



# 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. 125 OF 2024

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

1. The Limpopo Department of Education hereby invites applications for four (4) posts of EPWP Data Capturer and 51 Casual Labourers posts of Expanded Public Works Programme (EPWP) for the 2024/2025 financial year. The successful recruits will be appointed for a ten (10) 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 : EPWP Data Capturer (4x Posts)**  
**Ref No. : LDoE 01/05/2024**  
**Status : 10 Months' Contract**  
**Rate per day: R 350.00 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.

**Post No. 2 :EPWP Casual Labourers (51 x Posts)**

**Ref No. : LDoE 02/05/2024**

**Status : 10 Months' Contract**

**Rate per day :R130.00**

**Work stations :** Head Office = 25 Posts

Capricorn South District = 3 posts

Capricorn North District = 3 posts

Mopani West District = 3 posts

Mopani East District = 3 posts

Mogalakwena District = 3 posts

Vhembe West District = 3 posts

Vhembe East District = 3 posts

Sekhukhune East District = 3 posts

Sekhukhune South District = 3 posts

Waterberg District = 3 posts

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.

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

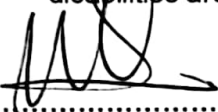
- 4.1. Consider participants residing within the local municipality where the departmental districts are located.
- 4.2. Participants residing outside the local municipal area or from other nearby municipalities that are away from where the Departmental District is located may be employed if the required 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.

- 4.3. 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.
- 4.4. Persons with disabilities shall be actively sought for participation in the programme.
- 4.5. Persons receiving social grant including disability grant are eligible to participate in the programme.
5. The following documents must accompany the application form, **herein attached**, for the EPWP Casual Labourer posts:
  - 5.1. CV;
  - 5.2. Affidavit or Confirmatory letter from the Department of Social Development;
  - 5.3. Certified copy of ID document
6. This advertisement as well as the EPWP Application forms are available at:-
  - 6.1. The Limpopo Provincial Government website: [www.edu.limpopo.gov.za](http://www.edu.limpopo.gov.za)
  - 6.2. All Education District and Circuit offices

**Notes:**

1. The Department reserves the right not to make any appointment to the programme.
2. **No late applications will be considered, whether faxed, e-mailed, posted or hand-delivered after the closing date, such applications will not be considered.**
3. 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.
4. Applications for the EPWP Casual Labourer posts should be submitted on the prescribed EPWP Form: (obtainable from the sources cited in paragraph 7 above).
5. Applications for Head Office must be directed to:  
**The Acting Head of Department, Department of Education,  
Private Bag X9489, Polokwane, 0700 or handed in at Office no. H03  
[Registry], at 113 Biccard Street, Polokwane.**

6. Applications for the EPWP Data Capturer posts should be submitted on Z83 Forms 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 or handed in at the physical addresses provided on **Annexure A**.
7. General enquiries should be forwarded to: Mr. Lukheli MV at 081 5353675 or Mr. Ramaru T.E at 0678737345
8. **Closing date:** The closing date for submission of applications for all the posts involved is **Friday, 14<sup>th</sup> JUNE 2024 at 16h30.**
9. Please bring the contents of this circular to the attention of all your employees.
10. 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.



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**Mr. MASHABA KM**  
**ACTING HEAD OF DEPARTMENT**

23/05/2024  
**DATE**

## ANNEXURE A

The addresses for the district offices are as follows:

POSTAL ADDRESSES	PHYSICAL ADDRESSES
<p>The District Director Capricorn South District Private Bag x 03 <b>CHUENIESPOORT, 0745</b></p> <p>Enquiries should be directed to: Ms. Ntsoane J.M Tel No: 015 633 9500</p>	<p>Old Parliamentary Complex <b>LEBOWAKGOMO</b></p>
<p>The District Director Capricorn North District Private Bag x 1197 <b>POLOKWANE, 0700</b></p> <p>Enquiries should be directed to: Mr. Chipa L Tel No: 015 285 7300</p>	<p>Corner Yster &amp; Blaauberg Street Ladanna, <b>POLOKWANE</b> 0700</p>
<p>The District Director Waterberg District Private Bag x1040 <b>NYLSTROOM, 0510</b></p> <p>Enquiries should be directed to: Songwane K Tel No: 014 718 1500</p>	<p><b>84 Limpopo Street</b> <b>MODIMOLLE</b> 0510</p>
<p>The District Director Mogalakwena District Private Bag x601 <b>MAHWELERENG, 0626</b></p> <p>Enquiries should be directed to: Sebyetseba O Tel No: 015 483 7500</p>	<p><b>805 Rufus Seakamela Street</b> Mokopane <b>EMPC</b> <b>MAHWELERENG</b> 0626</p>
<p>The District Director Sekhukhune East District Private Bag x 9041 <b>BURGERSFORT, 1150</b></p> <p>Enquiries should be directed to: Phasha MS Tel No: 013 231 0100</p>	<p><b>83 Aloe Street</b> Stand No 2314 Ext 4 Aloeridge West <b>BURGERSFORT</b> 1150</p>
<p>The District Director Mopani East District Private Bag x 578 <b>GIYANI, 0826</b></p> <p>Enquiries should be directed to: Mr Sono N Tel No: 015 812 1911</p>	<p>Old Parliamentary Building, <b>GIYANI</b> Next to Giyani Police Station</p>

<p>The District Director <b>Mopani West District</b> Private Bag x 4032 <b>TZANEEN, 0850</b></p> <p>Enquiries should be directed to: Mr. Raholane W.M, Tel No: 015 306 1600</p>	<p><b>27 Peace Street</b> <b>TZANEEN</b></p>
<p>The District Director <b>Vhembe West</b> Private Bag x 2250 <b>SIBASA, 0970</b></p> <p>Enquiries should be directed to: Ms. Makhari MV, Tel No: 015 963 1895</p>	<p><b>Makwarela Government Buildings,</b> <b>MAKWARELA LOCATION, SIBASA</b></p>
<p>The District Director <b>Vhembe East</b> Private Bag x 2250 <b>SIBASA, 0970</b></p> <p>Enquiries should be directed to: Ms. Sivhabu AB, Tel No: 015 962 1313</p>	<p><b>Old Government Complex,</b> <b>THOHOYANDOU</b></p>



# LIMPOPO

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## DEPARTMENT OF EDUCATION

### APPLICATION FOR EXPANDED PUBLIC WORKS PROGRAMME

#### A. PERSONAL INFORMATION (please ignore if you have attached a CV with ALL of the following information) <sup>1</sup>

Surname				
First names				
Date of birth				
Identity number <sup>2</sup>				
Race <sup>3</sup>	African	White	Coloured	Indian
Gender			Female	Male
Do you have a disability? <sup>3</sup>			Yes	No
Are you a South African citizen?			Yes	No

#### B. HOW DO WE CONTACT YOU

Preferred language for correspondence?			
Telephone/Cell Number			
Preferred method for correspondence	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

#### C. LANGUAGE PROFICIENCY –state 'good', fair, or 'poor'

	Languages (specify)					
Speak						
Read						
Write						

<b>D. QUALIFICATIONS :</b>		
<b>School Qualifications :</b>		
Name of School/Institution	Highest qualifications obtained	Year obtained :

<b>E. REFERENCES (please ignore if your have attached a CV with these details) :</b>		
Name	Relationship to you	Telephone/Cell Numbers

<b>DECLARATION</b>	
<i>I declare that all the information provided (including any 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 my discharge if I am appointed</i>	
<b>Signature:</b>	<b>Date:</b>