

7. Failure to comply with the requirements of the advertisement will result in the disqualification of the application.

8. Applications should be submitted as directed below:

Posted to the following address:

(a) The Head of Department, Limpopo Department of Education,
Private Bag X 9489, Polokwane, 0700

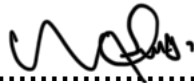
Or handed delivered at the following addresses:

(b) 113 Biccard Street, Polokwane at Records Management Directorate –
Office No. H03 [REGISTRY]

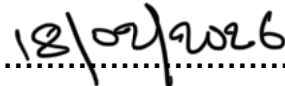
(c) Applications for District - based posts must be submitted at the Education
Districts on **Annexure B**.

9. Enquiries should be directed to: Messrs. Lukheli TV at 081 535 3675 and Ramaru
TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at
081 550 2664 and Tema MA at 081 387 2674.

10. Note: The contents of the advertised vacant posts will also be posted on the
following website www.limpopo.gov.za, www.limpopo.edu.limpopo.gov.za and
www.dpsa.gov.za and Provincial Department social media.



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Mr. Seshibe MV
Head of Department



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Date



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

ANNEXURE A

POST NO 1 **EXTENDED PUBLIC WORKS PROGRAM: DATA CAPTURER**
X 06 POSTS
Ref No LDOE **01/02/2026**
Status **12 Months**
Rate per day **R350.00**
Workstation **Head Office, Polokwane**

Requirements:

- Matric/Grade 12 Certificate.
- A recognised N6 qualification or higher will serve as an added advantage.

Knowledge and Skills:

- Computer skills
- Sound numerical and analytical skills

Key Responsibilities:

- Provide exception reports on data received and captured
- Develop list of EPWP reports expected
- Reconcile reports received / expected and advice the immediate manager on outstanding reports
- Capture all allocated EPWP reports from programmes
- Assist with preparation of inputs to Branch's reporting mandates
- Conduct data quality assurance

