



The South African Police Service hereby invites unemployed graduates who conform to the requirements for participation in a twelve months' Graduate Recruitment Scheme internship programme at **Division: Human Resource Management**. The internship programme 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 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 apply 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 (Statement of results must be attached)

**NB: STIPEND FOR EACH CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER HUMAN RESOURCE DEVELOPMENT.**

**NATIONAL HEAD OFFICE: PRETORIA**

**Post** Registered Counsellor Intern (2 posts)  
**Section** Psychological Services  
**Location** Head Office

**Ref Number: HRM INT 1/2022**

**Additional Requirements:**

\* Be in possession of Honours/ Registered Counselling Degree in Psychology. \*Registered with the HPCSA as a Registered Counsellor/Psychometrist/Psychology.

**Core Functions:**

\*Render psychological evaluation and assessment services which include, among others.  
 \*Psychometric testing for entry level candidates, specialised units and assessment centres for SMS posts. \*Facilitate organisational diagnosis services, present Mental Health and other EHW programmes. \*Provide integrated EHW services, Organise/Facilitate Psychological Services and other integrated EHW projects and events. \*Render counselling and debriefing services. \*Render support and care services to SAPS members and their families.

**Post** Social Work Interns (2 posts)  
**Section** Social Work Services  
**Location** Head Office

**Ref Number: HRM INT 2/2022**

**Additional Requirements:**

\*Be in position of BA Social Work Degree and valid registration with the South African Council of Social Service Professions (SACSSP) and paid up fees for the 2022/2023 financial year. \*Computer literacy which include MS Word, MS Power Point will be an added advantage.

**Core Functions:**

\*Rendering comprehensive occupational social work services to the client system by means of Social Work Services' Proactively Interventions. \*Rendering comprehensive occupational social work services to the client system by means of Restorative Interventions. \*Render comprehensive

occupational social work services to the client system by means of application of Social Work Community Work Model. Comply with regard to governance, standards and Management Information.

**Post** Personnel Officer Intern  
**Section** Personnel Placement and Record  
**Location** Head Office

**Ref Number: HRM INT 3/2022**

**Additional Requirements:**

\*Be in possession of NQF 6 in Human Resource Management, recorded on the National learner Record database (NLRD) or higher level. \*Computer literacy will be an added advantage.

**Core Functions:**

\*Administer personnel data. \*Enhance personnel data integrity on PERSAL/PERSAP. \*Receive, validate and update personnel data for receiving personnel files related to Recruitment, Appointment and Adhoc request on PERSAL

**Post** Administration Intern  
**Section** Personnel Placement and Record  
**Location** Head Office

**Ref Number: HRM INT 4/2022**

**Additional Requirements:**

\*Be in possession of NQF 6 in Human Resource Management, recorded on the National learner Record database (NLRD) or higher level. \*Computer literacy will be an added advantage.

**Core Functions:**

\*Co-ordinate the administration of long term acting appointment. \*Co-ordinate human, physical and financial resources

**Post** Personnel Officer Intern  
**Section** Service Terminations Management  
**Location** Head Office

**Ref Number: HRM INT 5/2022**

**Additional Requirements:**

\*Be in possession of NQF 6 in Human Resource Management/Social science or Public Administration, recorded on the National learner Record database (NLRD) or higher level. \*Computer literacy will be an added advantage.

**Core Functions:**

\*Receive, screen and register exit documents on the post register system. \*Acknowledge receipt or reject exit documents on PERSAP 2.21(status 9). \*Request the stroke 1/files from Registry Prepare flimsy files to Finance Receive proceed letters and submit quality controlled Z102 checklists to supervisors for approval. \*Monitor cases on hand to ensure that cases do not lapse Update paid cases on PERSAP 2.21 Update rejected cases on PERSAP 2.21 Attend to enquiries Monitor and update status of cases with pension funds Monitor cases registered at station/unit and provincial/divisional. \*Monitor cases submitted to Finance Closing of files paid by pension funds

**Post** Personnel Officer Intern  
**Section** Absenteeism Management  
**Location** Head Office

**Ref Number: HRM INT 6/2022**

**Additional Requirements:**

\*Be in possession of NQF6 in Human Resource Management/Social science or Public Administration, recorded on the National learner Record database (NLRD) or higher level. \*Computer literacy will be an added advantage

**Core Functions:**

\*Receive, handle and capture temporary incapacity leave applications. \*Receive, check and capture all temporary incapacity leave applications. \*Handle enquiries and brought forwards. \*Handle pending incapacity leave applications. \*Request and collect files. \*Handle applications dealing discounting Handle applications for payment of unused leave. \*Handle arbitrations system errors

**Post**                    **Personnel Officer Intern**  
**Section**              **Ill Health Retirement**  
**Location**            **Head Office**

**Ref Number: HRM INT 7/2022**

**Requirements:**

\*Be in possession of NQF6 in Human Resource Management/Social science or Public Administration recorded on the National learner Record database (NLRD) or higher level. \*Computer literacy will be an added advantage

**Core Functions:**

\*Handle Ill Health Retirement applications. \*Render support service to Senior Management. \*Handle death boards

**Post**                    **Principal Personnel Office Intern**  
**Section**              **Occupational Incidents**  
**Location**            **Head Office**

**Ref Number: HRM INT 8/2022**

**Requirements:**

\*Be in possession of NQF6 in Human Resource Management/Social Science or Public Administration recorded on the National learner Record database (NLRD) or higher level. \*Computer literacy will be an added advantage.

**Core Functions:**

\*Administer and approve all injury and illness documents and control injury on duty claims of primary customer. \*Keep record of injury/illness documents and claims and render support service to senior management

**GENERAL:**

- Only the official application form for the Graduate Recruitment Scheme internship programme (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.**
- A Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID document, Senior Certificate and all post school educational qualifications obtained must also be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or e-mailed applications will be considered **\*only certificate of qualifications will be accepted, and not a statement of results.**
- All short-listed candidates will be subjected to fingerprint screening.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **2022-10-28.**

- If an applicant is short-listed, it can be expected of him/her to undergo a personal interview. Short-listed applicants may be subjected to security clearance.
- Correspondence will be conducted with successful interns only. If you have not been contacted within 2 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.
- A stipend will be paid according to proof of relevant qualification.
- Recommended candidate will be expected to sign a 12 month internship contract
- Graduate Recruitment Scheme Internship in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

**ENQUIRIES:**

Lt Col BP Maluleke Tel no: (012) 393 5055

Captain B Boshomane Tel no: (012) 393 4390

**APPLICATIONS POSTED:**

The Divisional Commissioner: Human Resource Management, Private Bag X94, Pretoria, 0001

**APPLICATIONS HAND DELIVERED:**

The Divisional Commissioner: Human Resource Management, 231 Wachthuis Building, Pretorius Street, Pretoria

**We welcome applications from persons with disAbilities** 