



The South African Police Service hereby invites unemployed graduates who conform to the requirements for participation in a twelve (12) months' Workplace Integrated Learning (WIL) Internship in the **Divisions and Component**. The Workplace Integrated Learning (WIL) Internship 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 to the field of the post
- \*Applicants must be residents of the Provinces where the post is advertised
- \*Applicants are restricted to apply for only three (3) positions (complete separate application form for each post reference number)

Intern category with minimum requirements:

**Graduate Intern:** Tertiary Qualification is required

**NB: Stipend will be as determined by the Safety and Security Sector Education and Training Authority (SASSETA)**

The following posts are advertised for the consideration of the Workplace Integrated Learning (WIL): Internship Placements 2020/2021

**NATIONAL OFFICE: CORPORATE SUPPORT**

|                 |   |                             |
|-----------------|---|-----------------------------|
| <b>Post</b>     | <b>Human Resource Management Admin Intern (1 post)</b>  |                             |
| <b>Section</b>  | <b>Support Services (Risk and Integrity Management)</b> |                             |
| <b>Location</b> | <b>Head Office, Pretoria (Gauteng)</b>                  | <b>Ref: RIM WIL 01/2021</b> |

**Additional Requirements:**

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

**Core Functions:**

Assist handling and maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (2 posts)  
**Section** Support Service (SCM)  
**Location** Head Office, Pretoria (Gauteng)  
Corporate Communication and Liaison  
Risk and Integrity Management

Ref: CCL WIL 02/2021  
Ref: RIM WIL 03/2021

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

**Core Functions:**

Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services Finance (Risk and Integrity Management)  
**Location** Head Office, Pretoria (Gauteng)

Ref: RIM WIL 04/2021

**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 or relevant qualification in the field of the post.

**Core Functions:**

Assist with: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate; Verification of overtime claims; Ensuring the safekeeping of all transactions supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of financial losses; Safekeeping of Records; monthly telecom related matters; and where applicable, assist in standing advance office.

**DIVISIONAL LEVEL: DETECTIVE AND FORENSIC SERVICES**

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (HRM)  
**Location** Head Office, Detective Service, Pretoria (Gauteng)

Ref: DET WIL 01/2021

**Additional Requirements:**

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

**Core Functions:**

Assist handling an maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data

Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services Finance  
**Location** Head Office, Detective Service, Pretoria (Gauteng) **Ref: DET WIL 02/2021**

**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 or relevant qualification in the field of the post.

**Core Functions:**

Assist with: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate; Verification of overtime claims; Ensuring the safekeeping of all transactions supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of financial losses; Safekeeping of Records; monthly telecom related matters; and where applicable, assist in standing advance office.

**DIVISIONAL LEVEL: HUMAN RESOURCE DEVELOPMENT**

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Services (SCM)  
**Location** Head Office, Human Resource Development, Pretoria **Ref: HRD WIL 01/2021**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

**Core Functions:**

Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Service (HRM)  
**Location** Head Office, Human Resource Development, Pretoria **Ref: HRD WIL 02/2021**

**Additional Requirements:**

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

**Core Functions:**

Assist handling an maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data

Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Service (Finance)  
**Location** Head Office, Human Resource Development, Pretoria

**Ref: HRD WIL 03/2021**

**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 or relevant qualification in the field of the post.

**Core Functions:**

Assist with: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate; Verification of overtime claims; Ensuring the safekeeping of all transactions supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of financial losses; Safekeeping of Records; monthly telecom related matters; and where applicable, assist in standing advance office.

**DIVISIONAL LEVEL: TECHNOLOGY MANAGEMENT SERVICES**

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services (Finance)  
**Location** Head Office, TMS, Pretoria (Gauteng)

**Ref: TMS WIL 01/2021**

**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 or relevant qualification in the field of the post.

**Core Functions:**

Assist with: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate; Verification of overtime claims; Ensuring the safekeeping of all transactions supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of financial losses; Safekeeping of Records; monthly telecom related matters; and where applicable, assist in standing advance office.

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (HRM)  
**Location** Head Office, TMS, Pretoria (Gauteng)

**Ref: TMS WIL 02/2021**

**Additional Requirements:**

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

**Core Functions:**

Assist handling and maintaining all HRM related functions; Updating leave registers and leave system; Processing leave applications; Maintaining a filing system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Services (SCM)  
**Location** Head Office, TMS, Pretoria (Gauteng)

**Ref: TMS WIL 03/2021**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

**Core Functions:**

Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**DIVISIONAL LEVEL: CRIME INTELLIGENCE**

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Services (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: CI WIL 01/2021**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

**Core Functions:**

Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (HRM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: CI WIL 02/2021**

**Additional Requirements:**

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

**Core Functions:**

Assist handling and maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

#### **DIVISIONAL LEVEL: LEGAL AND POLICY SERVICES**

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Service (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: LPS WIL 01/2021**

#### **Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

#### **Core Functions:**

Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (HRM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: LPS WIL 02/2021**

#### **Additional Requirements:**

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

#### **Core Functions:**

Assist handling and maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Service Finance  
**Location** Head Office, Pretoria (Gauteng)

**Ref: LPS WIL 03/2021**

#### **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 or relevant qualification in the field of the post.

**Core Functions:**

Assist with: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate; Verification of overtime claims; Ensuring the safekeeping of all transactions supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of financial losses; Safekeeping of Records; monthly telecom related matters; and where applicable, assist in standing advance office.

**DIVISIONAL LEVEL: PROTECTION AND SECURITY SERVICES**

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (HRM)  
**Location** PSS Head Office (Maupa Naga), Pretoria (Gauteng) **Ref: PSS WIL 01/2021**

**Additional Requirements:**

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

**Core Functions:**

Assist handling an maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Service (Finance)  
**Location** Head Office (Maupa Naga), Pretoria (Gauteng) **Ref: PSS WIL 02/2021**

**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 or relevant qualification in the field of the post.

**Core Functions:**

Assist with: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate; Verification of overtime claims; Ensuring the safekeeping of all transactions supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of financial losses; Safekeeping of Records; monthly telecom related matters; and where applicable, assist in standing advance office.

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Service (SCM)  
**Location** Head Office (Maupa Naga), Pretoria (Gauteng) **Ref: PSS WIL 03/2021**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

**Core Functions:**

Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**DIVISIONAL LEVEL: VISIBLE POLICING AND OPERATIONS**

**Post** Human Resource Management Admin Intern (1 post)  
**Section** Support Services (HRM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: VPO WIL 01/2021**

**Additional Requirements:**

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

**Core Functions:**

Assist handling an maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Service (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: VPO WIL 02/2021**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

**Core Functions:**

Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (2 posts)  
**Section** Support Services: (Financial)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: VPO WIL 03/2021**

**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 or relevant qualification in the field of the post.



**Core Functions:**

Assist with: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate; Verification of overtime claims; Ensuring the safekeeping of all transactions supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of financial losses; Safekeeping of Records; monthly telecom related matters; and where applicable, assist in standing advance office.

**DIVISIONAL LEVEL: FINANCIAL MANAGEMENT SERVICES**

**Post** Supply Chain Management Admin Intern (2 posts)  
**Section** Support Services (SCM)  
**Location** Head Office, Pretoria (Gauteng)

Ref: FMS WIL 01/2021

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

**Core Functions:**

Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Service (Finance)  
**Location** Head Office, Pretoria (Gauteng)

Ref: FMS WIL 02/2021

**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 or relevant qualification in the field of the post.

**Core Functions:**

Assist with: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate; Verification of overtime claims; Ensuring the safekeeping of all transactions supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of financial losses; Safekeeping of Records; monthly telecom related matters; and where applicable, assist in standing advance office.

**DIVISIONAL LEVEL: INSPECTORATE**

**Post** Administrative Graduate Intern (1 post)  
**Section** Human Resource Management  
**Location** Head Office, Pretoria (Gauteng)

Ref: INS WIL 01/2021

**Additional Requirements:**

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

**Core Functions:**

Assist handling an maintaining all HRM related functions; Updating leave registers and leave system' Processing leave applications; Maintaining a filling system; Maintain all HRM registers; Receiving and processing transfer applications; Recruitment and selections process; Process Service terminations and ill health documentation of Data Integrity. Assist with typing of letters, memorandums, reports, making copies, faxing documents, taking minutes in meetings when requested.

**Post** Financial Management Services Admin Intern (1 post)  
**Section** Support Services (Finance)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: INS WIL 02/2021**

**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 or relevant qualification in the field of the post.

**Core Functions:**

Assist with: Registering correspondence and all related accounting transactions; Compiling monthly payroll certificate; Verification of overtime claims; Ensuring the safekeeping of all transactions supporting documents; Assisting in recovering departmental debts within SAPS; Budgeting and Expenditure; Administration of financial losses; Safekeeping of Records; monthly telecom related matters; and where applicable, assist in standing advance office.

**Post** Supply Chain Management Admin Intern (1 post)  
**Section** Support Services (SCM)  
**Location** Head Office, Pretoria (Gauteng)

**Ref: INS WIL 03/2021**

**Additional Requirements:**

\* Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level. *Computer literacy will be and added advantage.*

**Core Functions:**

Assist with Procurement and Acquisition of goods and Services within Supply Chain Management; Administer effective and efficient of all Movable Government Property; Administer effective coordination and maintenance of vehicle fleet management; Administer and control distribution and utilization of physical resources; Administering of all aspects of Facility Management including SAPS Buildings, Facilities, leases etc).

**GENERAL:**

- Only the official application form for the Workplace Integrated Learning (WIL) Internship (**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 indicated on the application form.**

- A Curriculum Vitae must be submitted together with the application form and **\*proof of residence**.
- Certified copies of an applicant's ID document, Senior Certificate and all post school educational qualifications obtained must also be submitted and attached to 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 **2021-11-30**
- 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 candidates will be expected to sign a 12 month internship contract.
- Workplace Integrated Learning (WIL) Internship in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

| PROVINCE/<br>DIVISION/<br>COMPONENT  | NAME  | CONTACT  | ADDRESS   |
|--|---|--|---|
| <b>HEAD OFFICE<br/>PRETORIA</b><br>Corporate Support<br><b>Post Numbers:</b><br><b>RIM 01/2021</b><br><b>CCL 02/2021</b><br><b>RIM 03/2021</b><br><b>RIM 04/2021</b> | Lieutenant<br>Colonel MS<br>Mmamadisha:<br>Warrant Officer<br>S Ndhlovu;<br>PO MP Kgaloshi<br>PO T<br>Nkunkwana | (012) 393 4091<br>(012) 393 4500<br>(012) 393 3213<br>(012) 393 4298 | <b>Street address</b><br>The Section Head: Corporate Support, National Head Office:<br>South African Police Service Opera Plaza – Annex Building:<br>Pretorius Street, Pretoria.<br><br><b>Postal Address:</b><br>The Section Head: Corporate Support, South African Police<br>Service, Private Bag X 94, Pretoria, 0001.<br>For Attention: Lt Col Mmamadisha |
| <b>HEAD OFFICE<br/>PRETORIA</b> Detective<br>Services, Pretoria,<br><b>Post Numbers:</b><br><b>DET 01/2021</b><br><b>DET 02/2021</b>                                 | PO Kgwedi<br>PO Lehapana  | (012)393 1277<br>(012)393 1968                                       | <b>Street address:</b><br>239 Francis Baard Street<br>Pretoria<br><br><b>Postal Address:</b><br>Detective and Forensic Services<br>Private Bag X 302, Pretoria, 0001<br>For Attention: Lt Col Chauke  |
| <b>HEAD OFFICE<br/>PRETORIA</b> Crime<br>Intelligence<br><b>Post Numbers:</b><br><b>CI 01/2021</b><br><b>CI 02/2021</b>  | Lt. Col Y.<br>Niemann<br>AC M Motau,  | (012) 360 1346<br>(012) 360 1458                                     | <b>Street address:</b><br>463 Prieska Street, Erasmuskloof, Pretoria, 0153 (For the<br>attention of Lt. Col. Niemann)<br><br><b>Postal Address:</b><br>The Divisional Commissioner: Crime Intelligence, Human<br>Resource Management, Private Bag X301, Pretoria, 0001<br>For Attention of Lt. Col. Niemann)  |
| <b>HEAD OFFICE<br/>PRETORIA</b> Human<br>Resource<br>Development<br><b>Post Numbers:</b><br><b>HRD 01/2021</b><br><b>HRD 02/2021</b><br><b>HRD 03/2021</b>           | Colonel BM<br>Pitso:<br>PO BM Mmekoa  | (012) 334 3791<br>(012) 334 3695                                     | <b>Street address</b><br>429 Helen Joseph Street<br>Shorburg Building<br>Arcadia<br><br><b>Postal Address:</b><br>Private Bag X 177<br>Pretoria<br>0001   |
| <b>HEAD OFFICE<br/>PRETORIA</b> Visible<br>Policing and  | Captain Maloka  | (012) 421 8017   | <b>Street address</b><br>540 Pretorius Street, Arcadia Pretoria   |

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|--|--|--|---|
| Operations<br><b>Post Numbers:</b><br>VPO 01/2021<br>VPO 02/2021<br>VPO 03/2021  |  |  | <b>Postal Address:</b><br>South African Police Service, Private Bag x12, Arcadia, 0007<br><br>For attention Captain Maloka  |
| <b>HEAD OFFICE PRETORIA</b><br>Inspectorate<br><b>Post Numbers:</b><br>INS 01/2021<br>INS 02/2021<br>INS 03/2021                     | Lieutenant Colonel J Esterhuizen<br>AC GS<br>Nicodemus             | 012 393 3246<br>012 393 3534                       | <b>Street address</b><br>The Divisional Commissioner Inspectorate Private Box x94 Pretoria 0001<br><br><b>Postal Address:</b><br>Division: Inspectorate Opera Plaza Building, 3rd floor, Room 323/324<br>For Attention: Lt Col Esterhuizen  |
| <b>HEAD OFFICE PRETORIA</b> Financial Management Services<br><b>Post Numbers:</b><br>FMS 01/2021<br>FMS 02/2021                      | Lieutenant Colonel E Mpembe:<br>PO NB<br>Shirindza<br>PO BA Malesa | (012) 393 2894<br>(012) 393 1620<br>(012) 393 2273 | <b>Street address</b><br>SAPS Head Office, Wachthuis, 231 Pretorius Street (Thibault Arcade), Pretoria<br><br><b>Postal Address:</b><br>Division: Financial Management Services Lieutenant Colonel E Mpembe Private Bag X94 Pretoria 0001<br>For Attention: Lt Col Mpembe                                   |
| <b>HEAD OFFICE PRETORIA</b> Legal and Policy Services<br><b>Post Numbers:</b><br>LPS 01/2021<br>LPS 02/2021<br>LPS 03/2021           | Colonel Roos<br>Chief Personnel Officer<br>Mashiane                | (012) 393-7002<br>(012) 393-7172                   | <b>Street address</b><br>255 Presidia Building, Paul Kruger & Pretorius Street; Pretoria<br>For Attention: Col Roos   |
| <b>HEAD OFFICE PRETORIA</b><br>Technology Management Services<br><b>Post Numbers:</b><br>TMS 01/2021<br>TMS 02/2021<br>TMS 03/2021   | Lieutenant Colonel RM Arries:<br>Captain MA Khoza                  | (012) 432 8886<br>(012) 432 7773                   | <b>Street address</b><br>Office No. PPS 138/147, Tulbach Park Building<br>Corner of Stanza Bopape (Church) and Jan Shoba (Duncan) Streets<br>Hatfield, Pretoria<br><br><b>Postal Address:</b><br>Division: Technology Management Services, Private Bag X22, Hatfield, 0028.<br>For Attention: Lt Col Arries |
| <b>HEAD OFFICE PRETORIA</b><br>Protection and Security Services<br><b>Post Numbers:</b><br>PSS 01/2021<br>PSS 02/2021<br>PSS 03/2021 | Col HJ Gerber<br>Capt M Erasmus<br>AC A Mlangeni,                  | (012) 400 5669<br>(012) 400 6457<br>(012) 400 6331 | <b>Street address</b><br>Maupa Naga Building c/o Park and Troye Street<br>Pretoria Sunnyside<br><br><b>Postal Address:</b><br>Private Bag X784<br>Pretoria<br>0001<br>For Attention: Col Gerber   |

We welcome applications from persons with disAbilities 