



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

**CONFIDENTIAL**

**Ref: S3/1/1/1 Enquiries: Makama M.M. Date: 26 April 2022 Tel: 015 284 - 6507**

**TO: ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL ADMINISTRATION  
ALL DISTRICT DIRECTORS  
ALL CIRCUIT MANAGERS**

**DEPARTMENTAL CIRCULAR NO.66 OF 2022**

**ADVERTISEMENT OF EXPANDED PUBLIC WORKS PROGRAMME (EPWP) POSTS  
IN THE LIMPOPO DEPARTMENT OF EDUCATION**

1. The Limpopo Department of Education hereby invites applications for two(2) posts of Data Capturer and 63 posts of Expanded Public Works Programme (EPWP) posts for the 2022/2023 financial year. The successful recruits will be appointed for a twelve(12) months fixed-term contract.
2. The Expanded Public Works Programme is targeted at South African citizens in the following groups:
  - 2.1. 55% Women;
  - 2.2. 40% Youth from 16 to 35 years of age;
  - 2.3. 2% People living with disability.

**3. Post no.1:**

**Name of post : EPWP Data Capturer x 2 Posts**  
**Post ref : LDOE 01/04/2022**  
**Post Status :12 months fixed-term contract**  
**Rate per day : R475.00 per day**  
**Work Station : Head Office (Polokwane)**

**Requirements** : Matric (Grade 12) Certificate; A recognized three year diploma or degree will serve as an added advantage. Should have knowledge of using EPWP reporting systems.

**Skills required** : Computer Literacy; Sound numerical and analytical skills; Ability to accurately capture EPWP data on the prescribed EPWP reporting systems.

**Duties** : Provide exception reports on data received and captured; Develop lists of EPWP reports expected; Reconcile reports received/ expected and advise the immediate manager on outstanding reports; Capture all allocated EPWP reports from programmes; Assist with preparation of inputs to Branch's reporting mandates; Conduct data quality assurance.

**4. Post no. 2: EPWP Casual Labourers (63 x Posts)**

**Rate per day:** R130.00

**Post status:** 12 Months fixed-term contract.

**Work stations:** Head Office: Ref no. 02/04/2022 x 33 Posts  
Capricorn North District: Ref. no 03/04/2022 x 3 posts  
Sekhukhune East District: Ref. no 04/04/2022 x 3 posts  
Mopani West District: Ref. no 05/04/2022 x 3 posts  
Mopani East District: Ref. no 06/04/2022 x 3 posts  
Vhembe West District: Ref. no 07/04/2022 x 3 posts  
Capricorn South District: Ref. no 08/04/2022 x 3 posts  
Sekhukhune South District: Ref. no 09/04/2022 x 3 posts  
Mogalakwena District: Ref. no 10/04/2022 x 3 posts  
Modimolle District: Ref. no 11/04/2022 x 3 posts  
Vhembe East District: Ref. no 12/04/2022 x 3 posts

4.1 The rate per day for the EPWP Casual Labourer is R130.00, and the monthly stipend will be determined on the basis of the rate per day, multiplied by the total number of days worked per month. There will be no compensation for the days on which service was not rendered.

4.2 The EPWP Casual Labourers will be reporting directly to their respective delegated Supervisors for consistent reporting, monitoring and work related instructions, as well as management of attendance registers.

5. The criteria for selecting the relevant participants to participate in the programme should among others include the following:

5.1 Consider participants residing within the local municipality where the departmental districts are located.

- 5.2 Participants residing outside the local municipal area or from other nearby municipalities that are away from where the Departmental District is located may be employed if the required skills for the programme are not found within the local municipality, however, such participants from other nearby municipalities should not exceed 20% of all the persons working on a programme.
- 5.3 Members of the community who are unemployed and who form part of the targeted groups such as persons coming from poor households, must be given the opportunity to apply for the programme.
- 5.4 Persons with disabilities shall be actively sought for participation in the programme.
- 5.5 Persons receiving social grant including disability grant are eligible to participate in the programme.
6. The following documents must accompany the application forms for the EPWP Casual Labourer posts:
- 6.1 CV;
- 6.2 Affidavit or Confirmatory letter from the Department of Social Development;
- 6.3 Certified copy of ID document.
7. This advertisement as well as the EPWP Application Forms are available at:-
- 7.1 The Limpopo Provincial Government website: [www.limpopo.gov.za](http://www.limpopo.gov.za)
- 7.2 All Local Government offices and facilities;
- 7.3 All District and Circuit offices

**8. Note:**

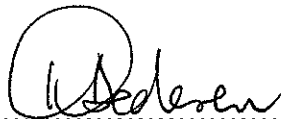
The Department reserves the right not to make any appointment to the programme. **No late applications will be considered, whether faxed, e-mailed, posted or hand-delivered after the closing date, such applications will not be considered.** Due to a large number of applications we envisage, correspondence will be limited to shortlisted candidates only. Therefore, if you do not hear from us within three(3) months after the closing date, consider your application as being unsuccessful.

Applications for the EPWP Casual Labourer posts should be submitted on the prescribed EPWP Form: (obtainable from the sources cited in paragraph 7 above). Application for head office must be directed to: The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at **Office no. H03 [Registry]**, at 113 Biccard Street, Polokwane.

Applications for the EPWP Data Capturer posts should be submitted on the new prescribed Z83 Form obtainable from all Public Service Departments, accompanied by a detailed /comprehensive CV as well as certified copies of educational qualifications and ID. Applications for posts at the districts must be directed to the addresses listed on attached Annexure A.

9. **Closing date:** The closing date for submission of applications for all the posts involved is 20 May 2022 at 16h30.

10. Please bring the contents of this circular to the attention of all your employees.



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**Ms. DEDEREN KO**  
**HEAD OF DEPARTMENT**

05/05/2022  
.....  
**DATE**

## ANNEXURE A

***Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.***

General enquiries should be forwarded to: Mr. Langa LM at 015 – 284 6534, Mr. Lukheli TV at 015 – 294 6536, Mr. Makama M.M at 015284 6507, Ms. Ngwepe MP at 015 – 284 6535, Ms. Phasiwe MN at 015 – 284 6586, Ms. Malla RA at 015 – 6527 and Ms. Mowa LS at 015 – 284 6569.

- **The addresses for the district offices are as follows:**

POSTAL ADDRESSES	PHYSICAL ADDRESSES
The District Director Capricorn South District Private Bag x 03 CHUENESPOORT, 0745 Enquiries should be directed to: Ms. Ntsoane J.M ,Tel No: 015 633 9500	Lebowakgomo Old Parliamentary Complex
The District Director Capricorn North District Private Bag x 1197 POLOKWANE, 0700 Enquiries should be directed to: Ms. Ledwaba CM, Tel No: 015 285 7342	Corner Yster & Blaauberg Street Ladanna, POLOKWANE 0700
The District Director Modimolle/Waterberg District Private Bag x1040 NYLSTROOM, 0510 Enquiries should be directed to: Ms Songwane K, Tel No: 014 718 1500	84 Limpopo Street MODIMOLLE 0510
The District Director Mogalakwena District Private Bag x601 MAHWELERENG, 0626 Enquiries should be directed to: Mr Maliavusa T.M, Tel No: 015 483 7500	Mogalakwena District 805 Rufus Seakamela Street Mokopane EMPC MAHWELERENG 0626
The District Director Sekhukhune South District Private Bag x 70 LEBOWAKGOMO, 0737 Enquiries should be directed to: Ms. Mageza M.P ,Tel No: 015 633 2800	Old Parliamentary Campus  LEBOWAKGOMO
The District Director Sekhukhune East District Private Bag x 9041 BURGERSFORT, 1150 Enquiries should be directed to: Ms Zungu NB,Tel No: 013 231 0129	Sekhukhune East District 83 Aloe Street Stand No 2314 Ext 4 Aloeridge West Burgersfort 1150

<p>The District Director Mopani East District Private Bag x 578 GIYANI, 0826 Enquiries should be directed to: Ms Nzumeni P.M. Tel No: 015 - 811 7802</p>	<p>Giyani Old Parliamentary Building Next to Giyani Police Station</p>
<p>The District Director Mopani West District Private Bag x 4032 Tzaneen, 0850 Enquiries should be directed to: Mr Raholane W.M, Tel No: 015 306 1600</p>	<p>27 peace Street Tzaneen</p>
<p>The District Director Vhembe East District Private Bag x 2250 SIBASA, 0970 Enquiries should be directed to: Ms Sivhabu AB Tel No: 015 962 1313</p>	<p>Thohoyandou Government Building, Old Parliament, Block D Sibasa</p>
<p>The District Director Vhembe West District Private Bag x 2250 SIBASA, 0970 Enquiries should be directed to: Ms. Makhari M.V ,Tel No: 015 963 1895</p>	<p>Makwarela Government Offices Campus  MAKWARELA</p>