



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **National Head: Directorate for Priority Crime Investigations (DPCI)**. 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 in the relevant field of the post
- *Applicants must be residents of the Province where the post is
- *Applicants are restricted to apply for only three (3) posts (complete a separate application form for each post reference number)

Intern category with minimum requirements:

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

NB: STIPEND FOR THIS CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER: HUMAN RESOURCE DEVELOPMENT

NATIONAL LEVEL: HEAD OFFICE DPCI

Post : Administrative intern (5 posts)
Section: Forensic Accounting Investigation (FAI)
Location: Head Office, DPCI, Pretoria

Ref Number: DPCI INT 01/2022

Additional Requirements:

*Advanced Diploma/Bachelor's degree in Accounting/Internal Auditing recorded on the National Learner Record Database (NLRD) on at least NQF 7 or higher level.

Core Functions:

*Converting bank statement. *Purifying of reconstructed bank statements. *Conducting analysis of financial records. *Identifying trends and red flags/ irregularities on analysed financial records. *Establishing money laundering in complex cases. *Documenting detailed findings of financial analysis performance. .

Post : Administrative Intern (3 posts)
Section: Serious Corruption Crime (Anti-Corruption Unit)
Location: Head Office, DPCI Pretoria

Ref Number: DPCI INT 02/2022

Additional Requirements:

*Diploma/Bachelor's degree in Information Technology/Policing/Criminology recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Administer all case dockets information of the database, * Recovering an administrative support to the investigators,* Analysis of data,*Recovery of data,*Data integrity management.

Post : Legal Administrative Intern
Section: Executive Support Service (Legal Service)
Location: Head Office, DPCI Pretoria

Ref Number: DPCI INT 03/2022

Additional Requirements:

*Degree in Law recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Registration and handling of civil claims and arbitration files,*Investigation of civil claims and dispute referrals.

Post : Administrative Intern
Section: Executive Support Service (Ethics Management)
Location: Head Office, DPCI Pretoria

Ref Number: DPCI INT 04/2022

Additional Requirements:

*Degree/Diploma in Ethics Management /Certified Ethics Officer in Computer Science recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Conduct Ethics awareness.*Identify conflicts of the interests.* Implementation of new approved PAMA Regulations.

Post : Administrative Intern
Section: Executive Support Service (Communication Service)
Location: Head Office, DPCI Pretoria

Ref Number: DPCI INT 05/2022

Additional Requirements:

*Degree/Diploma in Communication/Public Relations/Graphic design recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Media liaison,*Event Management and stakeholder relations,*Internal communication.

Post : Administrative Intern
Section: Executive Support Service (Executive Secretariat: ACTT)
Location: Head Office, DPCI Pretoria

Ref Number: DPCI INT 06/2022

Additional Requirements:

*Diploma/Degree in Public Management and Administration/ Office Administration or Office Management recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Perform administration duties within the section. Assist in preparing information and research materials, create and maintain PowerPoint presentations. Take notes and memos during meetings, type documents, drafts and reports and manage files. Manage databases and input information, data and records. Set up break down, organize and maintain conference rooms, training rooms and meeting rooms. Update company calendars. Shadow multiple office positions and train in variety of tasks.

Post : Administrative Intern
Section: Executive Support Service (Management Information)
Location: Head Office, DPCI Pretoria

Ref Number: DPCI INT 07/2022

Additional Requirements:

*Diploma/Degree in Public Management and Administration/ Office Administration or Office Management recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Perform administration duties within the section. Assist in preparing information and research materials, create and maintain PowerPoint presentations. Take notes and memos during meetings, type documents, drafts and reports and manage files. Manage databases and input information, data and records. Set up break down, organize and maintain conference rooms, training rooms and meeting rooms. Update company calendars. Shadow multiple office positions and train in variety of tasks.

Post : Administrative Intern (4 posts)
Section: Priority Crime Management Center
Location: Head Office, DPCI Pretoria

Ref Number: DPCI INT 08/2022

Additional Requirements:

*Diploma/Degree in Policing /Law/ Criminology/ Forensic Investigation/ Public Management / Information Technology recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Analysis excel spreadsheets relating to bank statements, Recovering of identified suspicious transactions, assets forfeiture profiling.

Post : Administrative Intern (2 posts)
Section: Priority Crime Specialised Investigation (Financial Investigation)
Location: Gauteng, DPCI, Germiston

Ref Number: DPCI INT 09/2022

Additional Requirements:

*Bachelors of Accounting Science in internal audit/Financial Accounting/Bachelors of Forensic Sciences / Technology Forensic investigation/B Com in Business Management / National Diploma in Accounting Science recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Conduct of financial analysis pertaining to financial investigation *Analyse bank statements using excel *Analyse financial reports *Identify trends, modus operandi and red flags on bank statements analysed *Preparing spreadsheets, graphs and charts to help illustrate financial trends *Prepare, review a variety of complex financial data *Compile detail statement of investigation conducted with financial findings *Liaise with financial investigators *Presenting financial analysis findings to the Commander.

Post : Administrative Intern
Section: Serious Commercial Crime Investigation
Location: Gauteng, DPCI, Germiston

Ref Number: DPCI INT 10/2022

Additional Requirements:

*LLB degree/B Com degree recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Assist in conducting of forensic audit in accordance with the investigation methodology and within the determined time frames *Drafting the reports on the results of the investigation *Liaise with the state law enforcement agencies on the reported cases. *Advice management on areas where inadequate measures exist to mitigate risks *Assist in drafting the progress reports for management *Assist in coordinating the forensic audit assignments with other units within the Department, including internal audit

Post : Administrative Intern
Section: Priority Crime Specialised Investigation (Digital Forensic Investigation)
Location: Limpopo, DPCI, Polokwane

Ref Number: DPCI INT 11/2022

Additional Requirements:

*BTech/Diploma/Degree in Digital Forensics / BTech/Diploma/Degree in Information Technology Management/Information Systems/Computer Science / BTech/Diploma/Degree in Business Information / BTech/Diploma/Degree in Information Technology (software development) / BCom in Business Management / BTech/Diploma/Degree in Forensic Investigation recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Analysing computer systems *Recovering data *Gathering computer/digital evidence *Processing crime scenes *Conducting interviews with victims, suspects and witnesses *Fusing computer network attack analyses with criminal and counter intelligence investigations and operations *Identifying elements proving a crime occurred *Recovering files and examining them for information.

Post : Administrative Intern
Section: Priority Crime Specialised Investigation (Financial Investigation)
Location: Limpopo, DPCI, Polokwane

Ref Number: DPCI INT 12/2022

Additional Requirements:

*Bachelors of Accounting Science in internal audit/Financial Accounting/Bachelors of Forensic Sciences / Technology Forensic investigation/B Com in Business Management / National Diploma in

Accounting Science recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Conduct of financial analysis pertaining to financial investigation *Analyse bank statements using excel *Analyse financial reports *Identify trends, modus operandi and red flags on bank statements analysed *Preparing spreadsheets, graphs and charts to help illustrate financial trends *Prepare, review a variety of complex financial data *Compile detail statement of investigation conducted with financial findings *Liaise with financial investigators *Presenting financial analysis findings to the Commander.

Post : Administrative Intern
Section: Priority Crime Specialised Investigation (Assets Investigation)
Location: Limpopo, DPCI, Polokwane

Ref Number: DPCI INT 13/2022

Additional Requirements:

*BA degree in Public Administration / BTech degree Public Administration/Degree / BTech / Diploma Policing / Police Management / Police Science/National Diploma Public Management recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Consult with managers to understand the specific kind of activities, particularly methods, processes, procedures, or techniques that are utilised in the section *Determine how various functions of the section depend on one another and to propose changes *Produce and present new ideas and concepts to managers pertaining to office management inclusive of human, logistical and financial resources *Undertakes the responsibility for achieving certain objectives through these efforts *Access and implement effective communication between head office and provincial offices *Be expected to assist with office administration in general such as handle mail and ensuring that the office equipment and stationary are attend to *Updating and maintaining systems pertaining to case management and render assistance with training.

Post : Administrative Intern (2 posts)
Section: Priority Crime Specialised Investigation (Financial Investigation)
Location: Eastern Cape, DPCI, East London

Ref Number: DPCI INT 14/2022

Additional Requirements:

*Bachelors of Accounting Science in internal audit/Financial Accounting/Bachelors of Forensic Sciences / Technology Forensic investigation/B Com in Business Management / National Diploma in Accounting Science recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Conduct of financial analysis pertaining to financial investigation *Analyse bank statements using excel *Analyse financial reports *Identify trends, modus operandi and red flags on bank statements analysed *Preparing spreadsheets, graphs and charts to help illustrate financial trends *Prepare, review a variety of complex financial data *Compile detail statement of investigation conducted with financial findings *Liaise with financial investigators *Presenting financial analysis findings to the Commander.

Post : Administrative Intern (2 posts)
Section: Priority Crime Specialised Investigation (Assets Investigation)
Location: Eastern Cape, DPCI, East London

Ref Number: DPCI INT 15/2022

Additional Requirements:

* BA degree in Public Administration / BTech degree Public Administration/Degree / BTech / Diploma Policing / Police Management / Police Science/National Diploma Public Management recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Consult with managers to understand the specific kind of activities, particularly methods, processes, procedures, or techniques that are utilised in the section *Determine how various functions of the section depend on one another and to propose changes *Produce and present new ideas and concepts to managers pertaining to office management inclusive of human, logistical and financial resources *Undertakes the responsibility for achieving certain objectives through these efforts *Access and implement effective communication between head office and provincial offices *Be expected to assist with office administration in general such as handle mail and ensuring that the office equipment and stationary are attend to *Updating and maintaining systems pertaining to case management and render assistance with training.

Post : Administrative Intern (2 posts)

Section: Priority Crime Specialised Investigation (Digital Forensic Investigation)

Location: Eastern Cape, DPCI, East London

Ref Number: DPCI INT 16/2022

Additional Requirements:

*BTech/Diploma/Degree in Digital Forensics / BTech/Diploma/Degree in Information Technology Management/Information Systems/Computer Science / BTech/Diploma/Degree in Business Information / BTech/Diploma/Degree in Information Technology (software development) / BCom in Business Management / BTech/Diploma/Degree in Forensic Investigation recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Analysing computer systems *Recovering data *Gathering computer/digital evidence *Processing crime scenes *Conducting interviews with victims, suspects and witnesses *Fusing computer network attack analyses with criminal and counter intelligence investigations and operations *Identifying elements proving a crime occurred *Recovering files and examining them for information.

Post : Administrative Intern (3 posts)

Section: Serious Commercial Crime Investigation

Location: Mpumalanga, DPCI, Mbombela

Ref Number: DPCI INT 17/2022

Additional Requirements:

*LLB degree/B Com degree recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Assist in conducting of forensic audit in accordance with the investigation methodology and within the determined time frames *Drafting the reports on the results of the investigation *Liaise with the state law enforcement agencies on the reported cases. *Advice management on areas where inadequate measures exist to mitigate risks *Assist in drafting the progress reports for management *Assist in coordinating the forensic audit assignments with other units within the Department, including internal audit.

Post : Administrative Intern (2 posts)
Section: Priority Crime Specialised Investigation (Digital Forensic Investigation)
Location: Western Cape, DPCI, Bellville

Ref Number: DPCI INT 18/2022

Additional Requirements:

*BTech/Diploma/Degree in Digital Forensics / BTech/Diploma/Degree in Information Technology Management/Information Systems/Computer Science / BTech/Diploma/Degree in Business Information / BTech/Diploma/Degree in Information Technology (software development) / BCom in Business Management / BTech/Diploma/Degree in Forensic Investigation recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Analysing computer systems *Recovering data *Gathering computer/digital evidence
*Processing crime scenes *Conducting interviews with victims, suspects and witnesses
*Fusing computer network attack analyses with criminal and counter intelligence investigations and operations *Identifying elements proving a crime occurred *Recovering files and examining them for information.

Post : Administrative Intern (2 posts)
Section: Serious Commercial Crime
Location: Western Cape, DPCI, Bellville

Ref Number: DPCI INT 19/2022

Additional Requirements:

*LLB degree/B Com degree recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Assist in conducting of forensic audit in accordance with the investigation methodology and within the determined time frames *Drafting the reports on the results of the investigation *Liaise with the state law enforcement agencies on the reported cases. *Advice management on areas where inadequate measures exist to mitigate risks *Assist in drafting the progress reports for management *Assist in coordinating the forensic audit assignments with other units within the Department, including internal audit

Post : Administrative Intern (2 posts)
Section: Priority Crime Specialised Investigation (Assets Forfeiture)
Location: Western Cape, DPCI, Bellville

Ref Number: DPCI INT 20/2022

Additional Requirements:

*BA degree in Public Administration / BTech degree Public Administration/Degree / BTech / Diploma Policing / Police Management / Police Science/National Diploma Public Management recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Consult with managers to understand the specific kind of activities, particularly methods, processes, procedures, or techniques that are utilised in the section
*Determine how various functions of the section depend on one another and to propose changes *Produce and present new ideas and concepts to managers pertaining to office management inclusive of human, logistical and financial resources *Undertakes the responsibility for achieving certain objectives through these efforts *Access and

implement effective communication between head office and provincial offices *Be expected to assist with office administration in general such as handle mail and ensuring that the office equipment and stationary are attend to *Updating and maintaining systems pertaining to case management and render assistance with training.

Post : Administrative Intern
Section: Priority Crime Management Center
Location: Western Cape, DPCI, Bellville

Ref Number: DPCI INT 21/2022

Additional Requirements:

*Diploma/Degree in Policing /Law/ Criminology/ Forensic Investigation/ Public Management / Information Technology recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level

Core Functions:

*Analysis excel spreadsheets relating to bank statements, Recovering of identified suspicious transactions, assets forfeiture profiling

Post : Administrative Intern
Section: Corporate Support Service (Finance and Administration)
Location: Free State, DPCI, Bloemfontein

Ref Number: DPCI INT 22/2022

Additional Requirements:

*Diploma/Degree in Financial Management/Accounting/Commerce/Public Administration and Management related field recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Allocation of budget, Administration of losses of the state money.

Post : Administrative Intern
Section: Corporate Support Service (Supply Chain Management)
Location: Free State, DPCI, Bloemfontein

Ref Number: DPCI INT 23/2022

Additional Requirements:

*Diploma/Degree in Supply Chain Management / Public Administration and Management related field recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Administer procurement related function within the section, Administer all logistical function within the section.

Post : Administrative Intern
Section: Corporate Support Service (Human Resource Management)
Location: Free State, DPCI, Bloemfontein

Ref Number: DPCI INT 24/2022

Additional Requirements:

*Diploma/Degree in Human Resource Management/ Public Administration and Management related field recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Assisting in handling and maintaining all Personnel Management related function, Maintain all Personnel Management registers, Data capturing, Absenteeism and service termination.

Post : Administrative Intern (2 posts)
Section: Serious Organised Crime Investigation
Location: Northern Cape, DPCI, Upington

Ref Number: DPCI INT 25/2022

Additional Requirements:

*Diploma/Degree in Human Resource Management/ Public Administration and Management/Business Management/ Accounting / Commerce related field recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Human resource administrative duties (PEP and Job description), Absenteeism Management, Supply Chain Management duties, Fleet management, Procurements and Assets Management.

Post : Administrative Intern
Section: Serious Commercial Crime
Location: Northern Cape, DPCI, Kimberly

Ref Number: DPCI INT 26/2022

Additional Requirements:

*Diploma/Degree in Financial Management/ Public Administration and Management/Business Management/ BCom Accounting / Commerce related field recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Perform administrative duties, Assistance with creating of FA's and compiling feedback, Providing office (Pimer, Dockets to DPP), Handling of general administration queries.

Post : Administrative Intern
Section: Priority Crime Specialised Investigation
Location: Northern Cape, DPCI, Kimberly

Ref Number: DPCI INT 27/2022

Additional Requirements:

*Diploma/Degree in Human Resource Management/ Public Administration and Management/Business Management related field recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Compile a detailed financial investigation, Provide investigative support to operational components with the Province.

Post : Administrative Intern
Section: Priority Crime Specialised Investigation
Location: Northern Cape, DPCI, Kimberly

Ref Number: DPCI INT 28/2022

Additional Requirements:

*Diploma/Degree in Strategic Management /Organisational Development related field recorded on the National Learner Record Database (NLRD) on at least NQF 6 or higher level.

Core Functions:

*Analysing Financial Statement within the section in the Province.

GENERAL:

- Only the official application form for the internship programme (**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.**
- A Curriculum Vita must be submitted together with the application form.
- 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 6 months. No faxed or e-mailed applications will be considered ***only certificate of qualifications as well as statement of results** must be attached.
- 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 **2022-10-28**.
- 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.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

ENQUIRIES:

Lt-Colonel M Reddy: Tel no. (012) 846 4235

Captain TM Nkuna: Tel no. (012) 846 4045 / 071 481 3655

PPO SW Seimela; PPO NT Mogakala Tel no. (012) 846 4332 /4318

APPLICATIONS POSTED:

The Section Commander Personnel Management: Directorate for Priority Crime Investigation (DPCI); Private Bag X1500, Silverton, 0127.

APPLICATIONS HAND DELIVERED: (For attention Capt TM Nkuna)

Directorate Priority of Crime Investigation (DPCI) Head Office.No.1 Creswell RoadPromat Building
Silverton.

We welcome applications from persons with disAbilities

