



# 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](http://www.dpsa.gov.za) / [www.labour.gov.za](http://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.

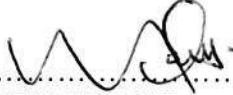
9. Candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
10. **The closing date for submission of applications is Thursday, 11<sup>th</sup> December 2025 at 14H00.** Late applications for the advertised posts will not be considered. Failure 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>**

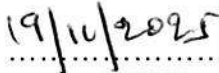
Or handed delivered at the following address:

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](http://www.limpopo.gov.za), [www.limpopo.edu.limpopo.gov.za](http://www.limpopo.edu.limpopo.gov.za) and [www.dpsa.gov.za](http://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**

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