



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

Ref No: S3/1/2/3/2 Enq: Ramaru TE Cell No: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. 48 OF 2025: ERRATA TO THE DEPARTMENTAL  
CIRCULAR NO. 28 OF 2025**

1. Please take note of the changes on the advertised posts in the Departmental Circular No. 28 of 2025.

2. The affected posts are listed below:

2.1. The changes on **Key Performance Areas** are as follows:

**Name of Post** : Assistant Director: Financial Administration  
**Sub – Directorate** : District Finance  
**Ref No** : LDoE 15/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036.00 per annum  
**Centre** : Vhembe West

**Key Performance Areas:**

- Implement financial administration and accounting policies and processes. Reconcile information interfaced into BAS and maintenance of the relevant reports.
- Ensure that all transactions processed are supported by corresponding accounting documentation.
- Check and ensure that the accounting documents supporting transactions are complete and accurately computed.
- Enforce internal controls and compliance with all the enabling acts and regulations.
- Monitor and ensure the correctness and accuracy of expenditure monthly and effect that necessary adjustments.
- Manage proper financial record keeping of documents. Attend to all queries from internal and external clients.

- Supervision of subordinates' activities. Manage financial deductions.
- Authorise / approve transactions on PERSAL and BAS system.

**NB: Other requirements of the post remain as per Departmental Circular No. 28 of 2025.**

2.2. The changes on minimum requirements and Key Performance Areas are as follows:

**Name of Post** : Assistant Director: Change Management and Service Delivery  
**Sub – Directorate** : Service Delivery and Organisational Transformation  
**Ref No** : LDoE 25/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036.00 per annum  
**Centre** : Head Office, Polokwane

#### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Gender Studies, Sociology or International Development will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid drivers' license (with exception of people with disability).

#### **Key Performance Areas:**

- **Programme Development:**
  - Develop and implement programmes that promote gender equality and address the specific needs of marginalized groups, such as women, girls, and people with disabilities.
  - Conduct gender analysis and assessments to identify areas of need and opportunities for intervention.
- **Capacity Building:**
  - Provide training and capacity-building support to branches and sister departments and communities on gender equality and social inclusion.
  - Develop and disseminate educational materials and resources on gender equality and social inclusion.
- **Monitoring and Evaluation:**
  - Monitor and evaluate programme activities to ensure they are meeting their intended objectives and are having a positive impact on marginalized groups.
  - Conduct research and analysis to identify best practices and areas for improvement.

- **Networking and Collaboration:**

- Collaborate with other organizations and stakeholders to promote gender equality and social inclusion.
- Represent the organization at national and international forums and events related to gender equality and social inclusion.

**NB: Other requirements of the post remain as per Departmental Circular No. 28 of 2025.**

2.3. The changes on **minimum requirements** are as follows:

**Name of Post** : Assistant Director: Expenditure Management  
**Sub – Directorate** : Finance  
**Ref No** : LDoE 30/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036.00 per annum  
**Centre** : Head Office, Polokwane

**Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Internal Auditing/Cost & Management Accounting/ Financial Accounting/Financial Management/Taxation/B. Com in Finance or Accounting will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid drivers' license (with exception of people with disability).

**NB: Other requirements of the post remain as per Departmental Circular No. 28 of 2025.**

2.4. The changes on **minimum requirements** are as follows:

**Name of Post** : Assistant Director: Contract Management  
**Sub – Directorate** : Procurement Management  
**Ref No** : LDoE 32/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036.00 per annum  
**Centre** : Head Office, Polokwane

**Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Supply Chain Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.

- Valid drivers' license (with exception of people with disability).

**NB: Other requirements of the post remain as per Departmental Circular No. 28 of 2025.**

2.5. The changes on **Centre** are as follows:

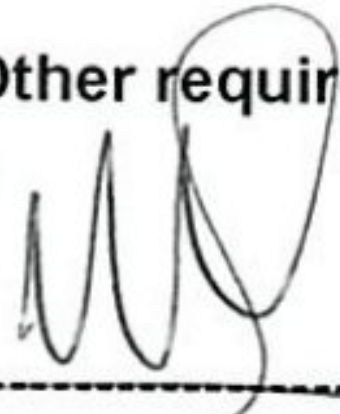
**Name of Post** : Deputy Chief Education Specialist (DCES): Continuous Professional Teacher Development(CPTD) x 3 Posts  
**Sub – Directorate** : Professional Teacher Development(PTD)  
**Ref No** : LDoE 58/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R599 247.00 per annum  
**Centre** : Mokopane CPTD: LDOE 56/01/2025  
: Tivhumbeni CPTD: LDOE 57/01/2025  
: Giyani CPTD: LDOE 58/01/2025

**NB: Other requirements of the post remain as per Departmental Circular No. 28 of 2025.**

2.6. The changes on **Centre** are as follows:

**Name of Post** : Senior Education Specialist (SES): Learners with Severe to Profound Intellectual Disabilities(LSPID)  
**Sub – Directorate** : Inclusive Education & Special Schools  
**Ref No** : LDoE 79/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R487 737.00 per annum  
**Centre** : Rivoni Special School

**NB: Other requirements of the post remain as per Departmental Circular No. 28 of 2025.**

  
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**Mashaba KM**  
**Acting Head of Department**

  
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**Date**