

SAPS Limpopo Employment Opportunities

Location: Limpopo

South African Police Service South African Police Service The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve – month internship programme. The internship programme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.



Generic requirements:

- Must be between ages 18 – 35
- Be a South African citizen
- Must be in possession of Senior Certificate (Grade 12) or equivalent qualification
- Must have no criminal record (s)
- Applicants must be unemployed and never participated in an internship programme previously
- Applicants must be residents of the province where the post is advertised (proof of residential address to be attached)
- Applicants are restricted to apply for 3 positions only (to complete an application for each Ref Number)

Intern categories:

- Graduate Intern: Tertiary Qualification is required
- Student Intern: Need practical experience in order to finalise qualification
- Matric Intern: Senior Certificate (Grade 12) no tertiary qualification is required.

NB: Stipend for each category will be as determined by the National Commissioner: South African Police Service

Post: ADMINISTRATIVE INTERN (1 2 posts) Section: Financial Management

- SAPS Polokwane INT / 01 / LIM / 2017
- SAPS Groblersdal INT / 02 / LIM / 2017
 - SAPS Tubatse INT / 03 / LIM / 2017
- SAPS Sekhukhene INT / 04 / LIM / 2017
 - SAPS Maleboho INT / 05 / LIM / 2017
 - SAPS Lephallale INT / 06 / LIM / 2017
- SAPS Bela – Bela INT / 07 / LIM / 2017
- SAPS Thabazimbi INT / 08 / LIM / 2017
- SAPS Mahwelereng INT / 09 / LIM / 2017
 - SAPS Tzaneen INT / 10 / LIM / 2017
 - SAPS Bolobedu INT / 11 / LIM / 2017
 - SAPS Mphephu INT / 12 / LIM / 2017

Additional Requirements: Possession of a NQF 6 Diploma / Degree in either Financial Management or Accounting

Core Functions:

- Administration and maintain financial related tasks as well as specific duties such as;
 - Administer overtime remuneration and night shift allowance.
 - Administer losses of state money and face value forms.
 - Monitor telephone accounts and payments.
 - Administer cash received and issue receipts.
 - Compile monthly and quarterly reports.
 - Verification of order forms and invoices.
 - Process claims and standing advances.

ADMINISTRATIVE INTERN (2 post s)Section: Financial Management

- Location: Polokwane Provincial Office INT / 13 / LIM / 2017

- SAPS Giyani INT / 14 / LIM / 2017 2

Additional Requirements: Need practical experience in order to finalize qualification. (Student Intern)

Core Functions:

- Administration and maintain financial related tasks as well as specific duties such as;
- Administer overtime remuneration and night shift allowance.
 - Monitor telephone accounts and payments.
 - Administer cash received and issue receipts.
 - Compile monthly and quarterly reports.
 - Verification of order forms and invoices.
 - Process claims and standing advances.

ADMINISTRATIVE INTERN (1 post)Section: Financial Management

Location: SAPS Dennilton INT / 15 / LIM / 2017

Additional Requirements: No additional requirements. (Must meet the generic requirements) (Matriculated Intern)

Core Functions:

- Administration and maintain financial related tasks as well as specific duties such as;
- Administer overtime remuneration and night shift allowance.
 - Monitor telephone accounts and payments.
 - Administer cash received and issue receipts.
 - Compile monthly and quarterly reports.
 - Verification of order forms and invoices.
 - Process claims and standing advances.

ADMINISTRATIVE INTERN (1 0 posts)Section: Support service
– Human Resource Management

- Location: SAPS Giyani INT / 16 / LIM / 2017
- SAPS Polokwane Provincial Personnel Service INT / 17 / LIM / 2017
- SAPS Polokwane Provincial Human Resource Utilization INT / 18 / LIM / 2017
- SAPS Polokwane Provincial Human Resource Development INT / 19 / LIM / 2017
 - Groblersdal INT / 20 / LIM / 2017
 - SAPS Mecklenburg INT / 21 / LIM / 2017
 - SAPS Mahwelereng INT / 22 / LIM / 2017
 - SAPS Tzaneen INT23 / LIM / 2017
 - SAPS Phalaborwa INT / 24 / LIM / 2017
 - Lebowakgomo HRD INT / 25 / LIM / 2017

Additional Requirements: Be in possession of a NQF 6 Diploma / Degree in the field of Human Resource Management or any related qualification.

Core Functions:

- Administration of human resource functions which include general personnel duties as well as specific personnel duties such as;
- Capture PEP information for the purpose of compliance by employees .
 - Process and finalize leave applications.
 - Maintain statistic data and submit HR report.
 - Manage development and training needs of employees.
 - Maintain personnel files.
 - Typing letters, reports and minutes.

ADMINISTRATIVE INTERN (8 posts)Section: Support service –
Human Resource Management

- SAPS Giyani INT / 26 / LIM / 2017
- SAPS Tubatse INT / 27 / LIM / 2017
- SAPS Marble Hall INT / 28 / LIM / 2017
- SAPS Bela – Bela INT / 29 / LIM / 2017
- SAPS Thabazimbi INT / 30 / LIM / 2017
 - SAPS Levubu INT / 31 / LIM / 2017
 - SAPS Morebeng INT / 32 / LIM / 2017

Additional Requirements: Need practical experience in order to finalize qualification. (Student Intern)

Core Functions:

- Administration of human resource functions which include general personnel duties as well as specific personnel duties such as;
- Capture PEP information for the purpose of compliance by employee.
 - Process and finalize leave applications.
 - Manage development and training needs of employees.
 - Maintain personnel files.
 - Typing letters, reports and minutes.

ADMINISTRATIVE INTERN (7 posts)Section: Support service –
Human Resource Management

- SAPS Rakgoadi INT / 33 / LIM / 2017
- SAPS Tom Burke INT / 34 / LIM / 2017
 - SAPS Tolwe INT / 35 / LIM / 2017
 - SAPS Ritavi INT / 36 / LIM / 2017
- SAPS Hoedspruit INT / 37 / LIM / 2017
- SAPS M alamulel e INT / 38 / LIM / 2017
- SAPS Namakgale INT / 39 / LIM / 2017

Additional Requirements: No additional requirements. (Must meet the generic requirements) (Matriculated Intern)

Core Functions:

- Administration of human resource functions which include general personnel duties as well as specific personnel duties such as;
- Capture PEP information for the purpose of compliance by employee.
 - Process and finalize leave applications.
 - Maintain statistic data and submit HR report.
- Manage development and training needs of employees.
 - Typing letters, reports and minutes.

ADMINISTRATIVE INTERN (2 posts)Section: Supply Chain Management

Location: Polokwane Provincial Office INT / 40 / LIM / 2017

Additional Requirements: Possession of a NQF 6 Diploma / Degree in Supply Chain Management or any related study field.

Core Functions:

- Administration and maintain procurement related tasks as well as specific duties such as;
- Physical inspections of movable government property assets
 - Receive and record procurement applications . 4
 - Review and submit procurement applications for approval.
 - Certification of assets on PAS.
 - Updating of room inventories on PAS System .
 - Completion and verification of source documents.
 - Fleet management.

ADMINISTRATIVE INTERN (2 posts)Section: Supply Chain Management

• Location: SAPS Giyani INT / 41 / LIM / 2017

• Polokwane Provincial Public Order Policing INT / 42 / LIM / 2017

Additional Requirements: No additional requirements. (Must meet the generic requirements) (Matriculated Intern)

Core Functions:

- Administration and maintain procurement related tasks as well as specific duties such as;
- Physical inspections of movable government property assets.
 - Receive and record procurement applications.
 - Review and submit procurement applications for approval.
 - Certification of assets on PAS.
 - Updating of room inventories on PAS System.
 - Completion and verification of source documents.
 - Fleet management.

ADMINISTRATIVE INTERN (1 post)Section: Corporate
Communication

Location: Polokwane Provincial Office. RRef: INT / 43 / LIM /
2017

Additional Requirements: Need practical experience in order
to finalize qualification. (Student Intern)

Core Functions:

- Administration of corporate communication functions and
administration functions and duties such as;
- Distribute SAPS Journal to Provincial Components, Units and
Stations.
- Monitoring media and compiling media scans daily.
 - Marketing of department during events.
 - Liaise with media on burning issues.
 - Taking of minutes.

ADMINISTRATIVE INTERN (3 posts)Section: Organisational
Development

Location: Polokwane Provincial Office Ref: INT / 44 / LIM /
2017

Additional Requirements: Possession of a NQF 6 Diploma /
Degree in Management Service, Operation Management or
Information technology, Strategic Management, Risk Management
or any other related study.

Core Functions:

- Administer fixed establishment of all institution within
the Province.
 - Administer post allocated to the Province .
 - Administer post structure on PERSAL (SAPS 495's)
- Administer the presentation and implementation of approved
investigations.
 - Ensure proper analysis of work process and work
environment.
- Institutionalize the efficiency index system (EIS) with
the Province.
- Institutionalize the Theoretical Human Resource Requirement
(THRR) for Police Stations within the province. 5
 - Facilitate strategic planning and SDI.
- Monitor and evaluate the implementation of the Provincial
Operational Plan.
 - Coordinate the development and implementation of risk
management.
- Facilitation of programme and projects in the Province.

GENERAL:

- Only the official [application form](#) for the internship
programme (available on DPSA website and at SAPS
Official 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 reference number of the post must be correctly
specified on the application form.
- A Curriculum Vitae must be submitted together with the

application form. 6

- 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.
- Applicants will be subjected to fingerprint screening and reference checking .
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is 24 November 2017 at 16: 00.
- If a n 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 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.
- A stipend will be paid according to proof of relevant qualification.
- Internship program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 month internship contract.

Closing Date: 24 November 2017