



civilian secretariat for police service

Department:
Civilian Secretariat for Police Service
REPUBLIC OF SOUTH AFRICA

<https://www.jobsafrican.online/job/csps-internships/>

Civilian Secretariat for Police Service (CSPS): Internships 2024 Apply Here

Description

The CSPS is pleased to offer internship opportunities for highly motivated and dedicated individuals who are eager to gain practical experience in the field of civilian oversight, public administration, and policy development within the context of law enforcement. This internship program is designed to provide exposure to various aspects of our work, allowing interns to contribute meaningfully while developing valuable skills for their future careers.

Responsibilities

- **Policy Research and Analysis:** Conduct research on policing policies, community safety, and related issues. Analyze data and contribute to the development of evidence-based recommendations.
- **Stakeholder Engagement:** Assist in organizing and participating in stakeholder engagements, workshops, and events. Collaborate with internal and external partners to foster positive relationships.
- **Administrative Support:** Provide administrative support to different departments within the CSPS, including document preparation, data entry, and organizational tasks.
- **Report Writing:** Contribute to the drafting of reports, briefs, and policy documents. Communicate findings and recommendations in a clear and concise manner.
- **Project Support:** Assist in the implementation of various projects aimed at enhancing police-community relations and overall policing effectiveness.

Qualifications

- Currently enrolled in a relevant undergraduate or postgraduate program (e.g., Public Administration, Law, Social Sciences).
- Strong research and analytical skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.
- Demonstrated interest in public safety, policy development, and community engagement.

Job Benefits

1. **Professional Development:**
 - Gain hands-on experience in civilian oversight, policy development, and public administration.
 - Work alongside seasoned professionals and experts in the field, providing mentorship and guidance.
 - Attend workshops, training sessions, and seminars to enhance your knowledge and skills.
2. **Networking Opportunities:**
 - Connect with professionals in the law enforcement, government, and public policy sectors.

Hiring organization

Civilian Secretariat for Police Service

Employment Type

Intern

Duration of employment

3 Months

Industry

Govt

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

July 23, 2024

Valid through

05.02.2028

- Engage with stakeholders, community leaders, and other interns to build a valuable professional network.
3. **Meaningful Contribution:**
 - Contribute to projects that directly impact policing policies, community safety, and public well-being.
 - Have the opportunity to see the practical application of your work in the improvement of police-community relations.
 4. **Exposure to Government Operations:**
 - Gain insight into the inner workings of a government institution focused on public safety and civilian oversight.
 - Understand the complexities of policy implementation and the collaboration between government departments.
 5. **Resume Enhancement:**
 - Acquire a unique and valuable addition to your resume by interning with a reputable organization committed to social impact.
 - Showcase your ability to work in a professional setting and apply theoretical knowledge to real-world situations.

Contacts

1. **Prepare Your Application Documents:**
 - Update your resume to highlight relevant education, skills, and experiences.
 - Write a compelling cover letter expressing your interest in the internship and explaining why you are a suitable candidate.
 - Gather academic transcripts and any other required supporting documents.
2. **Review the Job Posting:**
 - Carefully read the internship job description provided by the CSPA to understand the specific requirements and responsibilities.
3. **Compose an Email:**
 - Open a new email and address it to the specified contact person or email address mentioned in the job posting.
4. **Subject Line:**
 - Clearly indicate the purpose of the email by using a subject line such as "CSPA Internship Application – [Your Full Name]."
5. **Email Content:**
 - In the body of the email, express your enthusiasm for the internship opportunity.
 - Briefly mention your interest in civilian oversight, public administration, or policy development.
 - Attach your resume, cover letter, academic transcripts, and any other required documents.
6. **Application Email Checklist:**
 - Ensure all attachments are included.
 - Double-check that your contact information is correct.
 - Confirm that you have addressed the email to the right recipient.
7. **Submit Your Application:**
 - Click "Send" to submit your application to the provided email address.
8. **Follow-Up:**
 - If there is a specified deadline, make sure you submit your application before the deadline.
 - Consider sending a polite follow-up email after a reasonable period to confirm that your application was received.