



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month Graduate Recruitment Scheme at **Division: Financial Management Services**. 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 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

Student Intern: Practical experience required by the Tertiary Institution in order for learners to finalise their qualification (**letter from the Institution not older than two (2) years must be attached**).

NB: STIPEND FOR EACH CATEGORY WILL BE DETERMINED BY THE DIVISIONAL COMMISSIONER HUMAN RESOURCE DEVELOPMENT: SOUTH AFRICAN POLICE SERVICE.

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

DIVISIONAL COMMISSIONER: FINANCIAL MANAGEMENT SERVICES

Post: Administrative Graduate Intern (1 post)

Section: Divisional Commissioner's Office

Location: Head Office: Pretoria

Ref Number: FMS INT 1/2024

Additional Requirements:

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

Core Functions:

*Assist with providing general administrative support; attending to telephonic and e-mail enquiries; handling incoming and outgoing correspondence; the filing system; arranging meetings and hosting of internal/external role players; readiness of the venue and refreshments.