



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

Ref No: S3/1/1/1 Enq: MAKAMA MM DATE: 17 MAY 2022 Tel: 015 – 284 6507

**TO: All Heads of Departments - Limpopo Provincial Administration  
All District Directors  
All Circuit Managers  
All School Principals**

### DEPARTMENTAL CIRCULAR NO. 85 OF 2022

#### ADVERTISEMENT OF SCHOOL ASSISTANT JOB OPPORTUNITIES FOR ALL PUBLIC SCHOOLS, SPECIAL SCHOOLS AND FEE PAYING SCHOOLS IN LIMPOPO PROVINCE: DEPARTMENT OF EDUCATION

1. Applications are hereby invited from suitably qualified candidates for the filling of the Education Employment Initiative temporary job opportunities of School Assistants, which exist in the Department. The temporary job opportunities involved are as outlined on the attached **Annexure A**.
2. Applications should be submitted or handed in at the relevant nearest schools where the applicants intend or prefer to serve.
3. Applications should be submitted on the prescribed form herein attached or obtainable from the Departmental website [www.edu.limpopo.gov.za](http://www.edu.limpopo.gov.za). The form must be completed in full, originally signed and dated by the applicant.
4. Please bring the contents of this circular to the attention of all members of the community where the school is situated.

Handwritten signature of Dederen Ko in black ink.

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

25/05/2022  
.....  
**DATE**



DEPARTMENT OF  
**EDUCATION**

**ANNEXURE A**

**ADVERTISEMENT OF SCHOOL ASSISTANT JOB OPPORTUNITIES**

**The Provincial Education Department offers temporary School Assistant positions to unemployed youth**

As part of the Limpopo Provincial Department of Education's R200 484 000,00 initiative aimed at creating job opportunities for youth who have an interest in education and the welfare of the community. This will be done through the appointment of 9000 School Assistants who will be deployed in schools to ensure continued learning and teaching in a safe environment.

These unemployed young people will be placed in schools around the communities in which they reside (with no special preference):

- 1. Post : School Assistant**  
**Ref No. : LDOE 01/05/2022**  
**Post Status : 09 Months temporary job opportunity ending on 31 March 2023**  
**Stipend : R2 500.00 (per month) inclusive of 1% deductible for UIF**  
**Post Station : The schools within the local community**

**Job purpose:**

- Cleaning and disinfection of classrooms and admin offices.
- Sanitization of teachers, learners, non-teaching staff and visitors.
- Assist schools with admin work towards observation of Covid-19 regulations at all times.

**Requirements**

The candidates applying for this post must:

- Be 18 – 40 years old;
- Be in possession of a relevant skills/ certificate. A trade certificate/ qualification will be an added advantage;
- Be a resident of the community or the feeder area where the school is situated; and
- Willingness to learn.
- Submit a testimonial from a renowned body (e.g. church, school, councillor, tribal authority, etc.)


**2. How to apply:**

Applications should be made through the prescribed application form herewith attached or obtainable from the District Office, Circuit Office or the respective schools in the community where the applicants resides. The submission of application should be made at all public ordinary schools, all special schools and all fee-paying schools in Limpopo Province.

## NOTES:

- 2.1 Applications should be submitted on the attached prescribed Form which also obtainable on the departmental website [www.edu.limpopo.gov.za](http://www.edu.limpopo.gov.za). The form must be completed in full, and must be accompanied by a comprehensive recent CV, certified copies of ID document. Faxed or e-mailed applications will not be considered.
- 2.2 All applicants must be SA Citizens. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during the interview, the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.
- 2.3 Applicants for all the posts should be people who reside in close proximity to the schools they have applied for.
- 2.4 The contents of this circular will also be posted on the following websites [www.edu.limpopo.gov.za](http://www.edu.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za)
- 2.5 Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days from 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
- 2.6 The Department reserves the right not to make any appointment(s) to the posts advertised.
- 2.7 Applications should be directed to all the local public ordinary schools, special schools and fee paying schools within Limpopo Province.
- 2.8 Enquiries at Head Office should be forwarded to Mr. Lebepe AN @ (015) 284 6577, Mr. Langa LM @ (015) 284 6534, Mr. Lukheli TV @ (015) 284 6536, Mr. Makama MM @ (015) 284 6507, Ms. Ngwepe MP @ (015) 284 6535, Phasiwe NM @ (015) 284 6586, Ms. Malla T @ (015) 284 6556 and Ms. Mmowa LS @ (015) 284 6569.
- 2.9 Enquiries at District level should be forwarded to :
  - Ms Mageza P @ 015 – 633 2800 (Sekhukhune South), Mr Mokota MJ @ 013 – 231 0100 (Sekhukhune East), Mr Madzibane N @ 015 – 962 1331 (Vhembe East), Ms Makhari VM @ 015 – 963 1895 (Vhembe West), Ms Ledwaba MC @ 015 – 285 7300 (Capricorn North), Ms Ntsoane J @ 015 – 633 9500 (Capricorn South), Mr Raholane MW @ 015 – 306 1600 (Mopani West), Mr Mhlongo IM @ 015 – 812 1911 (Mopani East), Mr

- 3 The closing date for submission of applications is **08 June 2022, TIME 13H00.**
- 4 It is envisaged that the successful candidates should be ready to begin with the services at schools on 01 July 2022.

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

## 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, or Mr. Makama M.M at (015)284 6507.

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

| POSTAL ADDRESSES  | PHYSICAL ADDRESSES   |
|---|--|
| The District Director<br>Capricorn South/ Lebowakgomo District<br>Private Bag x 03<br>CHUENESPOORT, 0745<br>Enquiries should be directed to:<br>Ms. Ntsoane J.M, Tel No: 015 633 9500 | Lebowakgomo Old Parliamentary Complex  |
| The District Director<br>Capricorn North/ Polokwane District<br>Private Bag x 1197<br>POLOKWANE, 0700<br>Enquiries should be directed to:<br>Ms. Ledwaba CM, Tel No: 015 285 7300     | Corner Yster & Blaauberg Street<br>Ladanna, POLOKWANE<br>0700  |
| The District Director<br>Waterberg/ Modimolle District<br>Private Bag x1040<br>NYLSTROOM, 0510<br>Enquiries should be directed to:<br>Mrs Songwane K, Tel No: 014 718 1500            | 84 Limpopo Street<br>MODIMOLLE<br>0510   |
| The District Director<br>Mogalakwena District<br>Private Bag x601<br>MAHWELERENG, 0626<br>Enquiries should be directed to:<br>Mr Maliavusa T.M, Tel No: 015 483 7500                  | Mogalakwena District<br>805 Rufus Seakamela Street<br>Mokopane EMPC<br>MAHWELERENG<br>0626             |
| The District Director<br>Sekhukhune East District<br>Private Bag x 9041<br>BURGERSFORT, 1150<br>Enquiries should be directed to:<br>Ms Nzumeni M.M, Tel No: 013 231 0100              | Riba- Cross District<br>83 Aloe Street<br>Stand No 2314 Ext 4<br>Aloeridge West<br>Burgersfort<br>1150 |
| The District Director<br>Mopani East District<br>Private Bag x 578<br>GIYANI, 0826<br>Enquiries should be directed to:<br>Mr Mdaka K.F Tel No: 015 812 1911                           | Giyani Old Parliamentary Building Next to Giyani Police Station  |
| The District Director<br>Mopani West District<br>Private Bag x 4032<br>Tzaneen, 0850<br>Enquiries should be directed to:<br>Mr Raholane W.M, Tel No: 015 306 1600                     | 27 peace Street<br>Tzaneen   |
| The District Director<br>Vhembe West<br>Private Bag x 2250<br>SIBASA, 0970<br>Enquiries should be directed to:<br>Ms Makhari MV, Tel No: 015 963 1895                                 | Makwarela Government Building, Department of Education, Makwarela Location, Sibasa                     |

|   |  |
|---|--|
| <p>The District Director<br/>Vhembe East<br/>Private Bag x 2250<br/>SIBASA, 0970<br/>Enquiries should be directed to:<br/>Ms Sivhabu AB, Tel No: 015 962 1313</p>         | <p>Thohoyandou Government Buildings,<br/>Former Venda Government Parliament<br/>Campus, Department of Education,<br/>Block D, Sibasa</p> |
| <p>The District Director<br/>Sekhukhune South<br/>Private Bag x 2250<br/>LEBOWAKGOMO, 0737<br/>Enquiries should be directed to:<br/>Ms Mageza P, Tel No: 015 633 2800</p> | <p>Former Lebowa Government Buildings<br/>Campus, Department of Education,</p>   |



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

### APPLICATION FORM FOR CONTRACT EMPLOYEMENT FOR EDUCATION ASSISTANTS AND OTHER ASSISTANTS

#### LOCATION OF SCHOOL

|                                     |  |
|-------------------------------------|--|
| PROVINCE                            |  |
| DISTRICT                            |  |
| SCHOOL NAME/S (MAXIMUM CHOICE OF 3) |  |

#### PERSONAL DETAILS

|                                 |       |  |    |
|---------------------------------|-------|--|----|
| NAME/S                          |       |  |    |
| SURNAME                         |       |  |    |
| DATE OF BIRTH                   |       |  |    |
| IDENTITY/ PASSPORT NUMBER       |       |  |    |
| GENDER                          |       |  |    |
| DO YOU HAVE ANY DISABILITY      | YES   |  | NO |
| SPECIFY THE DISABILITY (IF ANY) |       |  |    |
| DO YOU HAVE A CRIMINAL RECORD   |       |  |    |
| CONTACTS                        | CELL  |  |    |
|                                 | EMAIL |  |    |
| PHYSICAL ADDRESS                |       |  |    |
| HIGHEST QUALIFICATION ATTAINED  |       |  |    |
| TESTIMONIAL ATTACHED            | YES   |  | NO |
| ATTACH IDENTITY DOCUMENT        | YES   |  | NO |

|                              |               |
|------------------------------|---------------|
| <hr/><br>INITIAL AND SURNAME | <hr/><br>DATE |
|------------------------------|---------------|