



The South African Police Service hereby invites unemployed graduates who conform to the requirements for twelve (12) months Graduate Recruitment Scheme at **Western Cape 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 / National Certificate Vocational (level 4)
- *Must have no previous criminal conviction(s) or case(s) pending
- *Applicants must be unemployed, never employed in the 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 applying 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 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: WESTERN CAPE

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

Post:	Graduate Administrative Intern (8 Posts)	
Section:	Operational Crime Analysis (Police Station)	
Location	Delft SAPS	Ref No: WC INT 01/2025
	Nyanga SAPS (2 Post)	WC INT 02/2025
	Mfuleni SAPS	WC INT 03/2025
	Harare SAPS	WC INT 04/2025
	Ravensmead SAPS	WC INT 05/2025
	Atlantis SAPS	WC INT 06/2025
	Khayelitsha SAPS	WC INT 07/2025

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Criminology/ Policing/ Social Science recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level. Data Analysis course/module will be an advantage.

Core Functions:

Assist in studying crimes around the stations' precinct. Assist in studying the causes and impact of crime around the Station precinct. Assist in analysing the data to determine why the crime was committed and find ways to predict detect and prevent further criminal behaviour

Post: Graduate Administrative Intern (8 Posts)
Section: Supply Chain Management
Location Provincial HRDC George
HeidelbergSAPS
Kraaifontein SAPS
Mitchells Plain SAPS
Cape Town Central SAPS
Kwanonqaba SAPS
Wellington SAPS
Oudtshoorn Garage

Ref No: WC INT 08/2025
WC INT 09/2025
WC INT 10/2025
WC INT 11/2025
WC INT 12/2025
WC INT 13/2025
WC INT 14/2025
WC INT 15/2025

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Supply Chain Management / Logistics / Transport Management / Vehicle Fleet Management / Public Management, 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 function:

Assist with the rendering of general office administration services and support; administering Supply Chain Management and Logistical matters, example vehicle logbooks, licenses of vehicles, quotations for expendable items and updating registers

Post: Graduate Administrative Intern (8 Posts)
Section: Detective Branch
Location Provincial Detectives
Mitchells Plain SAPS
Khayelitsha SAPS
Moorreesburg SAPS
Muizenberg SAPS
Mfulenti SAPS
Maccassar SAPS
Riversdal SAPS

Ref No: WC INT 16/2025
WC INT 17/2025
WC INT 18/2025
WC INT 19/2025
WC INT 20/2025
WC INT 21/2025
WC INT 22/2025
WC INT 23/2025

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Office Management / Office Administration / Public Administration recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level or relevant qualification in the field of the post

Core function:

Assist with the rendering of general office administration functions in the environment, compiling of feedback, administration functions of handling of dockets/files / emails, taking of minutes at meetings, assisting with the updating of registers

Post: Graduate Administrative Intern (1 Posts)
Section: Human Resource Development
Location Provincial HRD SDF

Ref No: WC INT 24/2025

Additional Requirements:

Be in possession of an applicable Education Training and Development qualification preferably in Skills Development / Human Resource Development / Project Management, recorded on the National Learner Record Database (NLRD) on at least an NQF6 or higher level or relevant qualification in the field of the post. Must Be computer literate in MS Word and Excel.

Core Functions:

Assist with administrative duties such as answering of telephones, taking messages, typing of letters or emails, verification of information, printing of emails and distribution. Keeping databases as per National Projects (Bursaries and Internships). Attending meetings (taking and typing of minutes). Assist with Skills Audit with regards to Training and Skills Development of members

Post: Motor Mechanic Intern (Petrol/Diesel Mechanic) (4 posts)

Section: Mechanical Service

Location SAPS Western Cape Garages

Maitland Garage (2 Post)

Bellville Garage

Stellenbosch Garage

Ref No: WC INT 25/2025

WC INT 26/2025

WC INT 27/2025

Additional Requirements:

Be in possession of N2 in Motor Mechanic/Mechanical Engineering (Automotive Repairs) or N3 in Motor Mechanic/Mechanical Engineering (Automotive Repairs) / N4 in Motor Mechanic Diesel Mechanic/ Petrol Mechanic. Must have a Trade Test Certificate in either petrol or diesel

Core function:

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 about work done and actual time taken. Ensure safekeeping of tools and equipment. Comply with the Occupational Health & Safety Act (Act 83 of 1995).

Post: Graduate Administrative Intern (1 Posts)

Section: Major Events

Location Provincial Operational Coordination Centre

Ref No: WC INT 28/2025

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma in Events Management/Project management 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 the rendering of general office administration functions in the events office, handling of applications for events, compiling of a database, assisting with the operational planning of events.

Post: Graduate Administrative Intern (1 Posts)

Section: Provincial Corporate Communication

Location Provincial Media & Liaison

Ref No: WC INT 29/2025

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Public Relations/Journalism/Communication management and Science/Integrated Organisational Communication, 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. Be computer literate

Core Functions:

Assist with: Research stories (Good Stories) about the organisation; Conduct interviews as well as record interviews; be able to take photos for the Provincial.

Post: Student Intern (4 Post)
Section: Food Service Practitioner Intern
Location Provincial HRD Centre : Paarl Mess (2 Post)
Provincial HRD Centre : Faure Mess (2 Post)

Ref No: WC INT 30/2025
WC INT 31/2025

Additional Requirements:

Be in possession of an applicable N6 qualification in Catering / Hospitality / Food Hygiene / Nutrition and Food Services or higher qualification that is recorded on the National Learner Record Database (NLRD)

Core Functions:

Assist with preparing and serving of meals and refreshments, organise and keep the kitchen and dining hall hygienically clean. Contribute to the purchasing of stock and consumables.

Post: Administrative Graduate Intern (1 Post)
Section: Technology and Innovation Shared Services Centre
Location Provincial Office

Ref No: WC INT 32/2025

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Information Technology / Computer Science / 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: Administrative duties such as answering telephones, taking messages, typing of letters or emails, printing of emails for distribution, keeping databases; data capturing; working on the SAPS intranet; maintaining and monitoring the whole floor, booking faults; dealing with equipment maintenance; dealing with IT related functions. Project management skills would be an advantage.

Post: Legal Administrative Graduate Intern (1 Post)
Section: Provincial Legal Services: Support
Location Legal Services: Cape Town

Ref No: WC INT 33/2025

Additional Requirements:

Be in possession of Bachelor of Laws Degree, recorded on the National Learner Record Database (NLRD) on at least a NQF 8 or higher level or relevant qualification in the field of the post. Must be computer literate on MS Word and Excel.

Core Functions:

Assist in providing written legal advice on governance, policy and legislation management as well as legal support to resource management capacities within the SAPS this includes, but is not limited to Contract Management, Supply Chain Management and Finance (Public Finance Management Act and Treasury Regulations) Archives/Records Management (Promotion of access to information Act, Protection of Personal Information Act). To enhance the SAPS Regulatory Framework by providing quality pro-active recommendation regarding identified challenges pertaining the application and legislation of policies. Be required to conduct research at basic level within the legal field.

Post: Legal Administrative Graduate Intern (1 Post)
Section: Provincial Legal Services: Labour Litigation
Location Legal Services: Cape Town

Ref No: WC INT 34/2025

Additional Requirements:

Be in possession of Bachelor of Laws Degree, recorded on the National Learner Record Database (NLRD) on at least a NQF 8 or higher level or relevant qualification in the field of the post. Must be computer literate on MS Word and Excel.

Core Functions:

Provide legal assistance in preparing leg documents ad correspondence. Assist in preparing and compiling documentary exhibits. Assist with the conducting of investigation on the facts of cases. Advise Clients on disciplinary investigation, formulation of charges, assist with conducting of disciplinary hearings, suspension and confirmation of dismissals. Accompany legal officers during consultation. Assist with the general office administration.

Post: Administrative Graduate Intern (1 post)
Section: Provincial Personnel Management: EHW
Location Social Work Services

Ref No: WC INT 35/2025

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Social work/ Sociology. Must be registered by the SACSSP, recorded on the National Learner Record Database (NLRD) on at least a NQF 7 or higher level or relevant qualification in the field of the post. **Must attach an up to date proof of registration with application.**

Core Functions:

Render the advance and complex Police Social Work Services work-focus assessments. Render comprehensive occupational social work to the client system by means of Social Work Service capacity building programmes (promoted-, work-person- and workplace interventions). Render comprehensive occupational social work services to the client system by means of Restorative Intervention. Render comprehensive occupational social work service to the client. System by means of application of Social Work Community Model. Implement the multi-Discipline approach intervention within the Employee Health and Wellness environment. Execute standard social work administrative practices.

Post: Administrative Graduate Intern (1 post)
Section: Provincial Personnel Management: EHW
Location Psychological Services

Ref No: WC INT 36/2025

Additional Requirements:

Be in possession of an applicable three (3) year National Diploma / Degree in Social work/ Sociology. Must be registered by the SACSSP, recorded on the National Learner Record Database (NLRD) on at least a NQF 7 or higher level or relevant qualification in the field of the post. **Must attached an up to date proof of registration with application.**

Core Functions:

Assist with: Render psychological evaluation and assessment services, which include, amongst others: Psychometric testing for entry-level candidates, specialised units and assessment centres for SMS posts; Facilitate organisational diagnosis services; Present Mental Health and other EHW programmes. Provide integrated EHW services; Organise/facilitate Psychological Services and other integrated EHW projects and events; Render counselling and debriefing services; Render support and care services to SAPS members and their families.

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 the 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.

***Applications can be posted or hand delivered to:**

PROVINCE	NAME	CONTACT	ADDRESS
Western Cape Provincial Office	Colonel Libala Captain Daniels Captain Greeff	021 4096609 021 4096637 021 4096639	Customs House Heerengracht Street Foreshore Second Floor Room 20247 Cape Town Postal Address: SAPS: Prov HRD: SDF Private Bag X9004 Cape Town 9000 (no email copies)

We welcome applications from persons with disAbilities

