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South African Police Service (SAPS) Internships 2024/2025 For Administration Clerk

Description

The South African Police Service (SAPS) is offering internship opportunities for the position of Administration Clerk within the Office of the Deputy National Commissioner: Crime Detection. This program is designed to provide participants with practical experience in administrative functions within a law enforcement context. Interns will play a vital role in supporting the operational efficiency of the office while developing their professional skills.

Responsibilities

The responsibilities of the Administration Clerk intern will include, but are not limited to:

- Providing administrative support functions to the office.
- Administering logistical matters and coordinating office resources.
- Maintaining leave records, registers, and files.
- Answering and screening all incoming calls to the office.
- Typing reports, letters, minutes, and agendas; managing confidential documents.
- Keeping accurate records of meeting minutes and monitoring the flow of documents.
- Liaising with other components and sections on matters related to the Deputy National Commissioner: Crime Detection.
- Maintaining effective record-keeping systems and filing processes.
- Operating standard office equipment, including fax machines, photocopiers, telephones, and computers.

Qualifications

Candidates applying for the Administration Clerk internship must meet the following requirements:

- A Grade 12 Certificate.
- South African citizenship.
- A clear criminal record with no pending cases.
- Proficiency in at least two of the official languages, one of which must be English.

Advantageous Qualifications:

- A degree or diploma in a relevant field will be considered an asset.
- Completion of relevant courses related to the duties of the post will also be advantageous.

Job Benefits

Interns participating in this program will benefit from:

- Practical exposure to administrative operations within a law enforcement environment.

Hiring organization

South African Police Service (SAPS)

Employment Type

Intern

Duration of employment

12 months

Industry

Law Enforcement Internships

Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours

10

Date posted

December 2, 2024

Valid through

31.12.2026

- Development of essential skills in office management and communication.
- Opportunities for networking within the South African Police Service.
- Enhanced understanding of the functions of crime detection and law enforcement support.

How To Apply?

Interested candidates are invited to submit their applications for the 2024/2025 Administration Clerk internship. Applications should include a comprehensive resume and a cover letter detailing qualifications and interest in the position. Please ensure that all documents are submitted by the specified deadline as indicated by the SAPS.