



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) month Graduate Recruitment Scheme at **Division: Detective and Forensic 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 category with minimum requirements:

Graduate Intern: Tertiary Qualification is required

Student Intern: Currently studying towards a higher education qualification and must undertake a period of work experience in order to fulfil the requirements of the qualification (**Letter from the Institution older more than 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.

FORENSIC SERVICES:

COMPONENT: FORENSIC SCIENCE LABORATORY

Post: Graduate Case Administrative Intern (2 posts)

Component: Forensic Science Laboratory

Section: FSL Case Management

Location: Gauteng, Pretoria

Ref Number: FSL INT 01/2024

Additional Requirements:

* Be in possession of an applicable three (3) year National Diploma / Degree in Public Administration / Office 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 an added advantage.*

Core Functions:

*Assist with: Receiving and registering exhibits; Receiving cases via the Forensic Exhibit Management System from case reception / analysts; Allocating, assigning and dealing of cases to analysts; Typing and scanning of reports; Data capturing; Performing quality checks on the exhibits and supporting documentation of all cases; Assisting with discrepancy cases; Securing storage and handover of exhibits and case files; Filing, archiving and efficient record keeping; Distribution of store items; Performing computer functions using Microsoft Word, Excel and PowerPoint programmes; Attending to telephonic, e-mail and walk-in enquiries and Providing professional service to clients.