to finalize qualification. Must have a letter from the Institution of Higher Learning/TVET for experiential learning. Computer Literacy will be an added advantage.

Core Functions:

*Assist with handling and maintaining all HRM/administrative-related functions. Update leave registers and leave the system. Process leave applications. Maintain a filling system. Receive and register disciplinary and grievance inquiries. Maintain all HRM registers. Receive and process transfer applications. Assist with the PEP process and verify information on the Persal/Persap system. Assist with recruitment and selection processes. Process service termination and ill health documentation

Post: Assistant Librarian intern (1 Post)

Section: Provincial Office: Human Resource Development: Librarian

Location: PHO Gauteng (Parktown)

Ref Number: GP INT 53/2024

Additional Requirements:

Be in possession of a three (3) year National Diploma/Degree in Library and Information Science recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

Core Functions:

*Assist with: *manage the day-to-day functioning of the library; *Promote use of information through user education; Furnish reference, bibliographical, and reader's advisory services; *Perform in-depth strategic research and synthesize, analyse, edit, and filter information; Communicate positively, professionally effectively with patrons, *Updating of loose leaf publications; * Good understanding of Dewey Decimal Classification System.

GENERAL:

- Only the official Application Form for the Graduate Recruitment Scheme (**available on the SAPS website**) will be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- **The post particulars and reference number of the post must be correctly specified on the Application Form.**
- An updated Curriculum Vitae must be submitted together with the application form.
- **Uncertified copies of an applicant's ID document, National Senior Certificate and all post-school educational qualifications with a statement of results obtained must also be submitted and attached to every application.**
- No faxed or e-mailed applications will be considered.
- Applications must be posted/hand delivered timeously. Late applications will not be accepted or considered. The closing date for all applications is **2024-05-17**.
- All short-listed candidates will be subjected to fingerprint screening.
- All short-listed candidates will undergo a personal interview. Short-listed applicants may be subjected to vetting.
- Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
- Recommended candidates will be expected to sign a 12 months Internship Contract.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

Applications can be posted or hand delivered to:

PROVINCE	HRDC CENTRE	NAME	CONTACT DETAILS	PHYSICAL ADDRESS
Gauteng	Gauteng: Provincial Head Office	Col Mathabatha Lt Col Pillay SPO Mohlala W/O Baloyi	011 274 7477 011 274 7508 011 274 7507/7878/9171	16 Empire Road, Parktown, Johannesburg (Office no GE 004)
Gauteng	HRDC Westrand	Sgt Mahlobisa A/C Mokgorong	011 951 1198 011 951 1188	Commissioner St, Krugersdorp, Johannesburg, 2001
Gauteng	HRDC Pretoria	W/O LE Grange	012 320 3268	12 Loop Street next to Manhattan Hotel Destinatum Building, Pretoria
Gauteng	HRDC Springs	Capt Theron	011 365 5922	The Avenues Shopping Centre, 1 st Floor, 5 th Avenue Springs.
Gauteng	HRDC Benoni	Cst Taukobong	011 746 5717 011 746 5726	Kleinfontein Lake Office park, Cnr Lake Vieto Cres & Pioneer Drive, Benoni
Gauteng	HRDC Vaal Rand	A/C D Lehloo		Cnr Marriman & Edward Avenue, Vereeniging

We welcome applications from persons with disAbilities

