



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Ref No: S3/1/1/1

Enq : MAKAMA MM

Tel: 015 – 284 6507

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

DEPARTMENTAL CIRCULAR NO. 56 OF 2021

ADVERTISEMENT OF SCHOOL ASSISTANT POSTS FOR ALL PUBLIC SCHOOLS AND SPECIAL ORDINARY SCHOOLS IN LIMPOPO PROVINCE: DEPARTMENT OF EDUCATION

1. Applications are hereby invited from suitably qualified candidates for the filling of the Conditional Grant Funded posts of School Assistant posts for all public schools and special ordinary schools in Limpopo Province, to support schools in mitigating against the impact of COVID-19 on learning and teaching. The posts involved are as outlined on the attached **Annexure A**.
2. Applications should be submitted on the new Z83 Form obtainable from all Public Service Departments/ Institutions or on the Internet at www.gov.za. The Z83 form must be completed in full, originally signed and dated by the applicant.
3. Please bring the contents of this circular to the attention of all members of the community where the school is situated.

MASHABA KM
ACTING HEAD OF DEPARTMENT

13/04/2021
DATE



ANNEXURE A

ADVERTISEMENT OF SCHOOL ASSISTANT POSTS

The Limpopo Provincial Department of Education offers temporary School Assistant positions to unemployed youth in the province.

The Limpopo Department of Education is advertising posts of School Assistant for interested unemployed eligible people who have an interest in education and the welfare of the community and who will be placed in all public schools and special ordinary schools across the 10 districts of the Limpopo Province:

1. School Assistants x 10 701 Posts

Ref No. : LDOE 01/04/2021

Post Status : 11 Months Contract (w.e.f. 01 May 2021 to 31 March 2022)

Stipend : R2 060.00 (per month, inclusive of 1% UIF monthly contribution)

Post Station : The schools within the local communities

1.1 Requirements

The candidates who wish to apply for this posts must:

- Have a Grade 12 Certificate.
- A recognised degree or diploma qualification at NQF level 6 or 7 will serve as an added advantage;
- Be a person who resides in the community/area within which the school is situated;
- Be a person who enjoy working with children and young adults; patience, confidence and a compassionate attitude.

1.2 Job purpose

Among other things, School Assistants will be required to:

- Clean and disinfect classrooms and Administration offices.
- Screening of teachers, learners, non-teaching support staff and visitors.
- Sanitization of teachers, learners, non-teaching support staff and visitors.
- Assist schools with admin work towards observation of Covid-19 regulations at all times.
- General cleaning.

1.3 Skills

Applicants for the School Assistant posts must have the following skills:

- Good literacy and numeracy skills,
- Good organisational skills,
- Flexibility and creativity,
- Basic IT skills,
- Enjoy working with children, patience, confidence and a compassionate attitude,
- Have the ability to manage groups of learners and deal with challenging behaviour and
- Have the ability to communicate in English and one other official language.

1.4 Applications

Applications for School Assistant posts should be made through the official new Z83 application form. The submission of applications should be made at all public schools and all special ordinary schools across Limpopo Province.

1.4.1 NOTES:

- 1.4.1 Applications should be submitted on the new Z83 Form obtainable from all Public Service Departments/ Institutions or on the Internet at www.gov.za / www.labour.gov.za. The Z83 forms must be completed in full, and must be accompanied by a comprehensive recent CV as well as originally certified copies of all educational qualifications, ID document and driver's license. Faxed or e-mailed applications will not be considered.
- 1.4.2 Applicants are requested to complete Part A, B and C of the Z83 in full and the reference numbers must be clearly indicated on the Z83 application form.
- 1.4.3 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 post 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.
- 1.4.4 Applicants for all the posts should be people who reside in close proximity to the school.
- 1.4.5 The contents of this circular will also be posted on the following websites www.edu.limpopo.gov.za / www.limpopo.gov.za/ www.dpsa.gov.za.
- 1.4.6 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.

- 1.4.7 The Department reserve the right not to make any appointment(s) to the posts advertised.
- 1.4.8 Applications should be directed to all the local public schools and special ordinary schools within Limpopo Province.
- 1.4.9 Enquiries should be forwarded to Mr. Lebepe AN @ (015) 284 6577, Mr. Langa LM @ (015) 284 6534 ,Mr. Makama MM @ (015) 284 6507, Ms. Phalafala RM @ (015) 284 6524 and Ms. Ngwepe MP @ (015) 284 6535.

2 The closing date for submission of applications is 19 April 2021, TIME 13H00.

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.

