



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Component: Presidential Protection Service**. 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 field of the advertised post and never participated in an internship programme relevant to the field of the post;
- \*Applicants are restricted to apply for only three (3) posts and complete separate application forms 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 AND PROVINCIAL LEVEL**

**Post**                    **Financial Graduate Intern (6 Posts)**  
**Section**                **Finance and Administration**  
**Location**              **PPS: Pretoria HQ**

**Ref Number: PPS/HQ INT 01/2022**

**Additional Requirements:**

- \* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

- \*Assist with: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes.

**Post**                    **Administrative Graduate Intern**  
**Section**                **Human Resource Management**  
**Location**              **PPS Pretoria HQ**

**Ref Number: PPS/HQ INT 02/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour Law / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

**Post** Human Resource Development Intern  
**Section;** Skills Development PPS  
**Location** Pretoria Head office

**Ref Number PPS/HQ INT 03/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Education/Human Resource Development/Sports Management/ Sports Development and Management /Physical and Sports Coaching recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\*Assist in administrative duties to execute the Training Provisioning Plan of the Division, Assist in compiling and presenting workshops for generic soft skills needs in the Division, Assist with the monitoring of ETD practices in the Human resource Development section. \* General administration in HRD office.\*Assist with: Present Group fitness classes; Maintenance fitness program including summative assessments; General administration in fitness office.

**Post** Administrative Graduate Intern (4 Posts)  
**Section** Supply Chain Management  
**Location** PPS: Pretoria

**Ref Number: PPS/HQ INT 04/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\* Assist with: Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective; Administering the movable government property within the SAPS; Administering the state owned / leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS.

**Post** Financial Graduate Intern (2 Posts)  
**Section** Finance and Administration  
**Location** PPS: Cape Town

**Ref Number: PPS/CP INT 05/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes

**Post**                    **Administrative Graduate Intern (2 Posts)**  
**Section**                **Human Resource Management**  
**Location**              **PPS: Cape Town**

**Ref Number: PPS/CT INT 06/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour Law / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

**Post**                    **Administrative Graduate Intern (2 Posts)**  
**Section**                **Supply Chain Management**  
**Location**              **PPS: Cape Town**

**Ref Number: PPS/CT INT 07/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\* Assist with: Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective; Administering the movable government property within the SAPS; Administering the state owned / leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS.

**Post**                    **Financial Graduate Intern (2 Posts)**  
**Section**                **Finance and Administration**  
**Location**              **PPS: KwaZulu-Natal**

**Ref Number: PPS/KZN INT 08/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes

**Post**            **Administrative Graduate Intern**  
**Section**        **Human Resource Management**  
**Location**      **PPS: KwaZulu-Natal**

**Ref Number: PPS/KZN INT 09/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration/ Office Management and Technology / Labour Law / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

**Post**            **Administrative Graduate Intern (2 Posts)**  
**Section**        **Supply Chain Management**  
**Location**      **PPS: KwaZulu-Natal**

**Ref Number: PPS/KZN INT 10/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\* Assist with: Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective; Administering the movable government property within the SAPS; Administering the state owned / leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS.

**Post**            **Financial Graduate Intern**  
**Section**        **Finance and Administration**  
**Location**      **PPS: Mthatha**

**Ref Number: PPS/MTT INT 11/2022**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in B Com Accounting / Bachelors of Accounting Sciences in Financial Accounting / B Com in Financial Management / Business Administration / Business Management/ Cost Management and Accounting / Public Finance Management and Administration, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Administrative tasks regarding Finance Management; Verification of all allowances and capture on PERSAL; Processing of SAPOL claims on POLFIN; Distribution and receiving of telephone/cellular phones accounts to/from users; Creation of financial authorisation on POLFIN; Record keeping of all approved/disapproved financial application for audit purposes

**Post** Administrative Graduate Intern  
**Section** Human Resource Management  
**Location** PPS: Mthatha

**Ref Number: PPS/MTT INT 12/2022**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Human Resource Management / Public Administration and Management / Business Administration / Office Administration / Office Management and Technology / Labour Law / Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: Co-ordinate all HRM related matters; Administrative duties in terms of all Employee Relations and Life Cycle Management; Administrative duties in terms of Human Resource Utilization functions; Administrative duties in terms of Personnel Management duties.

**Post** Administrative Graduate Intern  
**Section** Supply Chain Management  
**Location** PPS: Mthatha

**Ref Number: PPS/MTT INT 13/2021**

**Additional Requirements:**

\*Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Fleet Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level or relevant qualification in the field of the post.

**Core Functions:**

\* Assist with: Administering the appropriate acquisition process within the section: SCM which is fair equitable, transparent, competitive and cost effective; Administering the movable government property within the SAPS; Administering the state owned / leased accommodation and facilities; Administering the vehicle fleet within PPS; Administering the losses and damages within PPS.

**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.
- Certified copies of an applicant's ID document, National Senior Certificate and all post school educational qualifications with statement of results obtained must also be submitted and attached to every application. Certified copies should not be older than 6 months. 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 **2022-10-28**
- 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:**

**1. ENQUIRIES: FOR HEAD OFFICE PRETORIA PRESIDENTIAL PROTECTION SERVICE**

Capt Phahlamohlaka: Tel no. (012) 400 5400 or 082 778 8657

Warrant Officer Kekana Tel no. (012) 400 5217

Warrant Officer Ralutanda Tel no. (012) 400 6387

**APPLICATIONS POSTED:**

Acting Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 272, Pretoria, 0001.

**(For attention Capt Phahlamohlaka)**

**APPLICATIONS HAND DELIVERED:**

Acting Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service,

**National Head Office: South African Police Service**

**03 Troy Street, Maupanaga Building Sunnyside Pretoria.**

**2. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE: CAPE TOWN OFFICE**

Lieutenant Colonel Fourie: Tel no. (021) 467 6444

**APPLICATIONS POSTED:**

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 1, Stalplein CAPE TOWN, 8015.

**(For attention Lt Col Fourie)**

**APPLICATIONS HAND DELIVERED:**

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service,

**Presidential Protection Service Cape Town: South African Police Service 121 Plein**

**Street, Garmor House 4<sup>th</sup> Floor CAPE TOWN.**

**3. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE: KWAZULU NATAL OFFICE**

Lieutenant Colonel Nchukana: Tel no. (031) 203 7329 Cell no (066) 303 9333

**APPLICATIONS POSTED:**

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, South African Police Service, Private Bag X 54306, DURBAN 4000.

**(For attention Lt Col Nchukana)**

**APPLICATIONS HAND DELIVERED:**

Sub-Section Commander: Skills Development Facilitator: Presidential Protection Service, **KZN:**

**South African Police Service**

**446 Vusi Mzimela Road Cato Manor**

**4058**

**4. ENQUIRIES: FOR PRESIDENTIAL PROTECTION SERVICE UMTATHA OFFICE**

**ACTING UNIT COMMANDER CAPT V MQANA 066 3039 321: 047 531 2373**

**POSTAL ADDRESS**

P. O BOX 7008

MTHATHA

5099

**HAND DELIVERED TO**

Cnr Leeds And Owen Street Botha Sigcawu Building

11<sup>th</sup> Floor Room 106

Umthatha

**We welcome applications from persons with disAbilities** 