



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Ref No :S3/1/1/1

Enq : MAKAMA MM

Tel: 015 – 284 6507

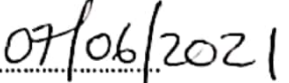
TO: All Heads of Departments - Limpopo Provincial Administration
All District Directors
All Circuit Managers

DEPARTMENTAL CIRCULAR NO. 98 OF 2021

ADVERTISEMENT OF TWO HIV/AIDS LIFE SKILLS DATA CAPTURER POSTS FOR
HEAD OFFICE: DEPARTMENT OF EDUCATION

1. Applications are hereby invited from suitably qualified candidates for the filling of two vacant posts of Data Capturer in the HIV/AIDS Life Skills Sub-Directorate located at Head Office in Polokwane. The details of the posts involved are 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 forms must be completed in full, and must be accompanied by a detailed/ comprehensive recent CV as well as originally certified copies of educational qualifications and ID. Please take note that certified copies of certified copies of certificates and other necessary documents that accompany the Z83 form will be disqualified. Further, faxed or e-mailed applications will not be considered or accepted.
3. Please bring the contents of this circular to the attention of all your employees.


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HEAD OF DEPARTMENT


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DATE



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

ADVERTISEMENT OF TWO HIV/AIDS AND LIFE SKILLS DATA CAPTURER POSTS FOR HEAD OFFICE: DEPARTMENT OF EDUCATION

Post No. 1

Name of Post	:	2 X Data Capturer Posts
Ref No.	:	LDoE 01/06/2021
Post Status	:	Three (03) Year Contract
Sub-Directorate	:	HIV/AIDS Life Skills
Annual Notch	:	R173 703,00 per annum
Salary Level	:	05
Work Station	:	Head Office - POLOKWANE

REQUIREMENTS:

- Grade 12.
- Information Technology Certificate or equivalent qualification.
- A diploma or degree in Information Technology will be an added advantage.
- Must have excellent attention to detail (ability to achieve thoroughness and accuracy when accomplishing an assigned task).
- Ability to remain focused on a repetitive mental task over a long period of time.
- Must have very good typing skills, speed and accuracy.
- Knowledge and understanding of MS Office Excel, MS PowerPoint, MS Word.

KEY PERFORMANCE AREAS:

- Do data entry keying, data cleansing, typing, transcriptions.
- Prepare the text material.
- Mail labels and letters/ circulars.

- Update figures, maintain records.
- Revise spreadsheets and contact lists.
- Do filing, both manually and electronically.

NOTES :

1. Applications should be submitted on a new Z83 form obtainable from all Public Service Departments/ Institutions or on the Internet at www.gov.za / www.labour.gov.za.
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. It must be accompanied by a comprehensive recent CV as well as originally certified copies of all educational qualifications, ID document and driver's license.
3. Faxed or e-mailed applications will not be considered.
4. All applicants must be SA Citizens/Permanent Residents Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered after the interviews, 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.
5. Successful candidates will be subjected to personnel suitability checks, which covers criminal records, citizenship, employment reference, educational qualifications and where applicable financial records.
6. All shortlisted candidates will be subjected to Computer Literacy Test.
7. 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.
8. 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 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, 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.
9. The Department reserve the right not to make any appointment(s) to the posts advertised subject to positive security clearance outcome. The employment decision shall be informed by the Employment Equity Plan of the Department.

10. Applications should be addressed to:

The Head of Department, Department of Education, Private Bag X9489, POLOKWANE, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, POLOKWANE.

Enquiries should be forwarded to Ms. Ngwepe MP @ (015)284 6535, Mr. Makama MM @ (015) 284 6507, and Mr. Langa LM @ (015) 284 6534.

11. The closing date for submission of applications is Friday, 25 June 2021, TIME 16H00

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. 