



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **Division Human Resource Management**. 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 relevant to the field of the post;
- \*Applicants are restricted to applying for only three (3) positions and complete a separate application form for each post reference number.
- \*Applicants must be residents of the province where the post is advertised.

**Intern categories with minimum requirements:**

**Graduate Intern:** Tertiary Qualification is required (Statement of Results must be attached).

**Student Intern:** Practical experience required by the Tertiary Institution in order 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.**

**Post:** Interns -Registered Counsellor (2 posts)  
**Section:** Psychological Services  
**Location:** Head Office

**Ref Number: HRM INT 01/2024**

**Additional Requirements:**

\* Be in possession of Honours/ Registered Counselling Degree in Psychology, Registered with the HPCSA as a Registered Counsellor/ Psychometrics/Psychology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with: 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: Administrative Interns (2 posts)**  
**Section: Occupational Incident**  
**Location: Head Office (2 Posts)**

**Ref Number: HRM INT 02/2024**

**Additional Requirements:**

\*Be in a position of Diploma / Degree in Occupational Health and Safety/ Human Resource Management / Social Science or Industrial Psychology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

Assist with Controlling injury on duty claims of primary customer.\*Administer and approve all injury and illness documents. \*Keep records of injury/illness documents and claims. \*Render support services to senior management.

**Post: Administrative Interns (1 post)**  
**Section: Rewards System**  
**Location: Head Office**

**Ref Number: HRM INT 03/2024**

**Additional Requirements:**

\*Be in possession of Diploma / Degree in Human Resource Management/ Public Management / Social Science, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core Functions:**

\*Assist with administering Monetary and Non-Monetary Awards.\* Administer Long Service Recognition.\*Assist in preparing the National Excellence Awards.\*Assist in administering Loyal Service Medal

**Post: Administrative Intern (1 post)**  
**Section: Promotion Services**  
**Location: Head Office**

**Ref Number: HRM INT 04/2024**

**Additional Requirements:**

\*Be in position of Diploma / Degree in Human Resource Management / Social Science or Public Administration, 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 registering of files \* Co-ordinate human, physical and financial resources, \*receiving and despatching of files, \*Handling qualification applications,

**Post: Administrative Intern (1 post)**  
**Section: Senior Management Appointment**  
**Location: Head Office**

**Ref Number: HRM INT 5/2024**

**Additional Requirements:**

\*Be in possession of Diploma / Degree in Human Resource Management/Social Science or Public Administration, 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 receiving and registering applications for senior manager's posts,\*facilitate implementation process of newly appointed Senior Managers,\*filing of correspondence and dealing with telephonic enquiries.

**Post: Administrative Intern (2 posts)**  
**Section: Labour Management & Practices**  
**Location: Head Office**

**Ref Number: HRM 6/2024**

**Additional Requirements:**

\*Be in possession Diploma / Degree in Human Resource Management/ Labour Management or Public Administration, 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 the section with administration in terms of developing implementing and maintaining labour relations policy, \*assist in developing procedures of the SAPS organisational priorities \*handle complaints requests and enquiries from SAPS personnel relating to labour-related matters, \*assist in the development and maintenance of labour related database, \*Assist in doing research in the labour field and analyse labour data by applying the latest research methodology.

**Post: Administrative Intern (1 post)**  
**Section: Human Resource Planning & Optimisation**  
**Location: Head Office**

**Ref Number: HRM 7/2024**

**Additional Requirements:**

\*Be in possession Diploma/ Degree in Human Resource Management / Public Administration or Social Science

**Core Functions:**

Assist with developing, implementing & maintaining HR Utilisation templates,\*Monitor & evaluate the effective implementation of HR Utilisation,\*Monitor Personnel Utilisation and placement, \*Research & Develop HR Utilisation templates for Division, Components and Provinces.

**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.
- 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.

#### **ENQUIRIES:**

**Lt Col BP Maluleke Tel no: (012) 393 5055**  
**Captain B Boshomane Tel no: (012) 393 4390**  
**AC Phahlane Tel no: (012) 012 393 1632**

#### **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**

