



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

Ref No: S3/1/1/1 Enq: Ramaru TE Tel : 083 6650 946 EMail: [RamaruTE@edu.limpopo.gov.za](mailto:RamaruTE@edu.limpopo.gov.za)

TO: All Heads of Departments - Limpopo Provincial Administration  
All Deputy Directors – General  
All Chief Directors  
All Directors

### DEPARTMENTAL CIRCULAR NO. 261 OF 2025

#### RE - ADVERTISEMENT OF THE POST ON THE ESTABLISHMENT OF THE LIMPOPO DEPARTMENT OF EDUCATION

1. Applications are hereby invited from suitably qualified candidates for the filling of a vacant post, which exists in the Limpopo Department of Education. The details of the post are outlined in the attached **Annexure A of this Circular**.
2. Applications must be submitted on the new Z83 form obtainable from all Government Departments/ Institutions or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.gov.za).
3. The **NEW Z83 FORM MUST** be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants:
  - 3.1. All the fields in **Part A, Part C and Part D** should be completed. In Part B all fields should be completed in full except the following:
    - (i) South African applicants need not provide passport numbers.
    - (ii) If an applicant responds "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State? If Yes (provide details), then it is acceptable for an applicant to indicate not applicable or leave a blank to the question. *"In the event that you are employed in the Public Service, will you immediately relinquish such business interests?"*

- (iii) Applicants may leave the following question blank if they are not in possession of such: *“if your profession or occupation requires official registration, provide date and particulars of registration.”*
  - (iv) Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified.
  - (v) It must be noted that a CV is an extension of the application of employment on Z83, and applicants are accountable for the information that is provided therein.
  - (vi) The questions related to conditions that prevent re-appointment under Part F must be answered.
- 3.2. A specific reference number indicated on the post applied for must be quoted in the column “Reference Number” on the Z83 application form.
4. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation.
  5. Certified copies of educational qualifications, academic records, identity documents and a valid driver’s license (where required) are only required to be presented on the day of the interviews. **Failure to produce the certified copies as mentioned will result in automatic disqualification from the process.**
  6. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
  7. The successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy with the Department. All appointments are subject to - personal suitability checks (criminal records, credit record check and security vetting) and verification of educational qualifications and reference checks, that is, recommended candidates will be subjected to security clearance procedures.
  8. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Department.

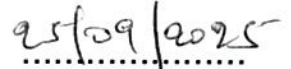
9. Candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
10. **The closing date for submission of applications is Friday, 17<sup>th</sup> OCTOBER 2025 at 14H00.**
11. Failure to comply with the above requirements will result in the disqualification of the application.
12. **Applications should be submitted as directed below:**
  - 12.1. **Applications should be submitted on the following website:**  
<https://erecruitment.limpopo.gov.za>  
  
It is critical that applicants must register to apply on the above cited website.
  - 12.2. Or handed delivered at the following addresses:  
  
The Acting Head of Department, Limpopo Department of Education,  
Private Bag X 9489, Polokwane, 0700 or handed in at 113 Biccard Street,  
Polokwane at Records Management Directorate – Office No. H03  
[REGISTRY]
13. Correspondence will be limited to shortlisted candidates only, 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, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of the Promotion of Access to Information Act 3 of 2000. Applications which are forwarded/submitted to the wrong address will not be considered.
14. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre – Entry Programme as endorsed by the National School of Governance with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointment at SMS level. The link is as follows:  
[www.thensg.za/training-course/sms-pre-entry-programme](http://www.thensg.za/training-course/sms-pre-entry-programme). A Compulsory pre – entry into the Senior Management Service (SMS) certificate from National School of Governance (NSG) will be required from the recommended candidate before the appointment.
15. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. African women are encouraged to apply.

16. Note: The contents of the advertised vacant posts will also be posted on the following website [www.limpopo.gov.za](http://www.limpopo.gov.za), [www.limpopo.edu.limpopo.gov.za](http://www.limpopo.edu.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za) and Provincial Department social media.

17. Enquiries should be directed to: Mr. Lukheli TV at 081 535 3675. Email Address: [LukheliTV@edu.limpopo.gov.za](mailto:LukheliTV@edu.limpopo.gov.za)



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**Mr. SESHIBE MV**  
**HEAD OF DEPARTMENT**



.....  
**DATE**



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

ANNEXURE A

### RE - ADVERTISEMENT OF POST

**Name of Post** : Deputy Director – General: Curriculum Management & Delivery  
**Branch** : Curriculum Management & Delivery  
**Ref No.** : LDoE 01/09/2025  
**Post Status** : Permanent  
**Salary Notch** : R1 813 182.00(All inclusive package)  
**Salary Level** : 15  
**Post Station** : Head Office (Polokwane)

#### Minimum Requirements

- A post - graduate qualification (NQF Level 8) in Education as recognised by SAQA.
- An SMS experience in Curriculum Management and Delivery will be an added advantage.
- Minimum of eight (8) years' experience at a senior management level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- Valid driver's license (except for people with disability).

#### Core Competencies

Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change & Knowledge Management. Good Communication skills. Public Service Knowledge. Policy analysis and development. Analytic thinking skills. Report writing skills. Facilitation skills. Liaison skills. Networking skills. Interpersonal skills. Leadership skills. Diplomacy. Planning and organizing skills and Strategic Planning.

#### Knowledge & Skills

Sound knowledge of relevant prescripts and legislative frameworks related to Curriculum Management and Delivery. Negotiation skills, Planning and organising, Time Management, Policy analysis and development, Good Communication skills, Group dynamics, Diversity management, Facilitation skills, Coordinating skills, Computer literacy

**Responsibilities:**

- Provide strategic leadership and direction on the development and implementation of Curriculum Delivery and education policies, guidelines, strategies and procedure manuals.
- Design sound education programmes for curriculum support to schools to enhance and facilitate the implementation of the National Curriculum Policy framework, including promotion of STEM subjects.
- Guide and provide effective strategic co-ordination for curriculum management.
- Guide and provide effective strategic co-ordination in provisioning of examinations and assessment services.
- Guide and provide strategic co-ordination of Continuous Professional Teacher Development.
- Provide regular reports to the HOD, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessment studies and the general trends in the education arena.
- Initiate and implement systems that are aimed at integrating information technology in curriculum delivery in schools.
- Oversee the management of resources (Financial, Human and Physical).