



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

Ref No: S3/1/1/1 Enq: Ramaru TE Tel : 067 873 7345 E – Mail:RamaruTE@edu.limpopo.gov.za

TO: All Heads of Departments - Limpopo Provincial Administration
All Deputy Director – Generals
All Chief Directors
All Directors

DEPARTMENTAL CIRCULAR NO. 286 OF 2025

ADVERTISEMENT OF POSTS ON THE ESTABLISHMENT OF THE LIMPOPO DEPARTMENT OF EDUCATION

1. Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts, which exists in the Limpopo Department of Education. The details of the post are outlined on the attached **Annexure A of this Circular**.
2. Applications must be submitted on the new Z83 form obtainable from all Government Departments/ Institutions or can be downloaded from www.dpsa.gov.za / www.labour.gov.za.
3. The new Z83 form must be fully completed and signed by the applicant.
The following must be considered in relation to the completion of the Z83 by applicants:
 - 3.1. All the fields in **Part A, Part C and Part D** should be completed. In Part B all fields should be completed in full except the following:
 - (i) South African applicants need not provide passport numbers.
 - (ii) If an applicant responds "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State? If Yes (provide details), then it is acceptable for an applicant to indicate not applicable or leave a blank to the question. *"In the event that you are employed in the Public Service, will you immediately relinquish such business interests?"*

- (iii) Applicants may leave the following question blank if they are not in possession of such: *"if your profession or occupation requires official registration, provide date and particulars of registration."*
 - (iv) Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified.
 - (v) It must be noted that a CV is an extension of the application of employment on Z83, and applicants are accountable for the information that is provided therein.
 - (vi) The questions related to conditions that prevent re - appointment under Part F must be answered.
- 3.2. A specific reference number indicated on the post applied for must be quoted in the column "Reference Number" on the Z83 application form.
- 4. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interviews.
 - 5. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation.
 - 6. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
 - 7. The successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy with the Department. All appointments are subject to - personal suitability checks (criminal records, credit record check and security vetting) and verification of educational qualifications and reference checks, that is, recommended candidates will be subjected to security clearance procedures. The
 - 8. Department reserves the right not to make any appointment/s to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Department.


9. Candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
10. **The closing date for submission of applications is Thursday, 11th December 2025 at 14H00.** Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
11. **Applications should be submitted as directed below:**
 - 11.1. **Applications for Public Service Act posts should be submitted on the following website: <https://erecruitment.limpopo.gov.za>**

Or handed delivered at the following address:

The Head of Department, Limpopo Department of Education,
Private Bag X 9489, Polokwane, 0700 or handed in at 113 Biccard Street,
Polokwane at Records Management Directorate – Office No. H03 [REGISTRY]

It is critical that applicants must register to apply on the above cited website.
 - 11.2. **Applications for Circuit and District - based posts must be submitted at the Education Districts on Annexure B.**
12. Correspondence will be limited to shortlisted candidates only, due to large numbers of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of the Promotion of Access to Information Act 3 of 2000. Applications which are forwarded/submitted to the wrong address will not be considered.
13. Enquiries should be directed to: Messrs Lukheli TV at 081 535 3675 and Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664, Tema MA at 081 387 2674 and Maupi MJ at 081 530 8921.
14. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets.

15. Note: The contents of the advertised vacant posts will also be posted on the following website www.limpopo.gov.za, www.limpopo.edu.limpopo.gov.za and www.dpsa.gov.za and Provincial Department social media.


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Mr. SESHIBE MV
HEAD OF DEPARTMENT


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DATE



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

ANNEXURE A

ADVERTISEMENT OF POSTS

Name of Post : Cleaner x 68 Posts
Directorate : Security & Facilities Management Services
Post Status : Permanent
Salary Level : 2
Salary Notch : R138,486.00 per annum

Centre	Ref Number	Number
Head office	LDoE 01/10/2025	7
Capricorn North District	LDoE 02/10/2025	2
Capricorn North, Koloti Circuit	LDoE 03/10/2025	1
Capricorn North, Bahlaloga Circuit	LDoE 04/10/2025	1
Capricorn North, Maune Circuit	LDoE 05/10/2025	1
Capricorn North, Moletji Circuit	LDoE 06/10/2025	1
Capricorn South District	LDoE 07/10/2025	2
Capricorn South, Kgakotlou Circuit	LDoE 08/10/2025	1
Capricorn South, Mankweng Circuit	LDoE 09/10/2025	1
Capricorn South, Mogodumo Circuit	LDoE 10/10/2025	1
Mogalakwena District	LDoE 11/10/2025	3
Mogalakwena, Baltimore Circuit	LDoE 12/10/2025	1
Mogalakwena, Bakenberg South Circuit	LDoE 13/10/2025	1
Mogalakwena, Mogalakwena Circuit	LDoE 14/10/2025	1
Mopani East District	LDoE 15/10/2025	2
Mopani East, Lulekani Circuit	LDoE 16/10/2025	1
Mopani East, Man'Ombe Circuit	LDoE 17/10/2025	1
Mopani East, Mamaila Circuit	LDoE 18/10/2025	1
Mopani East, Molototsi Circuit	LDoE 19/10/2025	1
Mopani East, Nsami Circuit	LDoE 20/10/2025	1
Mopani West District	LDoE 21/10/2025	2
Sekhukhune East District	LDoE 22/10/2025	2

Sekhukhune East, Bogwasha Circuit	LDoE23 /10/2025	1
Sekhukhune East, Driekop Circuit	LDoE 24/10/2025	1
Sekhukhune East, Mabulane Circuit	LDoE 25/10/2025	1
Sekhukhune South	LDoE 26/10/2025	2
Sekhukhune South, Eensaam Circuit	LDoE 27/10/2025	1
Sekhukhune South, Hlogotlou Circuit	LDoE 28/10/2025	1
Sekhukhune South, Lepelle Circuit	LDoE 29/10/2025	1
Sekhukhune South, Motetema Circuit	LDoE 30/10/2025	1
Sekhukhune South, Moutse East Circuit	LDoE 31/10/2025	1
Sekhukhune South, Moutse West Circuit	LDoE 32/10/2025	1
Sekhukhune South, Phokwane Circuit	LDoE 33/10/2025	1
Sekhukhune South, Rakgwadi Circuit	LDoE 34/10/2025	1
Vhembe East District	LDoE 35/10/2025	2
Vhembe East, Luvuvhu Circuit	LDoE 36/10/2025	1
Vhembe East, Malamulele Central Circuit	LDoE 37/10/2025	1
Vhembe East, Malamulele South Circuit	LDoE 38/10/2025	1
Vhembe East, Malamulele West Circuit	LDoE 39/10/2025	1
Vhembe East, Mutshindudi Circuit	LDoE 40/10/2025	1
Vhembe East, Sambandou Circuit	LDoE 41/10/2025	1
Vhembe East, Sibasa Circuit	LDoE 42/10/2025	1
Vhembe West District	LDoE 43/10/2025	2
Vhembe West, Lwamondo Circuit	LDoE 44/10/2025	1
Vhembe West, Hlanganani Central Circuit	LDoE 45/10/2025	1
Vhembe West, Hlanganani South Circuit	LDoE 46/10/2025	1
Vhembe West, Nzhelele East Circuit	LDoE 47/10/2025	1
Vhembe West, Soutpansberg North Circuit	LDoE 48/10/2025	1
Vhembe West, Soutpansberg West Circuit	LDoE 49/10/2025	1
Waterberg District	LDoE 50/10/2025	2
Waterberg, Palala South Circuit	LDoE 51/10/2025	1

MINIMUM REQUIREMENTS:

- Grade 10 or equivalent.
- Exposure in the cleaning environment
- A cleaning certificate will be an added advantage

DUTIES:

- Provide cleaning services: Office corridors, elevators and boardrooms.
- Dusting and waxing office furniture, sweeping, scrubbing and waxing floors, vacuum and shampooing floors,

- Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing waste papers, freshen the office areas,
- Provide cleaning services: kitchen and restrooms by, clean basins, wash and keep stock of kitchen utensils,
- Provide cleaning services in restrooms,
- Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners,
- Empty and wash waste bins,
- Keep and maintain cleaning materials and equipment,
- Report broken cleaning machines and equipment, cleaning of machines

Name of Post : Driver x 8 Posts
Directorate : Stores Services
Post Status : Permanent
Salary Level : 3
Salary Notch : R163 680.00 per annum

Centre	Ref Number	Number
Head Office, Fleet Management	LDoE 52/10/2025	1
Capricorn South	LDoE 53/10/2025	1
Mogalakwena	LDoE 54/10/2025	1
Mopani West	LDoE 55/10/2025	1
Sekhukhune South	LDoE 56/10/2025	1
Sekhukhune East	LDoE 57/10/2025	1
Vhembe East	LDoE 58/10/2025	1
Vhembe West	LDoE 59/10/2025	1

MINIMUM REQUIREMENTS:

- Grade 10 or equivalent.
- Grade 12 or equivalent will be an added advantage.
- Valid drivers' license.
- 5 years' driving experience.
- Professional Driving Permit (PDP) will be an added advantage
- Driving testing will be done on appointment.

DUTIES

- Transporting staff
- Planning of routes
- Loading and unloading materials
- Perform daily vehicle checks
- Arranging for routine servicing and repairs by reporting any defects
- Complete and maintain accurate records such as logbook for trips and deliveries

- Verify documents upon collection and delivery
- Ensure the security of the vehicle and its contents
- Report any accidents or incidents to the appropriate authorities.
- Safely operate the vehicle
- Follow all traffic laws
- Ability to plan routes
- Do basic vehicle maintenance checks
- Transport passengers, collection and delivery of goods
- Maintain logs and fuel usage and submit such on time to relevant offices

Name of Post : Stores Assistant x 9 Posts
Sub - Section : Stores Services
Post Status : Permanent
Salary Level : 2
Salary Notch : R138 486.00 per annum

Centre	Ref Number	Number
Capricorn North	LDoE 60/10/2025	1
Capricorn South	LDoE 61/10/2025	1
Mogalakwena	LDoE 62/10/2025	1
Mopani East	LDoE 63/10/2025	1
Mopani West	LDoE 64/10/2025	1
Sekhukhune East	LDoE 65/10/2025	1
Sekhukhune South	LDoE 66/10/2025	1
Vhembe East	LDoE 67/10/2025	1
Vhembe West	LDoE 68/10/2025	1

MINIMUM REQUIREMENTS

- Grade 10 or equivalent.
- Grade 12 will be an added advantage.
- Previous relevant experience will be an added advantage.

DUTIES

- Receive and record inventories.
- Handling of requisition.
- Managing inventions and by issuing out and recording.
- Record and report shortages to the relevant authority.

ANNEXURE B

Postal Address	Physical Address	General Enquiries
The District Director Capricorn North Education District Private Bag X 9711 Polokwane 0700	Cnr Blaauwberg & Yster Street Ladanna, Polokwane	Mr L Chipa Tel : 015 285 7345
The District Director Capricorn South Education District Private Bag X 03 Chueniespoort 0745	Old Parliament Complex Lebowakgomo	Ms J Ntsoane Tel : 015 633 9500
The District Director Sekhukhune South Education District Private Bag X 70 Lebowakgomo 0737	Old Parliament Complex Lebowakgomo	Ms P Mageza Tel : 015 633 2800
The Acting District Director Sekhukhune East Education District Private Bag X 9041 Burgersfort 1150	83 Aloe Street Stand No 2314 Ext 4 Aloeridge West Burgersfort 1150	Mr MS Phasha Tel : 013 231 0100
The District Director Mopani East Education District Private Bag X 578 Giyani 0826	Old Parliament Building Giyani	Mr N Sono Tel : 015 812 2495
The District Director Mopani West Education District Private Bag X 4032 Tzaneen 0850	27 Peace Street Prosperitas Building Tzaneen 0850	Mr MW Raholane Tel : 015 306 6800
The Acting District Director Vhembe East Education District Private Bag X 2250 Sibasa 0970	Makwarela Old Parliament Building	Ms AB Shivabu Tel : 015 962 5715
The District Director Vhembe West Education District Private Bag X 2250 Sibasa 0970	Block D Old Parliament Building Thohoyandou	MR NA Rasila Tel : 015 962 5715
The District Director Mogalakwena Education District Private Bag X 601 Mahwelereng 0626	805 Rufus Seakamela Street Mahwelereng 0626	Ms O Sebyetseba Tel : 015 483 7500
The Acting District Director Waterberg Education District Private Bag X 1040 Modimolle 0510	84 Limpopo Street NTK Building Modimolle 0510	Ms K Songwane Tel : 014 718 1500