



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 Directors – General
All Chief Directors
All Directors

DEPARTMENTAL CIRCULAR NO. 305 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 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.

8. Candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
9. **The closing date for submission of applications is Friday, 10th January 2026 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.

10. Applications should be submitted as directed below:

- 10.1. **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.

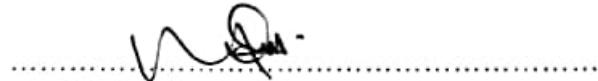
- 10.2. **Applications for School - based posts must be submitted at the Education Districts on Annexure B.**

11. 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.

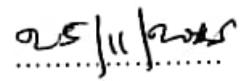
12. Enquiries should be directed to: Messrs Lukheli TV at 081 535 3675 and Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664, Tema MA at 081 387 2674 and Maupi MJ at 081 530 8921.

13. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets.

14. 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.



Mr. SESHIBE MV
HEAD OF DEPARTMENT



DATE



LIMPOPO
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DEPARTMENT OF
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ANNEXURE A

ADVERTISEMENT OF POSTS

Name of Post	: Driver/Messenger x 33 Posts
Directorate	: Public Special Schools
Post Status	: Permanent
Salary Level	: 4
Salary Notch	: R193,359.00 per annum

Centre	Ref Number	Number
Sekhukhune South, Asiphumelele Special School	LDoE 53/10/2025	1
Capricorn South, Bana – Ba - Thari Special School	LDoE 54/10/2025	1
Capricorn South, Benedict & Hope Special School	LDoE 55/10/2025	1
Capricorn North, Botlokwa Special School	LDoE 57/10/2025	2
Vhembe East, Fulufhelo Special School	LDoE 58/10/2025	4
Capricorn South, Grace And Hope Special School	LDoE 59/10/2025	4
Vhembe East, Grace And Love Special School	LDoE 60/10/2025	1
Sekhukhune South, Ipelegeng Special School	LDoE 61/10/2025	1
Sekhukhune East, Jane Furse Special School	LDoE 62/10/2025	1
Mogalakwena, Lebone Special School	LDoE 63/10/2025	1
Sekhukhune South, Matobule Special School	LDoE 64/10/2025	1
Capricorn South, Mahlasedi Special School	LDoE 65/10/2025	2
Mopani East, Nthabiseng Special School	LDoE 66/10/2025	1
Mopani East, Pfunanani Special School	LDoE 67/10/2025	1
Mopani East, Ramokgwakgwa Special School	LDoE 68/10/2025	2
Capricorn North, Ratanang Special School	LDoE 69/10/2025	1
Sekhukhune East, Rehlahleng Special School	LDoE 70/10/2025	1
Capricorn North, Rethuseng Special School	LDoE 71/10/2025	1
Waterberg, Sedibeng Special School	LDoE 72/10/2025	1
Waterberg, Suzan Strijdom Special School	LDoE 73/10/2025	1
Vhembe West, Tshilwahusiku Razwimisani Special School	LDoE 74/10/2025	1
Capricorn South, Tsoga - O – Itirele Special School	LDoE 75/10/2025	1
Vhembe West, Rivoni Special School	LDoE 76/10/2025	1
Waterberg, Thusanang Special School	LDoE 77/10/2025	1

MINIMUM REQUIREMENTS:

- Grade 12
- Valid Code 10 driver's licence with PDP.
- 3 years' bus driving experience will be an added advantage.
- Driver's competency test will be conducted before appointment.

DUTIES:

- Responsible to transport learners in Special Schools to and from school by following designated routes and schedule.
- Follow traffic laws.
- Capable to communicate with learners, parents and school staff.
- Assist learners in safe loading and off - loading learners.
- Inform school's personnel, parents of incidents to maintain proper procedures.
- Performs pre - and post - trip inspection.
- Supervise learners during transit for the purpose of maintaining safety and following Departmental policies.
- Conduct safety and operational inspection of assigned vehicle daily.
- Reports needed mechanical repairs when necessary
- Performs periodical safety drills as required by law, completing necessary reports upon request.
- Delivery and collections: Collect and deliver documents, correspondence, mail, packages, and other items from places such as the post office, other departments, and external stakeholders.
- Purchase and loading: buying and loading equipment's, groceries for the institution.
- Health support: Taking learners to clinic and hospitals.
- Route Planning: Plan and follow the most efficient routes using maps or GPS to ensure timely delivery and avoid traffic delays.
- Vehicle Maintenance: Perform pre-trip and post-trip inspections, ensure the vehicle is fueled, clean, and well-maintained, and report any issues or arrange for necessary repairs.
- Record Keeping: Complete and maintain all required records and logbooks regarding trips, mileage, fuel consumption, and goods handled.
- General Support: Assist with general office or clerical work, such as filing, making photocopies, running errands, or assisting with loading and unloading items.
- Customer Service: Interact with clients and customers in a professional and courteous manner, potentially collecting payments or obtaining signatures for deliveries.

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