



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at the **Office of the National Commissioner: Corporate Support**. 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 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).

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

NATIONAL LEVEL: HEAD OFFICE

The following posts are advertised for consideration in terms of the Graduate Recruitment Scheme into the South African Police Service.

OFFICE OF THE NATIONAL COMMISSIONER: CORPORATE SUPPORT

Post : Administrative Intern (1 Post)
Section : Demand Management: Supply Chain Management
Location : Head Office, Pretoria
Ref Number : CS INT 01/2025

Additional Requirements:

*Be in possession of a 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.

Core Functions: *Assist with: *Conduct market research on items per commodity to be procured; *Obtaining suppliers from Treasury's Centralized Supplier Database (CSD); *Verification of applications for completeness and correctness.

Post : Finance Administrative Intern (1 Post)
Section : Finance and Administration Services
Location : Head Office, Pretoria
Ref Number : CS INT 02/2025

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Accounting / 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: *General administration; *Registering correspondence and all related accounting transactions; *Compiling monthly payroll certificates *Assisting in verification of overtime claims; *Safekeeping and proper management of face value book; *Ensuring the safekeeping of all transactions supporting documents; *Recovering departmental debts within SAPS; *Budgeting and Expenditure; *Administration of landline, *3G and landline telephone accounts including TMS; *Administration of losses.

COMPONENT: CORPORATE COMMUNICATION AND LIAISON

Post : English Language Practitioner Intern (1 post)
Section : Internal Communication
Location : Head Office, Pretoria
Ref Number : CCL INT 01/2025

Additional Post Requirements:

*Be in possession of a three (3) year Diploma or Degree (accredited by SAQA on NQF level 6 or higher) in Communications / Journalism / and English level 3 language proficiency, *Ability to generate creative ideas, coupled with sound editorial judgement; *MS-Office Suite (Word, Excel, PowerPoint, Outlook).

Core Functions:

*Assist with: *Translation of documents from Languages into English and vice versa; *Editing and proofreading of English documents; *Interpreting from Afrikaans into English and vice versa; *Transcribing of information recorded in Languages and English only and the development of Languages and English terminology list.

Post : IsiZulu Language Practitioner Intern (1 Post)
Section : Internal Communication
Location : Head Office, Pretoria
Ref Number : CCL INT 02/2025

Additional Post Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Language Practice / Applied Linguistics, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Translation of documents from English into IsiZulu and vice versa; *Editing and proofreading of IsiZulu documents; *Interpreting from IsiZulu into English and vice versa; *Transcribing of information recorded in IsiZulu and English only and the development of IsiZulu and English terminology list.

Post : Marketing & Advertising Intern (1 Post)
Section : Marketing and Stakeholder Relations
Location : Head Office, Pretoria
Ref Number : CCL INT 03/2025

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Communication Science, Marketing and Advertising, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Various media schedules of events through Government Communication Information Systems (GCIS); *Be able to liaise and communicate with GCIS for the upcoming events; *To assist in the management of marketing operations under the supervision of a marketing manager; *To prepare proposals, hosting events and researching marketing trends within SAPS; *Be able to operate with other aspects of the department such as protocol and events; *Be willing to travel and work under pressure.

Post : Camera Operator (1 Post)
Section : Publication and Broadcast Communication
Location : Head Office, Pretoria, Gauteng
Ref Number : CCL INT 04/2025

Additional Requirements:

Be in possession of a Diploma / Degree in Video Production/ Film Production, Multimedia Production, Communication, Media, Screen Arts or related, and must be recorded on the National Learner Record Database (NLRD) at least at an NQF 6 or higher level.

Core Functions:

*Operate video camera and related equipment to produce video collateral for broadcast purposes; *Maintain camera and related equipment and perform production administrative duties; *Record video and audio material for SAPS events, special projects, and inserts, as well as the planning and development of the visual presentation of the inserts; *Creatively film SAPS events and record audio material to be edited and packaged for broadcasts; *Filming live events using the SAPS live broadcast equipment; *A keen eye for detail and storytelling; *Strong work ethic and willingness to learn in a fast-paced environment; *Ensuring steady and controlled camera movements while filming live events as per broadcast standards and guidelines; *Ensure the camera and other broadcasting equipment are set up in a timely manner.

Post : Video Editor (1 Post)
Section : Publication and Broadcast Communication
Location : Head Office, Pretoria, Gauteng
Ref Number : CCL INT 05/2025

Additional Requirements:

Be in possession of a Diploma / Degree in Video Production/ Film Production/ Multimedia Production/ Communication Science/ Digital Media Production/ Screen Production/ Motion Arts or related and must be recorded on the National Learner Record Database (NLRD) at least at an NQF 6 or higher level.

Core Functions:

*Edit videos for SAPS social media platforms and other marketing projects to a high standard; *Work with internal and external stakeholders to manage projects to a high standard, always adhering to broadcast team workflows and processes; *Undertake basic animation and motion graphics tasks at a high level; *Colour correction and grading images and videos, conforming to broadcast and film standards and guidelines; *Sourcing music tracks from the library and

sound mixing edits, creating well-mastered tracks across multiple layers; *Ensuring all content is produced within SAPS brand guidelines and in keeping with the tone of SAPS; *Proficient in **Adobe Creative Cloud**, especially **Premiere Pro**, **After Effects**, **Audition** and **Photoshop**; *Operate video camera and related equipment to produce video collateral for broadcast purposes; *Maintain camera and related equipment, and perform production administrative duties; *Record video and audio material for SAPS events and other special projects and inserts, and include the planning and development of the visual presentation of the inserts; *A keen eye for detail and storytelling; *Strong work ethic and willingness to learn in a fast-paced environment.

Post : Film and Television Intern- Scriptwriter or Producer (1 Post)
Section : Publication and Broadcast Communication
Location : Head Office, Pretoria
Ref Number : CCL INT 06/2025

Additional Requirements:

Be in possession of a three (3) year National Diploma / Degree in Film and Television studies / Film Production / Film and Media Productions: Digital media and Informatics Stream / Film and Media Production – Screen Production/ Motion Art, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with shooting requests from production companies; *Liaise with production companies regarding the progress and or outcome of their request; *Ensure that members requested to assist with shoots are informed of the shooting schedule; *Keep and maintain a register of requests versus shoots; *Always ensure at shoots that SAPS Standards and procedures are strictly adhered to; *Monitor television programmes where SAPS is projected in storylines; *Administrative support duties.

Post : Film and Television Intern- Scriptwriter or Producer (1 Post)
Section : Publication and Broadcast Communication
Location : Head Office, Pretoria
Ref Number : CCL INT 07/2025

Additional Requirements:

Be in possession of a three (3) year National Diploma / Degree in Film and Television studies / Film Production / Film and Media Productions: Digital media and Informatics Stream / Film and Media Production – Screen Production/ Motion Art, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with shooting requests from production companies; *Assist with script breakdown; *Liaise with production companies regarding the progress and or outcome of their request; *Ensure that members requested to assist with shoots are informed of the shooting schedule; *Keep and maintain a register of requests versus shoots; *Always ensure at shoots that SAPS Standards and procedures are strictly adhered to; *Monitor television programmes where SAPS is projected in storylines; *Administrative support duties.

Post : Photographer Intern (1 Post)

Section : Publication and Broadcast Communication
Location : Head Office, Pretoria, Gauteng
Ref Number : CCL INT 08/2025

Additional Requirements:

Be in possession of a National Diploma / Degree in Photography, recorded on the National Learner Record Database (NLRD) at least at an NQF 6 or higher level.

Core Functions:

*Provide visual material for publication in the printed and electronic media platforms; *Take photographs for the SAPS Magazine and POLICE Online; *Maintain an electronic photo Library for research for SAPS Magazine; *Maintain and inspect camera equipment for the SAPS Magazine.

COMPONENT: RESEARCH

Post : Assistant Research Intern (3 Posts)
Component : Research
Location : Head Office, Pretoria
Ref Number : RS INT 01/2025

Additional Requirements:

*Be in possession of a B-Tech / Honours Degree in the field of Law Enforcement / Psychology / Industrial Psychology / Organisational Behaviour / Industrial Relations / Sociology / Criminology, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: *Qualitative and Quantitative research methodologies in research projects; *Other different methods of data collection and analysis; *Conducting and analysing literature reviews; *Maintain accurate records of interviews; *Safeguarding the confidentiality of research subjects as necessary.

Post : Administrative Intern (1 Post)
Section : Management Information Strategic Planning
Location : Head Office, Pretoria
Ref Number : RS INT 02/2025

Additional Requirements:

*Be in possession of a three (3) year Diploma/ Degree registered on the National Learner Record database on at least a NQF level 6 or higher in Policing, Business Administration, Administration Management, Public Management and Administration or any relevant qualification.

Core Functions:

*Assist with: *General administration which include arranging and preparing for meetings, taking minutes, sending invitations, arrange for refreshments; *Registering of all incoming and outgoing correspondence; *Render administrative duties pertaining to human resource, finance, supply chain related duties; *Assist in the arrangement of all travelling and accommodation needs; *Update and manage phone calls, emails and maintaining a filing system.

COMPONENT: STRATEGIC MANAGEMENT

Post : Monitoring and Evaluation Intern (1 Post)
Section : Organisational Performance Monitoring
Location : Head Office, Pretoria
Ref Number : SM INT 01/2025

Additional Requirements:

*Be in possession of a three (3) year National Diploma in Strategic Management /Research/ Office Administration/Management and related studies

Core Functions:

*Assist with the compilation of Reports; *Assist with the compilation of the presentations; *Assist with quality assurance of reports/presentations; *Assist with all administration duties relating to the Section: Monitoring and Evaluation; *Assist in the-office of the Section Head: Monitoring and Evaluation with the following duties; *Planning and updating the diary entries and booking of the meetings of the Section Head; *Render Secretarial support functions to the office of the Section Head; *Inform scheduled meetings in the diary to the Section Head; *Organising and securing venues for meetings as per request of the Section Head; *Assist with ad-hoc requests as and when necessary.

Post : Monitoring and Evaluation Intern (1 Post)
Section : Performance Evaluation and Assessment
Location : Head Office, Pretoria
Ref Number : SM INT 02/2025

Additional Requirements:

*Be in possession of a three (3) year National Diploma / Degree in Strategic Management/ Office Management/ Administration (with Research as module or Subject) Policing (with Strategic Management as a module), recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

Core Functions:

*Assist with: Conducting of evaluations; *Conducting research regarding the relevant topic at hand; *Arrange work sessions; *Assist with developing of evaluation Concept Notes and Improvement Plan; *Analysis and interpretation of key government policies/prescripts/legislation that impact on the strategic direction of the SAPS for the review of the three-year rolling Departmental Evaluation Plan; *Assist with compiling reports and presentations, *Administration regarding the facilitation and coordination for evaluation system for the SAPS; *Assist in the Section Head: Monitoring and Evaluation with the following duties: Planning and updating the diary entries and booking of the meetings, *Render Secretarial support functions to the office of the Section Head; *Inform scheduled meetings in the diary to the Section Head;

Post : Service Delivery Improvement Intern (1 Post)
Section : Service Delivery Improvement
Location : Head Office, Pretoria
Ref Number : SM INT 03/2025

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma/Degree in Public Management Administration/Information Science/Management Services/Information Resource Management/Business and Information Management/Strategic Management/Policing, 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: Development and implementation for the Service Delivery Improvement Programme (SDIP); Analyse and interpret key government policies and information related to service delivery improvement; Co-ordinate the integration of service delivery improvement initiatives into the strategic management processes; Administrative duties regarding the development, facilitation, and implementation and monitoring of the service delivery improvement plans in the broader SAPS; Assist the section to provide support through learning networks and best practices in the implementation of the Service Delivery Improvement Programme (SDIP).

Post : Strategy Development Intern (1 Post)
Section : Strategy Development
Location : Head Office, Pretoria
Ref Number : SM INT 04/2025

Additional Requirements:

*Be in possession of an applicable three (3) year National Diploma/Degree in Strategic Management/Business Management (with Research as module or Subject)/Policing (with Strategic Management as a module), 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: Compiling of strategies and plans; Conduct research regarding the relevant topic at hand; Arrange work sessions; Prepare, maintain and update the electronic strategy database; Prepare, maintain and update the Portfolio of evidence; Analyse and interpret key government policies/prescripts/legislation that impact on the strategic direction of the SAPS in the development of business level strategies; Administration regarding the facilitation for the development of business level strategies and high-level plans in support of the strategic direction of the SAPS; Administrative duties surrounding the coordination and facilitation of the business units in problem identification, problem solving methodologies and techniques in the development of business level strategies.

COMPONENT: RISK AND INTERGRITY MANAGEMENT

Post : Risk Management Practitioner Intern (2 Posts)
Section : Risk Management
Location : Head Office, Pretoria
Ref Number : RIM INT 02/2025

Additional Requirements:

A three (3) year National Diploma / Bachelor Degree in Risk Management / Internal Auditing / Cost and Management Accounting / Finance / Business Continuity Management.

Core Functions:

*Assist with the coordination, development, implementation, monitoring and review of the Risk Management and Business Continuity Management Framework; *Assist with the facilitation of strategic, operational, fraud and ethics including ad-hoc risk assessments at Division/Components/Provinces for the SAPS; *Assist with the facilitation of risk response plans for Divisions/Components/Provinces; *Assist with the facilitation of risk treatment of the identified key risks and identification of emerging risks; *Assist with the facilitation of the Business Continuity and disaster management initiatives for the SAPS; *Assist with the facilitation for updating Business Continuity Plans of the Divisions/Components/Provinces; *Assist with the coordination and testing of all BCPs; *Compile an assurance map and assess the level of assurance provided; *Assist with the facilitation of quarterly risk management reports for the relevant committees; *Assist with the facilitation and the functioning for the

governance structures within the Section; *Assist with the promotion of risk and business continuity management awareness culture throughout the SAPS through communication and training programmes; Maintain and provide support on the Risk Management System.

Post : Integrity Management Practitioner Intern (2 Posts)
Section : Integrity Management
Location : Head Office, Pretoria
Ref Number : RIM INT 02/2025

Additional Requirements:

A three year National Diploma / Bachelor Degree in Public Administration / Public Management / Human Resource Management / Internal Audit / Risk Management / Forensic Investigation / Law and Policing.

Core Functions:

*Assist with the administering and processing of Financial Disclosures application for all categories in SAPS; *Assist with the administering and processing of Other Remunerative Work Outside the SAPS applications for all employees; *Assist with the administering the submission and analysis of financial declarations by all designated categories; *Assist with the administering of Integrity Assessment and Life Style Audits pertaining to SAPS employees; *Assist with the analysis of trends on unethical conduct, fraud and corruption; *Assist with the compilation of the Declaration of Interest Registers inclusive of analysis of the Gift Register, Donations, cases pertaining to conflict of interest and cases received through protective disclosure; *Assist with the conducting of investigations of reported cases of ethical breaches and conflict of interest of employees in the South African Police Service; *Assist with the administering of unethical behaviour cases resolutions through investigation as well as monitoring and reporting on ethics related matters; * Assist with the compilation of investigation reports; *Assist with all administration duties pertaining to the Ethics Committee; *Assist to respond to reports received from oversight bodies; * Assist with the administering of ethics programmes inclusive of ethics advocacy, education and awareness; *Assist with the administering communication of ethics initiatives; *Assist with the administering of compliance to SAPS code of conduct and programmes to ensure the maintenance of ethics in SAPS; *Administer the maintenance of the Case Management System.

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.
- **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 **2025-09-18**.
- 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 4 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:

Lieutenant Colonel MS Mmamadisha: Tel no. (012) 432 7946

Captain X Peter, PO MP Kgaloshi, (012) 397 7246

APPLICATIONS POSTED:

The Section Head: Corporate Support

South African Police Service,

Private Bag X 94, Pretoria, 0001.

(For attention Lieutenant Colonel MS Mmamadisha)

APPLICATIONS HAND DELIVERED TO:

The Section Head: Corporate Support, **National Head Office: 421 Pretorius Street, Curator Building, South African Police Service, Pretoria.**

(Application must be drop into the box available at the reception area).

We welcome applications from persons with disAbilities

