



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

CONFIDENTIAL

Ref No: 8/8/13/2 Enq. : Machaka E.S. Tel.: 015 290 7842 Date: 08 April 2022

To: District Directors
District Examination Coordinators
Circuit Managers
Heads of Higher Institutions
Unemployed Graduates

DEPARTMENTAL CIRCULAR NUMBER 51 OF 2022

APPLICATION FOR APPOINTMENT AS AN EXAMINATION ASSISTANT: 2022 AND 2023

1. Temporary casual personnel will be appointed as Examination Assistants to assist the Limpopo Department of Education in the administration of the National Senior Certificate and Senior Certificate Examinations. Suitable applicants that fulfil the requirements are invited to apply for this task.
2. Minimum requirements for appointment as an Examination Assistant are as follows:
 - 2.1 Youth at the age of 35 and below
 - 2.2 Currently registered students at Universities and Universities of Technology
 - 2.3 Currently registered students at TVET Colleges (N6 **ONLY**)
 - 2.4 Unemployed graduates in possession of a Degree or diploma qualification
 - 2.5 South African citizen residing in Limpopo Province
 - 2.6 Must be available every day for the full period during which marking takes place and be prepared to work under extreme pressure with tight deadlines
 - 2.7 Excellent numerical skills.

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Cnr 113 Biccard & 24 Excelsior Street, POLOKWANE, 0700, Private Bag X 9489, Polokwane, 0700
[Tel:015 290 7600/ 7702](tel:0152907600) Fax 086 218 0560

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Note: It is the Department`s intention to promote equity through the filling of Examination Assistant posts, according to the Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

3. Applicants may be required to work at a centre away from their places of residence, in this case they will be accommodated at a school hostel.
4. To apply for a position as an Examination Assistant the applicant must complete the attached application form **LPE34**.
6. The applicant must submit the application form with recently certified copies of:
 - Certified copy of Identity document and proof of registration at a recognised institution of Higher learning for currently registered applicants
 - Certified copy of Grade 12 certificate or Level 4/ N3 for TVET Colleges
 - Certified copy of Identity document, Degree or Diploma and 1 to 2 pages Curriculum Vitae for unemployed graduates

N.B. Qualifying applicants who are employed on a permanent or temporary basis should **NOT** apply. Upon discovery that the EA is appointed on a permanent or temporary basis his or her contract will be terminated with immediate effect.
7. Fully completed application forms will be received at the Circuit Offices, District Offices (Examination Section) and Provincial Office (Examinations and Assessment Chief Directorate, Office Number B42 or 43, 113 Biccard Street). Emails and fax application forms will not be accepted.
8. The successful applicants will be paid hourly tariffs determined yearly in terms of the PAM document.
9. The closing date for applications is **13 May 2022**.



KO DEDEREN
SUPERINTENDENT GENERAL

14/04/2022

DATE

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DEPARTMENT OF
EDUCATION

LPE 34

APPLICATION FORM FOR EMPLOYMENT AS EXAMINATION ASSISTANT

**POST: EXAMINATION ASSISTANT: LIMPOPO DEPARTMENT OF EDUCATION-
EXAMINATIONS AND ASSESSMENT**

NB. ONE PERSON, ONE APPLICATION AND ONE MARKING CENTRE ONLY

CLOSING DATE FOR APPLICATIONS: 13 MAY 2022

1. PERSONAL INFORMATION

Surname		
First Name/s		
Date of birth		
ID Number		
Physical Address		
Nearest town/city/local municipality		
Cell Phone Number(s)		
Equity Criteria	Race:	Gender:
Nature of disability		

2. EDUCATIONAL INFORMATION

Institution where you are currently registered as a student	
Qualification(s) completed	

3. WHERE DO YOU WISH TO BE PLACED (TICK ONLY ONE MARKING CENTRE)

Hoerskool HansStrydom	Gen. Piet Joubert School	Hoerskool Louis Trichardt
Hoerskool Nylstroom	Hoerskool Pietersburg	Makhado CPD
Lord Milner	Hoerskool Noorderland	Tivumbeni CPD
Hoerskool Warmbad	Tom Naude Technical	Hoerskool Merensky
Northern Academy Primary School	Mastec CPD	Hoerskool Ben Voster
Northern Academy Secondary School	Mokopane EMPC	Hoerskool Ben Viljoen
Capricorn High	Hoerskool Ellisras	S.J. van der Merwe
New Horizon Special School	Settlers Agricultural School	Hoerskool Frikkie Meyer
Kuschke Agricultural High School	University of Limpopo (Only currently registered students at UL)	University of Venda (Only currently registered students at UNIVEN)

I declare that all information provided (including the attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or I may be discharge if I am appointed.

Please attach the following documents.

ALL DOCUMENTS MUST HAVE BEEN CERTIFIED WITHIN THE PAST 3 MONTHS

DOCUMENT	ATTACHED: YES/ NO
Certified Copy of Identity Document	
Grade 12 certificate or Level4/N3 certificate	
Proof of registration for 2022 (Students at Tertiary institution)	
Certified copy of Degree or Diploma for unemployed	

SIGNATURE OF APPLICANT: _____

DATE: _____