



The South African Police Service hereby invites unemployed graduates who conform to the requirements for a twelve (12) months Graduate Recruitment Scheme at **North West Province**. 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 separate application forms 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.**

#### **PROVINCIAL LEVEL: NORTH WEST**

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

<b>Post:</b>	<b>Graduate Intern (06 Posts)</b>	
<b>Section:</b>	<b>Supply Chain Management</b>	
<b>Location:</b>	<b>Brits</b>	<b>Ref No: NW-INT 01/2025</b>
	<b>Potchefstroom</b>	<b>NW-INT 02/2025</b>
	<b>Rustenburg</b>	<b>NW-INT 03/2025</b>
	<b>Klerksdorp</b>	<b>NW-INT 04/2025</b>
	<b>PC HRD</b>	<b>NW-INT 05/2025</b>
	<b>PC Supply Chain</b>	<b>NW-INT 06/2025</b>

#### **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. *Computer Literacy will be an added advantage.*

#### **Core Functions:**

\*Assist with: \*Monitoring, planning and executing both capital and repairs and renovation projects;;  
 \*Ensuring that the supplier database is maintained and suppliers are rotated; \*Ensuring the National Transversal term contracts, Specific Period Contract and ad-hoc Contracts are maintained;;  
 \*Ensuring that suppliers are paid on time; \*Maintaining procurement of fleet management;  
 \*Management and administration of procurement, stocktaking, accounting and the disposal of movable fixed assets.

<b>Post:</b>	<b>Graduate Intern (01 Post)</b>	
<b>Section:</b>	<b>Budget Management</b>	
<b>Location:</b>	<b>PC Financial Services</b>	<b>Ref No: NW-INT 07/2025</b>

**Additional Requirements:**

\*Be in possession of three (3) years National Diploma/B degree in Finance/ Cost Management Accounting, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 level or higher. Computer literacy in terms of MS Office, such as MS Word, MS Excel, MS Power point and Email.

**Core Functions:**

\*Assist with the overseeing of the delivery of budgetary services to the Provincial Commissioner, Review, analyze and quality assure the budget inputs for budget preparation processes, Gathering of budget data, Allocating of budget, Day to day monitoring the compliance with financial prescripts in respect of budget management.

<b>Post:</b>	<b>Graduate Intern (Administration) (21 Posts)</b>	
<b>Section:</b>	<b>Policing Environment (Detective and Vispol)</b>	
<b>Location:</b>	<b>Rustenburg</b>	<b>Ref No: NW-INT 08/2025</b>
	<b>Ikageng</b>	<b>NW-INT 09/2025</b>
	<b>Klerksdorp</b>	<b>NW-INT 10/2025</b>
	<b>Potchefstroom</b>	<b>NW-INT 11/2025</b>
	<b>Brits</b>	<b>NW-INT 12/2025</b>
	<b>Jouberton</b>	<b>NW-INT 13/2025</b>
	<b>Mahikeng</b>	<b>NW-INT 14/2025</b>
	<b>Lichtenburg</b>	<b>NW-INT 15/2025</b>
	<b>Tlhabane</b>	<b>NW-INT 16/2025</b>
	<b>Phokeng</b>	<b>NW-INT 17/2025</b>
	<b>Taung</b>	<b>NW-INT 18/2025</b>
	<b>Ventersdorp</b>	<b>NW-INT 19/2025</b>
	<b>Vryburg</b>	<b>NW-INT 20/2025</b>
	<b>Letlhabile</b>	<b>NW-INT 21/2025</b>
	<b>Wolmaransstad</b>	<b>NW-INT 22/2025</b>
	<b>Lichtenburg</b>	<b>NW-INT 23/2025</b>
	<b>Lomanyaneng</b>	<b>NW-INT 24/2025</b>
	<b>Khuma</b>	<b>NW-INT 25/2025</b>
	<b>Morokweng</b>	<b>NW-INT 26/2025</b>
	<b>Mogwase</b>	<b>NW-INT 27/2025</b>
	<b>Mooi-nooi</b>	<b>NW-INT 28/2025</b>

**Additional Requirements:**

\*Have an applicable three (3) year National Diploma / Degree in Youth Development / Social Sciences / Policing and Criminology, recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.

**Core Functions:**

\*Assist with the development and review of the regulatory frameworks. Assist in managing Youth Crime Prevention Programmes initiated by SAPS on School-Based Crime Prevention. Support establishment of Youth Crime Prevention Desks. Compile information notes and projects plans. Conduct station/office compliance visits and compile feedback reports. Consolidate monthly and quarterly reports.

<b>Post:</b>	<b>Legal Administrative Intern (2 Posts)</b>	
<b>Section:</b>	<b>Legal Services</b>	
<b>Location:</b>	<b>PC Potchefstroom Legal Office.</b>	<b>Ref No: NW INT 29/2025</b>

**Additional Requirements:**

\*Be in possession of a three (3) years Diploma/Degree in LLB/Law, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 or higher level.

**Core functions:**

\*Assist with: \*Administration duties regarding the effective handling of labour litigation matters.  
\*Administration duties in relation to eviction, general and discipline matters/files referred for legal

opinion. \*Render administration duties to the Provincial Head Legal Services.

**Post:** Administrative Intern (1 Post)  
**Section:** Employee Health and Wellness  
**Location:** PC: Potchefstroom

**Ref No:** NW INT 30/2025

**Additional Requirements:**

\*Be in possession of a four (4) year Degree in Social Work, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 level or higher. Registered with the South African Council for Social Service Professions (SASSP) in the current financial year (2025/2026).

**Core Functions:**

\*Render comprehensive occupational Social Work services to client system by means of social work proactive interventions, Render comprehensive occupational work services to client system by means of restorative interventions, Render comprehensive occupational Social Work services to client system by means of application of Social Work Community Work Model, Implement multi-disciplinary interventions within the Employee Health and Wellness section, Compliance with regard to governance, standards and management information.

**Post:** Administrative Intern (1 Post)  
**Section:** Human Resource Development (Skills Development Facilitator)  
**Location:** PC: Potchefstroom

**Ref No:** NW INT 31/2025

**Additional Requirements:**

\*Be in possession of a three (3) year National Diploma/Degree in Human Resource Development/Public Administration and Management/Business Administration/Office Administration/Office Management and Technology/Labour Relations, recorded on the National Learner Record Database (NLRD) on at least a NQF 6 level or higher.

**Core Functions:**

\*Assist with receiving data of intern's files and ensure monthly updates, receiving bursary and intern applications, screening bursary and intern applications, capturing on database and open file of individual applications; Compile monthly and quarterly reports on the performance of interns. Secretarial duties during all relevant committee meetings; Extraction of training needs, a compilation of the Training Provisioning Plan; Co-ordination of training courses

**Post:** Administrative Student Intern (2 Posts)  
**Section:** Service Complaints  
**Location:** PC: Potchefstroom  
PC: Potchefstroom

**Ref No:** NW INT 32/2025  
NW INT 33/2025

**Additional Requirements:**

\*Be in possession of an N6 certificate in Human Resource Management / Public Administration. Need practical experience to finalize qualification. Must have a letter from the Institution of Higher learning/TVET for experiential learning. Computer Literacy will be an added advantage.

**Core Functions:**

\*Assist with receiving data of complaint files and ensure monthly updates, receiving complaints against the police and update feedback received, screening complaints and capturing on database and open file of individual complaints; Compile monthly and quarterly reports on the finalization of complaints against police. Secretarial duties during all relevant committee meetings; Co-ordination of office duties and HRM functions

**Post:** Graduate Intern (2 Posts)  
**Section:** Communication  
**Location:** PC: Potchefstroom

**Ref No:** NW INT 34/2025

**Additional Requirements:**

Be in possession of a three (3) years National Diploma/Degree in Journalism/Communication Science recorded on the National Learner Record Database (NLRD) at least an NQF 6 or higher level.

**Core Functions:**

\*Interpersonal communication between individuals including verbal and nonverbal communication Public Relations to build and maintain positive relationships between the organization, including external communication. Journalism-gathering, writing and reporting for various media platforms including editing of documents.

**Post : Graphic Designer (Intern)**

**Section : Communication**

**Location : PC: Potchefstroom**

**Ref No: NW INT 35/2025**

**Additional Requirements:**

Be in possession of a three (3) year national Diploma / Degree in Graphic Design or related qualifications recorded on the National Learner Record Databases (NLRD) on at least NQF 6 or higher relevant in the field of the post. Be computer literate.

**Core Functions:**

Use innovation to redefine and design brief within the constraints of cost and time; Work with a wide range of media, including photography and computer-aided design; Contributing ideas and design artwork to the overall brief; Assist with general administration duties on projects in the Project Office. Create and design various materials for digital and print, Work with a wide range of media and graphic design software. Illustrate concepts by designing rough layout of art and copy regarding arrangement size. Type size, style and related aesthetic concepts. Plan concepts by studying information materials. Prepare final layout marking and pasting up the finalized copy art. Prepare finished copy and Art by operating typesetting, printing and similar equipment.

**Post: Motor Mechanic Intern (9 Posts) (Petrol/Diesel Mechanic)**

**Section: Mechanical Services: SAPS Garages**

**Location: Brits**

**Ref No: NW-INT 36/2025**

**Mahikeng**

**NW-INT 37/2025**

**Rustenburg**

**NW-INT 38/2025**

**Klerksdorp**

**NW-INT 39/2025**

**Potchefstroom**

**NW-INT 40/2025**

**Pudimoe**

**NW-INT 41/2025**

**Vryburg**

**NW-INT 42/2025**

**Lichtenburg**

**NW-INT 43/2025**

**Lehurutshe**

**NW-INT 44/2025**

**Additional Requirements for the Posts:**

\*Be in possession of N2 in Motor Mechanic/Mechanical Engineering or N3 in Motor Mechanic/Mechanical Engineering/ NCV level 4 in Motor Mechanic Diesel Mechanic/ Petrol Mechanic.

**Core Functions:**

\*Perform quality and cost-effective repairs and maintenance of SAPS vehicles. \* Ensure a clean and safe working environment. \*Diagnose, strip, and determine the parts required for services and repairs. \*Complete the parts request list for the parts required per vehicle. \*Complete the job card with regards to work done and actual time taken. \*Ensure safe keeping of tools and equipment. \*Comply with the Occupational Health & Safety Act (Act 83 of 1995).

## **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-month Internship Contract.
- Graduate Recruitment Scheme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.

## **NORTH WEST PROVINCE**

### **Applications Can Be Couriered To:**

Attention: WO MN Vavane  
PC HRD (Between Pep Stores and Absa ATM)  
Room 14, 1<sup>st</sup> Floor Wilmur Building  
147 Walter Sisulu Street (Between Pep Stores and Absa ATM)  
Potchefstroom 2531

### **Hand Delivered To:**

#### **POTCHEFSTROOM**

##### **Front Entrance**

PC HRD  
Room 14, 1<sup>st</sup> Floor  
Wilmur Building (Between Pep Stores and Absa ATM)  
147 Walter Sisulu Street  
Potchefstroom

##### **Back Entrance**

PC HRD  
Auto Ave c/o Embert Street next to Labour Office's  
Potchefstroom

### **Enquiries Can Be Directed To:**

W/O MN Vavane 018-299 7790

**We welcome applications from persons with disAbilities**

