



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

Ref No: S3/1/1/1 Enq Ramaru TE Tel : 067 873 7345 E – Mail: 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. 121 OF 2026

ADVERTISEMENT OF POSTS FOR SALARY LEVELS 7 – 8 ON THE ESTABLISHMENT OF THE LIMPOPO DEPARTMENT OF EDUCATION

1. Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts, which exist 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 / 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. 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.
 - 5. All shortlisted candidates will be subjected to a Technical Competency Exercise Test, as well as oral interview. The Technical Competency Exercise Test is meant to test their ability to use MS Word, MS Excel and MS PowerPoint.
 - 6. 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.
 - 7. 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.
 - 8. 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

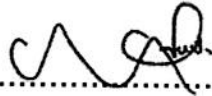
procedures. The Department reserves the right not to make any appointment/s to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Department.

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, 31st August 2026 at 16H00.** Late applications for the advertised posts will not be considered.
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>

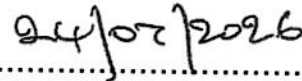
It is critical that applicants must register to apply on the above cited website.

Or
 - 12.2. Handed delivered at the following addresses:
 - (a) The 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]
 - (b) Applications for District - based posts must be submitted at the Education Districts on **Annexure B**.
13. Correspondence will be limited to shortlisted candidates only, due to large numbers of applications we envisage receiving 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. 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.

15. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets.
16. 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

ADVERTISEMENT OF POSTS, SALARY 7 – 8 AT HEAD OFFICE AND DISTRICT OFFICES

Name of Post	: Occupational Health Officer x 4 Posts	
Sub – Directorate	: Corporate Management	
Post Status	: Permanent	
Salary level	: 08	
Salary Notch	: R413 001.00 per annum	
Salary Range	: R413 001.00 p.a – R486 501.00 p.a	
Centre	: Mopani West District,	Ref No: LDOE 01/06/2026
	Capricorn North District,	Ref No: LDOE 02/06/2026
	Vhembe West District,	Ref No: LDOE 03/06/2026
	Waterberg District,	Ref No: LDOE 04/06/2026

Minimum Requirements:

- NQF Level 6 qualification in Safety Management/Environmental Health Management as recognised by SAQA.
- Qualification in Safety Management/Environmental Health Management or related qualifications will be an added advantage.
- A training Course in Safety Management Training Course (SAMTRAC) and Environmental Health Awareness will be an added advantage.
- Registration with a professional body, the South African Institute of Occupational Safety and Health (SAIOSH).
- Minimum of 3 years relevant experience in Occupational Health and Safety and related field.
- Valid driver's license except for people with disabilities.

Knowledge and skills:

Knowledge of Employee Health and Wellness Strategic Framework. Knowledge of Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (OHSA) and its regulations. Understanding and application of Hazard Identification and Risk Assessment (HIRA). Knowledge of Incident Cause Analysis Method (ICAM). Root Cause Analysis Technique (RCAT) for accident investigations. First Aid Training. International Organisation for Standardisation (ISO) 45001 & 14001 awareness. Sound verbal and written communication skills.

Health & Safety Management System implementation. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

Duties:

- Implement & monitor all safety processes.
- Participate in the internal risk assessment process.
- Conduct OHS inspections.
- Investigate accidents and incidents.
- Conduct internal audits according to organizational procedures & legislation.
- Maintain SHE RISK system.
- Emergency Preparedness and Response.
- Effective Contractor safety management.
- Coordinate and participate in SHE-related meetings and safety campaigns.
- Gather input/data for SHE reports & statistics.

Name of Post : Senior State Accountant, Financial Administration
x 3 Posts
Sub - Directorate : Finance
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Centre : Capricorn North District, Ref No: LDOE 05/06/2026
Mogalakwena District, Ref No: LDOE 06/06/2026
Vhembe West District, Ref No: LDOE 07/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA.
- A qualification in Finance/Accounting/Cost/Management Accounting/Finance Management will be an added advantage.
- Minimum of 3 years relevant experience in the finance environment and related field.
- A valid driver's license except for people with disabilities

Knowledge and skills:

Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Knowledge of BAS and PERSAL systems. Knowledge of Financial Administration. Functional Computer Literacy (MS Word, Excel, Powerpoint, Outlook). Ability to compile report. Strong communication skills, (written and verbal), good interpersonal skills, problem solving skills, planning and organizational skills. Good record keeping.

Duties:

- Provide financial and accounting services.
- Monitor the management of revenue and debt services.
- Facilitate the management of the revenue and debt services.
- Generate reports on revenue and debt.
- Monitor systems and procedures on managing revenue and debt.

Name of Post : Senior State Accountant, Financial Management & Reporting x 4 Posts
Sub - Directorate : Finance
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Centre : Capricorn North District, Ref No: LDOE 08/06/2026
Capricorn South District, Ref No: LDOE 09/06/2026
Mogalakwena District, Ref No: LDOE 10/06/2026
Vhembe East District, Ref No: LDOE 11/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA
- Qualification/s in Accounting/Cost/Management Accounting/Finance Management will be an added advantage.
- Minimum of 3 years relevant experience in the finance environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Computer literacy: Ms word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills, (written and verbal), good interpersonal skills, problem solving skills, planning and organizational skills. Good record keeping.

Duties:

- Develop financial management policies processes and procedures.
- Provision of support and advise programme and responsibility managers with regard to allocation, additional re- allocation, approval of budget and other budgetary matters.
- Monitor and report on expenditure trends and compile financial statement for Annual reporting.
- Provide support for the budget preparation process.

Name of Post : Senior State Accountant: Salaries and Wages
Directorate : Salaries and Expenditure Management
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Centre : Head Office, Ref No: LDoE 12/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA.
- Qualification in Accounting/Cost/Management Accounting/Internal Auditing/Finance Management will be an added advantage.
- Minimum of 3 years relevant experience in the finance environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Knowledge of BAS and PERSAL systems. Functional computer literacy: MS word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills, (written and verbal), good interpersonal skills, problem solving skills, planning and organizational skills. Good record keeping

Duties:

- Administer payroll management services.
- Maintain filing storage of payroll reports and handle queries related payroll.
- Administer the reconciliation of tax matters on a monthly basis.
- Monitor the payment of transfers and subsidies.
- Monitor, investigate and clear salary administration suspense account.

Name of Post : Senior State Accountant, Norms & Standards
Directorate : Norms & Standards for School Funding
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Station : Head Office, Ref No: LDOE 13/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA
- A qualification in Accounting/Cost/Management Accounting/Internal Auditing/Finance Management will be an added advantage.
- Minimum of 3 years relevant experience in Financial / Accounting environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Analytical, report writing, and financial management skills. Communication (verbal and written) and problem-solving skills. Functional computer literacy: MS word, PowerPoint, Excel and Outlook.

Duties:

- Administer school funding norms for public ordinary and special schools
- Monitor the compliance of usage of allocated subsidies in line with legislative frameworks.
- Monitor the submission of audited financial statements.
- Evaluate and analyse the annual financial statements for schools.

Name of Post : Senior Administrative Officer, Records Management
Sub - Directorate : Corporate Management
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Centre : Vhembe East District, Ref No: LDOE 14/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA
- A qualification in Archives and Records Management / Information Science /Public Management or any related fields will be an added advantage.
- Minimum of 3 years relevant experience in Records Management or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills

Essential skills will include the following: knowledge of filing systems (manual and computerized), document life cycle management (creation, storage, retrieval, disposal), archival procedures, and the relevant national archives and records management prescripts. Functional computer literacy: MS word, PowerPoint, Excel and Outlook.

Duties:

- Monitor the creation, maintenance, usage, scanning, replenishing and disposal of records.
- Monitor and maintain personnel files.
- Provide and maintain internal records management services.
- Monitor and attend to clients and register hand delivered mail/files.

Name of Post : Senior Labour Relation Officer x 4 Posts
Sub - Directorate : Corporate Management
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Centre : Waterberg District, Ref No: LDOE 15/06/2026
Vhembe East District, Ref No: LDOE 16/06/2026
Capricorn South District, Ref No: LDOE 17/06/2026
Sekhukhune South District, Ref No: LDOE 18/06/2026

Minimum Requirements:

- NQF level 6 or 7 qualification as recognized by SAQA
- A qualification/s in Human Resource Management, Labour Relations and other related qualifications will be an added advantage.
- Minimum of 3 years relevant experience in Labour Relations or related.
- A valid driver's license except for people with disabilities

Knowledge and skills:

Sound knowledge of Labour Relations statutes. Skills: Investigations and negotiations. Administrative. Planning and organizing. Financial management. Report writing. Good communication and interpersonal skills. Problem solving. Computer literacy, Client orientated. Project management. Team leadership. Conducting investigations. Presentation skills. Personal Attributes: Integrity, Committed, Loyal, Proactive and Ethical

Duties:

- Promotion of sound labour relations environment.
- Investigate and assist in the resolution of individual and collective complaints and grievances.
- Investigate, initiate and/or preside over misconduct cases.
- Co-ordinate disciplinary hearing.
- Represent the Department at conciliation and arbitration and facilitates the implementation of settlement agreements and arbitration awards.
- Provide support for compliance with legislative framework relating to grievances and disputes.
- Compile reports/submissions in respect of grievances dispute, advice on industrial action matters.

Name of Post : Senior Personnel Practitioner, Performance Management & Development System x 2 Posts
Sub - Directorate : Corporate Management
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Centre : Vhembe East District, Ref No: LDOE 19/06/2026
Sekhukhune South District, Ref No: LDOE 20/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification/s in Human Resource Management/ Development/ Public Management/ Public Administration/ Management of Training will be an added advantage.
- Minimum of 3 years relevant experience in Performance Management and Development environment or related field.
- A valid driver's license except for people with disabilities

Knowledge and skills:

Knowledge: Human Resource Management. Basic conditions of Employment. Performance Management System (PMS). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Performance Management Development System (PMDS). Time Management skills. Presentation skills. Planning and Organizing skills. Communication skills. Computer Literate (i.e. MS Word, Excel and / or PowerPoint). Project Management.

Duties:

- Provide administrative support and ensure correct implementation of the Performance Management and Development System (PMDS).
- Administer and maintain PMDS database.
- Provide Performance Management and Development System advice and guidance.
- Supervise resources (human, finance, equipment/ assets).

Name of Post : Senior Personnel Practitioner, Human Resources Development x 5 Posts
Sub - Directorate : Corporate Management
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
centre : Head Office, Ref No: LDOE 21/ 06/2026
Sekhukhune South District, Ref No: LDOE 22/06/2026
Vhembe East District, Ref No: LDOE 23/06/2026
Waterberg District, Ref No: LDOE 24/06/2026
Mopani East District, Ref No: LDOE 25/06/2026
Sekhukhune East District, Ref No: LDOE 26/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification/s in Human Resource Management/ Development/ Public Management/ Public Administration/ Management of Training will be an added advantage.
- Minimum of 3 years relevant experience in Human Resource Development / Training and Development Services or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Knowledge: Departmental policies and procedures, Batho Pele Principles, Good Governance Word, Excel and PowerPoint. Skills: Computer Literacy, Analytical, Communication, Interpersonal Relations, Innovative, Planning and organizing.

Duties:

- Assist with managing effective bursary and induction administration.
- Develop and implement the Workplace Skills Plan.
- Ensure effective gathering and maintenance of the training and bursary databases.
- Assist with the Skills Auditing, needs identification and analysis.
- Ensure compliance with HRM&D policies and procedures.
- Coordinates and assist with learnership and internship programmes.

Name of Post	: Senior Administrative Officer, Facilities Management x 2 Posts
Sub - Directorate	: Corporate Management
Post Status	: Permanent
Salary Level	: 08
Salary Notch	: R413 001.00 per annum
Salary Range	: R413 001.00 p.a – R486 501.00 p.a
Station	: Sekhukhune South District, Ref No: LDOE 27/06/2026 Head Office, Ref No: LDOE 28/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA
- A qualification/s in Financial / Risk Management/Security Management will be an added advantage.
- Grade-B PSIRA certificate will be an added advantage.
- Minimum of 3 years relevant experience in Security & Facilities Management or related field.
- A valid driver's license except for people with disabilities

Knowledge and skills:

Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy and Occupational Health and Safety Act [OHS]. The applicant must be willing to undergo the process of security vetting.

Duties:

- Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies.
- Allocate duties to security officer/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards.
- Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of equipment, documents and stores into or out of the building or premises.
- Monitor and provide support in case of emergencies.
- Render administrative and related functions.
- Administer key control system.
- Identify risks and threats to the security of the department.
- Provide information regarding incident to investigating officers.
- Report faulty equipment/systems.
- Administer all control room operations to safe - guard the department's assets.
- Review of footages upon request through proper procedure.
- Update all register for the incidents observed.

Name of Post : Senior Administrative Officer, Purchases and Stores
x 3 Posts
Division : Supply Chain Management
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Station : Vhembe West District, Ref No : LDoE 29/06/2026
Sekhukhune South District, Ref No : LDoE 30/06/2026
Mogalakwena District, Ref No : LDoE 31/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA.
- A qualification/s in Accounting/Supply Chain Management/ Logistics or relevant qualification will be an added advantage.
- Minimum of 3 years relevant experience in the Supply Chain Management environment or related field.

- A valid driver's licence except for people with disabilities.

Knowledge and skills:

Knowledge of PFMA, Treasury Regulations. Computer literacy: Ms word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills, (written and verbal), good interpersonal skills, problem solving skills, planning and organizational skills. Good record keeping.

Duties:

- Render purchases and prepare purchase orders.
- Obtain quotations from suppliers, compare prices and recommend suppliers. Maintain record of incoming and outgoing materials.
- Monitor stock levels, conduct periodic physical verifications and report discrepancies.
- Prepare monthly reports on purchases, stock consumption and balances.

Name of Post	: Senior Administrative Officer, Assets & Fleet Management x 5 Posts	
Division	: Supply Chain Management	
Post Status	: Permanent	
Salary Level	: 08	
Salary Notch	: R413 001.00 per annum	
Salary Range	: R413 001.00 p.a – R486 501.00 p.a	
Station	: Head Office,	Ref No: LDoE 32/06/2026
	: Vhembe West District,	Ref No: LDoE 33/06/2026
	: Mopani West District,	Ref No: LDoE 34/06/2026
	: Sekhukhune South District,	Ref No: LDoE 35/06/2026
	: Mopani West District,	Ref No: LDoE 36/06/2026

Minimum Requirements:

- NQF Level 6 qualification as recognized by SAQA.
- A qualification/s in Transport/Fleet/Assets Management will be an added advantage.
- Minimum of 3 years relevant experience in Assets and Fleet Management environment or related field.
- A valid driver's licence except for people with disabilities.

Knowledge and skills:

Knowledge and understanding of Policy framework regulating Government owned and subsidized vehicles. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions. Skills and Competencies: Management, Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing,

Coordination and Facilitation Skills

Duties:

- Provision of Assets management services.
- Provision of Assets disposal management services.
- Provision of fleet management services.
- Implement Assets and Fleet management policies.

Name of Post : Senior Administrative Officer, Information Management
Directorate : Knowledge & Information Management
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Station : Head Office, Ref No: LDoE 37/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- Qualification in Information Studies/ Public Management/Administration will be an added advantage.
- Minimum of 3 years relevant experience in Information Studies or related field.
- Valid driver's license (with exception of people with disabilities)

Knowledge and Skills:

Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Presentation Skills. Change Management skills. Communication skills. Report writing skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Innovation and creativity. Time and self-management.

Duties:

- Administer information management programmes.
- Facilitate the implementation and practices of Knowledge and Information Management.
- Facilitate effective Information Management processes, practices and platforms to improve access to knowledge & information.
- Foster/promote and stimulate innovation.
- Provide administrative support services.

Name of Post : Senior Personnel Practitioner, Conditions of Service
x 2 Posts
Sub - Directorate : HR Admin. Services
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Centre : Head Office, Ref No: LDOE 38/06/2026
Capricorn North District, Ref No: LDOE 39/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification/s in Human Resource Management/ Public Management/ Public Administration will be an added advantage.
- Certificate/Proof of Introductory PERSAL.
- Minimum of 3 years relevant experience in HRM/Public Management environment or related field.
- A valid driver's license except for people with disabilities

Knowledge and skills:

- Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

Duties:

- Monitor the conditions of service for Employment of Educators and Public Service staff.
- Monitor the capturing and processing of employee benefits (housing allowances, leaves, pensions, overtime, long service awards, etc.)
- Monitor the termination of staff
- Update of resignation transactions on electronic database for tracking and the personnel file.
- Approve/ Disapprove conditions of service transactions on PERSAL.
- Compile monthly statistical reports and management reports.

Name of Post : Chief Network Controller x 7 Posts
Directorate : Information Communication Technology Management
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Centres : Capricorn South District, Ref No : LDoE 40/06/2026
Mopani West District, Ref No : LDoE 41/06/2026
Mopani East District, x 2 Posts, Ref No : LDoE 42/06/2026
Sekhukhune South District, Ref No : LDoE 43/06/2026
Vhembe West District, Ref No : LDoE 44/06/2026
Waterberg District, Ref No : LDoE 45/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- Qualification/s in Information Technology, Computer Sciences, Telecommunication Engineering/ Electronic Engineering will be an added advantage.
- Minimum of 3 years relevant experience in Information Technology/ Computer Sciences or related field.
- A valid driver's license except for people with disabilities

Knowledge and skills:

Knowledge of network design, network security and troubleshooting.
Knowledge of network protocols and Technologies (TCP/IP, DNS and OSPF and BGP). Knowledge of LAN/WAN Technologies.

Duties:

- Supervise and coordinate all network and communication system operations. Monitor network performance and security using advance tools.
- Ensure reliable connectivity across all departmental sites (LAN/WAN/WIFI). Oversee backup, data recovery and all recovery procedures.
- Maintain ICT documentations.
- Ensure compliances with ITC security standard and data protection policies.

Name of Post : Senior Admin. Officer: Records Management x 2 Posts
Directorate : Corporate Management
Post Status : Permanent
Salary Level : 08
Salary Notch : R413 001.00 per annum
Salary Range : R413 001.00 p.a – R486 501.00 p.a
Centres : Sekhukhune South District, Ref No : LDoE 46/06/2026
Vhembe East district, Ref No : LDoE 47/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification/s in Human Resource Management/ Public Management/ Public Administration will be an added advantage.
- Minimum of 3 years relevant experience in HRM/Public Management environment or related field.
- A valid driver's license except for people with disabilities

Knowledge and skills:

Problem Solving and analysis. Programme & Project Management. Change Management. Knowledge and understanding of the relevant legislative frameworks and policies.

Computer Literacy (MS Office Packages). Ability to compile report. Strong communication skills, (written and verbal), Good interpersonal skills, Planning and organizational skills. Good record keeping skills.

Duties:

- Co-ordinate the creation, maintenance, usage, scanning, replenishing and disposal of records.
- Co-ordinate and maintain personnel files
- Co-ordinate and maintain internal records management services.
- Co-ordinate and attend to clients and register hand delivered mail/files.

Name of Post	: Senior Admin. Officer: Examinations & Assessment x 4 Posts	
Sub - Directorate	: Examination and Assessment	
Post Status	: Permanent	
Salary Level	: 08	
Salary Notch	: R413 001.00 per annum	
Salary Range	: R413 001.00 p.a – R486 501.00 p.a	
Centres	: Sekhukhune East District,	Ref No : LDoE 48/06/2026
	Sekhukhune South District,	Ref No : LDoE 49/06/2026
	Vhembe East District,	Ref No : LDoE 50/06/2026
	Head Office,	Ref No : LDoE 51/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification/s in ICT and related qualification will be an added advantage.
- Minimum of 3 years relevant experience in the Examinations environment or related field.
- A valid driver's license except for people with disabilities

Knowledge & Skills:

Knowledge and understanding of the Curriculum, Examinations and Assessment policies and implementation, educational management, governance and service delivery, legislative environment, regulations, frameworks and instructions. Excellent communication and interpersonal skills. Analytical, planning and organisational skills. Functional computer literacy (MS Word, Excel, Powerpoint and MS Outlook).

Duties:

- Provide support for the security printing, packing, distribute and safekeeping of question papers, assessment instruments and examination materials.
- Administer the examination and assessment logistical, auxiliary and payment of examinations administration services.
- Administer the conduct of examination and assessment.
- Provide marking administration support.

Name of Post : **Administrative Officer: Special Projects (National School Nutrition Programmes (NSNP), Scholar Transport and Expanded Public Works Programmes (EPWP) x 3 Posts**
Division : **Learner Social Support Programmes**
Post Status : **Permanent**
Salary Level : **07**
Salary Notch : **R338 106.00 per annum**
Salary Range : **R338 106.00 p.a - R398 277.00 p.a**
Centre : **Capricorn North District, Ref No: LDoE 52/06/2026**
Vhembe East District, Ref No. LDoE 53/06/2026
Waterberg District, Ref No: LDoE 54/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification/s in Transport/Economics/Logistics/Fleet Management/Business Management/Public Management will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Transport, Economics, Logistics and Fleet Management or related field.
- A valid driver's license except for people with disabilities

Knowledge and skills:

- Knowledge of clerical duties and practice
- Ability to capture data, operate computer and collect statistics

Duties

- Co-ordinate the National School Nutrition Programmes (NSNP) and scholar transport.
- Co-ordinate the Expanded Public Works Programmes (EPWP).
- Co-ordinate the Scholar Transport.
- Monitor the contractual management and obligations NSNP, Scholar Transport and EPWP.

Name of Post : State Accountant, Financial Administration x 3 Posts
Sub - Directorate : Finance
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Vhembe West District, Ref No: LDOE 55/06/2026
Capricorn North District, Ref No: LDOE 56/06/2026
Sekhukhune East District, Ref No: LDOE 57/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification/s in Financial Management will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Financial Management or related field.
- A valid driver's licence except for people with disabilities.

Knowledge and skills:

Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, Powerpoint, Outlook).

Duties:

- Provide financial administration services for the District and Circuits.
- Implement financial administration and accounting policies and processes.
- Verify documents and processes for payment.

Name of Post : State Accountant, Financial Management & Reporting
x 2 Posts
Sub - Directorate : Finance
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Mopani West District, Ref No: LDOE 58/06/2026
Vhembe West District, Ref No: LDoE 59/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification in Financial Management will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Financial Management or related field.
- A valid driver's licence except for people with disabilities.

Knowledge and skills:

Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the financial relevant legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, Powerpoint, Outlook).

Duties:

- Provide support for financial planning and budgeting services
- Implement financial planning and budgeting policies and processes.
- Co-ordinate reporting on expenditure trends

Name of Post : State Accountant, Norms and Standards: School Funding
Directorate : Norms & Standards for School Funding
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Head Office, Ref No: LDOE 60/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification in Financial Management will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Financial Management or related field.
- A valid driver's licence except for people with disabilities.

Knowledge and Skills:

Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, Powerpoint, Outlook).

Duties:

- Co-ordinate school funding norms for public ordinary schools.
- Co-ordinate compliance of the usage of allocated subsidies.
- Provide support to the analysis of financial statements for schools.
- Co-ordinate compliance to legal requirements and prescripts.

Name of Post : Administrative Officer, Purchases and Stores x 4 Posts
Sb - Division : Acquisition, Purchases & Stores
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Vhembe East District, Ref No: LDoE 61/06/2026
Capricorn North District, Ref No: LDoE 62/06/2026
Sekhukhune East District, Ref No: LDoE 63/06/2026
Mopani East District, Ref No: LDoE 64/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA.
- A qualification/s in Financial Management/SCM /Procurement Management will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in SCM environment or related field.
- A valid driver's licence except for people with disabilities.

Knowledge and Skills:

Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, Powerpoint, Outlook).

Duties:

- Handle requisitions and orders.
- Prepare invoices for payment.
- Co-ordinate the management of stores

Name of Post : Provisioning Administrative Officer, Acquisition
Management Services x 5 Posts
Sub - Division : Acquisition, Purchases & Stores
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Station : Capricorn North District, Ref No: LDoE 65/06/2026
Sekhukhune East District, Ref No: LDoE 66/06/2026
Mogalakwena District, Ref No: LDoE 67/06/2026
Vhembe West District, Ref No: LDoE 68/06/2026
Mopani East District, Ref No: LDoE 69/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA.
- A qualification in Supply Chain Management /Logistics Management /Accounting will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in the SCM environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Functional Computer Literacy (MS Word, Excel, Powerpoint, Outlook).

Duties:

- Co-ordinate bids.
- Co-ordinate bid documents.
- Co-ordinate bid invites
- Compile and manage the supplier database.
- Render secretarial duties to the Bid Specification Committee.
- Render guidance in the writing of specifications.

Name of Post : **Personnel Practitioner, Establishment Control and Human Resource Systems x 2 Posts**
Sub - Directorate : **Establishment Control & HR Systems**
Post Status : **Permanent**
Salary Level : **07**
Salary Notch : **R338 106.00 per annum**
Salary Range : **R338 106.00 p.a - R398 277.00 p.a**
Centre : **Head Office,** **Ref No: LDOE 70/06/2026**

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification in Human Resource Management/Development/Public Management/ Public Administration will be an added advantage.
- Certificate/Proof of Introductory PERSAL.
- Minimum of 01 - 02 years' relevant experience in HRM environment or related field.
- A valid driver's license except for people with disabilities

Knowledge and skills:

Strong computer literacy, specifically in MS Excel and HR Information Systems. Knowledge and understanding of relevant HR related policies and legislative frameworks. Effective written and verbal communication for interacting with stakeholders.

Duties:

- Monitor and control the establishment of Employment of Educators' Act and Public Service Act staff.
- Monitor PERSAL transactions related to appointments, promotion and terminations.
- Provision of PERSAL reports on HR information.
- Manage queries related to PERSAL.

Name of Post	: Chief Registry Clerk x 9 Posts	
Sub - Directorate	: Records Management	
Post Status	: Permanent	
Salary Level	: 07	
Salary Notch	: R338 106.00 per annum	
Salary Range	: R338 106.00 p.a - R398 277.00 p.a	
Centre	: Head Office x 4 Posts,	Ref No: LDoE 71/06/2026
	Sekhukhune East District,	Ref No: LDoE 72/06/2026
	Sekhukhune South District,	Ref No: LDoE 73/06/2026
	Waterberg District,	Ref No: LDoE 74/06/2026
	Capricorn North District,	Ref No: LDOE 75/06/2026
	Vhembe East District,	Ref No: LDOE 76/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA.
- A qualification in Human Resource Management/Development/Public Management/ Public Administration will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Problem Solving and analysis. Programme & Project Management. Change Management. Knowledge and understanding of the relevant legislative frameworks and policies. Functional Computer Literacy (MS Word, Excel, Powerpoint, Outlook). Ability to compile report. Strong communication skills, (written and verbal), Good interpersonal skills, Planning and organizational skills. Good record keeping skills.

Duties:

- Monitor the creation, maintenance, usage, scanning, replenishing and disposal of records.
- Monitor and maintain personnel files
- Provide and maintain internal records management services.
- Monitor and attend to clients and register hand delivered mail/files.

Name of Post : **Personnel Practitioner, Human Resource**
Conditions of Service x 5 Posts
Sub - Directorate : **Human Resource Management,**
Conditions of Service/Corporate Management
Post Status : **Permanent**
Salary Level : **07**
Salary Notch : **R338 106.00 per annum**
Salary Range : **R338 106.00 p.a - R398 277.00 p.a**
Centre : **Head Office x 3 Posts,** **Ref No: LDOE 77/06/2026**
Capricorn North District, **Ref No: LDOE 78/06/2026**
Vhembe East District, **Ref No: LDOE 79/06/2026**

Minimum Requirements

- NQF level 6 qualification as recognized by SAQA.
- A qualification/s in Human Resource Management/Public Administration/ Public Management will be an added advantage.
- Certificate/Proof for introductory PERSAL.
- Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

Duties:

- Monitor the conditions of service for Employment of Educators and Public Service staff.
- Monitor the capturing and processing of employee benefits (housing allowances, leaves, pensions, overtime, long service awards, etc.)
- Monitor the termination of staff
- Update of resignation transactions on electronic database for tracking and the personnel file.
- Approve/ Disapprove conditions of service transactions on PERSAL.
- Compile monthly statistical reports and management reports.

Name of Post : **Personnel Practitioner: Human Resource Provisioning
X 7 Posts**
Sub - Directorate : **Corporate Management/Human Resource Management,
Provisioning**
Post Status : **Permanent**
Salary Level : **07**
Salary Notch : **R338 106.00 per annum**
Salary Range : **R338 106.00 p.a - R398 277.00 p.a**
Centre : **Vhembe East District, Ref No: LDOE 80/06/2026**
Sekhukhune East District, Ref No: LDOE 81/06/2026
Capricorn North District, Ref No: LDOE 82/06/2026
Head Office x 4 Posts, Ref No: LDOE 83/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification/s in Human Resource Management/Public Administration/ Public Management will be an added advantage.
- Certificate/Proof for introductory PERSAL.
- Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

- Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

Duties:

- Provide for provisioning of Human Resource provisioning.
- Monitor the provisioning of personnel for the Employment of Educators and Public Service Acts Staff.
- Monitor the recruitment of both the Employment of Educators and Public Service Acts staff.
- Monitor the transfers of Employment of Educators and Public Service Acts Staff.
- Monitor the secondment of Employment of Educators and Public Service Acts Staff.
- Processing grade progression and translation in ranks for Employment of Educators and Public Service Acts Staff.

Name of Post : **Administrative Officer, Learning and Teaching Support
Materials & Library Services x 2 Posts**
Division : **Learning and Teaching Support
Materials & Library Services**
Post Status : **Permanent**
Salary Level : **07**
Salary Notch : **R338 106.00 per annum**
Salary Range : **R338 106.00 p.a - R398 277.00 p.a**
Centre : **Capricorn North District, Ref No: LDoE 84/06/2026
Vhembe East District, Ref No: LDoE 85/06/2026**

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA.
- A qualification/s in Financial Management/Internal Auditing/Cost Management/Accounting will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Knowledge and understanding of the financial legislative frameworks. Functional Computer Literacy (MS Word, Excel, Powerpoint, Outlook).

Ability to compile report. Strong communication skills, (written and verbal), good interpersonal skills, problem solving skills, planning and organizational skills. Good record keeping. Good analytical skills.

Duties:

- Monitor LTSM requisitions from schools.
- Capture requisitions from schools.
- Monitor retrieval of LTSM by schools.
- Monitor retention of LTSM by schools.
- Co-ordinate education library services.

Name of Post : **Personnel Practitioner: Performance Management System
x 17 Posts**
Sub – Division : **Performance Management System**
Post Status : **Permanent**
Salary Level : **07**
Salary Notch : **R338 106.00 per annum**
Salary Range : **R338 106.00 p.a - R398 277.00 p.a**
Centre : **Capricorn South District, Ref No: LDoE 86/06/2026**
Mopani West District, Ref No: LDoE 87/06/2026
Mopani East District x 3 Posts, Ref No: LDoE 88/06/2026
Sekhukhune East District, Ref No: LDoE 89/06/2026
Waterberg District x 2 Posts, Ref No: LDoE 90/06/2026
Vhembe West District x 3 Posts, Ref No: LDoE 91/06/2026
Vhembe East District x 3 Posts, Ref No: LDoE 92/06/2026
Sekhukhune South District x 3 Posts, Ref No: LDoE 93/06/2026

Minimum Requirements:

- NQF level 6 qualifications as recognised by SAQA.
- A qualification in Human Resource Management/Development/Public Administration/Public Management will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in the Human Resource Development environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service regulatory and legislative Framework. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Good interpersonal skills. Planning and organizational skills. Good record keeping.

Duties:

- Co-ordinate the implementation of the Performance Management System(PMS).
- Administer and maintain the PMS database.
- Monitor the performance assessment and payment of incentives.

Name of Post : **Personnel Practitioner: Human Resource Development
x 14 Posts**
Sub - Directorate : **Corporate Management**
Post Status : **Permanent**
Salary Level : **07**
Salary Notch : **R338 106.00 per annum**
Salary Range : **R338 106.00 p.a - R398 277.00 p.a**
Centre : **Capricorn South District, Ref No: LDoE 94/06/2026**
Capricorn North District, Ref No: LDoE 95/06/2026
Mopani East District x 2 Posts, Ref No: LDoE 96/06/2026
Mopani West District x 2 Posts, Ref No: LDoE 97/06/2026
Vhembe West x 2 Posts, Ref No: LDoE 98/06/2026
Waterberg x 2 Posts, Ref No: LDoE 99/06/2026
Vhembe East x 2 Posts, Ref No: LDoE 100/06/2026
Sekhukhune South District x 2 Posts, Ref No: LDoE 101/06/2026

Minimum Requirements:

- NQF level 6 qualifications as recognised by SAQA.
- A qualification in Human Resource Management/Development/Public Administration/Public Management will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in the Human Resource Development environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service regulatory and legislative Framework. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Good interpersonal skills. Planning and organizational skills. Good record keeping skills.

Duties:

- Monitor the management and implementation of skills development.
- Facilitate training development processes and programmes.
- Assist in conducting skills auditing and reporting.
- Provide support in the development of Workplace Skills Plan (WSP).
- Co-ordinate learnerships and internship programmes

Name of Post	: Employee Health & Wellness Practitioner X 10 Posts	
Division	: Labour Relations & Wellness Services	
Post Status	: Permanent	
Salary Level	: 07	
Salary Notch	: R338 106.00 per annum	
Salary Range	: R338 106.00 p.a - R398 277.00 p.a	
Centre	: Mopani East District x 2 Posts,	Ref No: LDoE 102/06/2026
	Capricorn South District x 2 Posts,	Ref No: LDoE 103/06/2026
	Vhembe East District x 2 Posts,	Ref No: LDoE 104/06/2026
	Vhembe West District x 2 Posts,	Ref No: LDoE 105/06/2026
	Sekhukhune East District,	Ref No: LDoE 106/06/2026
	Waterberg District,	Ref No: LDoE 107/06/2026

Minimum Requirements:

- NQF level 7 qualification in Social Work/ Psychology as recognised by SAQA.
- A qualification/Course in EAP or HIV will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Employee Health and Wellness or related field.
- Registration with a professional body, the South African Council for Social Service Profession (SACSSP) or Health Professions Council of South Africa (HPCSA).
- A valid driver's licence except for people with disabilities.

Knowledge and skills:

Knowledge of EHW Strategic Framework. Knowledge of National Strategic Plan on HIV, STIs & TB. Project Management skills. Presentation skills. Reporting, negotiation. Ability to maintain confidentiality. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

Duties:

- Provide HIV counselling & peer support services.
- Implement the HIV, STIs & TB programs.
- Monitor & evaluate internal and external stakeholders.
- Implement Wellness Management programs.
- Provide psychosocial support (individual & group) to employees & their immediate families.
- Provide trauma debriefing and coordinate grief or crisis management following emergencies.
- Coordinate and facilitate information sessions, workshops, events and health campaigns (on stress, HIV/AIDS, mental health etc) to educate employees.
- Promote physical wellness & sports initiatives and advocate good nutrition.
- Compile district monthly, quarterly & annual reports.

Name of Post : Labour Relation Officer x 6 Posts
Division : Labour Relations & Wellness Services
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Station : Mopani East District x 2 Posts, Ref No: LDoE 108/06/2026
Vhembe East District x 2 Posts, Ref No: LDoE 109/06/2026
Vhembe West District x 2 Posts, Ref No: LDoE 110/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA.
- A qualification in Labour Relations/Labour Law/Human Resource Management will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Employee Health and Wellness or related field
- A valid driver's licence except for people with disabilities.

Knowledge and skills:

Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service regulatory and legislative Frameworks. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Good interpersonal skills. Planning and organizational skills. Good record keeping skills.

Duties:

- Investigate misconduct cases.
- Handle individual and collective complaints, grievances and disputes.
- Monitor disciplinary hearings.
- Provide support on the interpretation and implementation of various Labour Relations frameworks.
- Compile reports.

Name of Post : Administrative Officer: Assets Management Services
x 4 Posts
Division : Supply Chain Management
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Station : Mopani West District, Ref No: LDoE 111/06/2026
Sekhukhune East District, Ref No: LDoE 112/06/2026
Vhembe East District, Ref No: LDoE 113/06/2026
Vhembe West District, Ref No: LDOE 114/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognised by SAQA.
- A qualification in Financial Management/ Auditing/ Cost Management/ Supply Chain Management/ Logistics/ Purchasing Management/ Business Management/ Financial Accounting will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Supply Chain Management environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the SCM legislative frameworks. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

Good interpersonal skills. Planning and organizational skills. Good record keeping skills.

Duties:

- Monitor and implement asset management policy and procedures.
- Maintenance asset register.
- Tracking asset movement & location.
- Conducting regular audits.
- Updating asset record and databases.
- Preparing reports on asset performance and status.
- Co-ordinate asset disposal management services.

Name of Post	: Administrative Officer, Fleet Management Services	
	x 5 Posts	
Division	: Supply Chain Management	
Post Status	: Permanent	
Salary Level	: 07	
Salary Notch	: R338 106.00 per annum	
Salary Range	: R338 106.00 p.a - R398 277.00 p.a	
Centre	: Head office,	Ref No: LDOE 115/06/2026
	Vhembe East District,	Ref No: LDOE 116/06/2026
	Vhembe West District,	Ref No: LDOE 117/06/2026
	Mogalakwena District,	Ref No: LDOE 118/06/2026
	Sekhukhune East District,	Ref No: LDOE 119/06/2026

Minimum Requirements:

- NQF level 6 qualification as recognized by SAQA.
- A qualification in Financial Management/ Auditing/ Cost Management/ Supply Chain Management/ Logistics/ Purchasing Management/ Business Management/ Financial Accounting will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Supply Chain Management environment or related field.
- A valid driver's licence except for people with disabilities.

Knowledge and Skills:

Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the SCM legislative frameworks. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

Good interpersonal skills. Planning and organizational skills. Good record keeping skills.

Duties:

- Provide administrative support services relating to transport/fleet management services.
- Monitor log sheets, fuel allowances reports, fleet insurances.
- Monitor vehicle maintenance and compliance services.

Name of Post	: Administrative Officer, Education Management Information System (EMIS) x 5 Posts	
Division	: EMIS	
Post Status	: Permanent	
Salary Level	: 07	
Salary Notch	: R338 106.00 per annum	
Salary Range	: R338 106.00 p.a - R398 277.00 p.a	
Centre	: Capricorn South,	Ref No: LDOE 120/06/2026
	Sekhukhune East,	Ref No: LDOE 121/06/2026
	Sekhukhune South,	Ref No: LDOE 122/06/2026
	Vhembe East,	Ref No: LDOE 123/06/2026
	Mopani West,	Ref No: LDOE 124/06/2026

Minimum Requirements:

- NQF Level 6 qualification as recognised by SAQA.
- A qualification in Information Technology/Information System/Computer Sciences/ Statistics will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Education Management Information System (EMIS) environment or related field.
- A valid driver's licence except for people with disabilities.

Knowledge and skills:

Problem – solving and analysis. Programme & Project Management. Knowledge of Data Management and IT. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

Good interpersonal skills. Planning and organizational skills. Good record keeping skills.

Duties:

- Monitor and implement Education Management Information System (EMIS) services.
- Implement data quality audits.
- Implement policy on data management.
- Manage the learner unit record information and tracking system.
- Prepare statistical reports.

Name of Post : Administration Officer, District Management Office
Sub - Directorate : Office of the District Director
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Mopani West District, Ref No: LDoE 125/06/2026

Minimum Requirements

- NQF Level 6 qualification as recognised by SAQA.
- A qualification in Secretary /Management Assistant/ Office Administration will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in office management/administration or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Functional computer literacy(Ms word, PowerPoint, Excel and Outlook). Report writing skills. Strong communication skills, (written and verbal), Good interpersonal skills, problem solving skills, Planning and organizational skills. Good record keeping. Customer service skills. Problem solving skills. Confidentiality and professionalism. Time management.

Duties:

- Keep and update District Director's diary on a daily basis.
- Provide a secretarial/receptionist support services to the District Director.
- Records the engagements of the District Director.
- Ensure the effective flow of information and documents to and from the Office of the District Director.
- Arrange appointments for the District Director - taking minutes, prepare agendas, confirmatory notes, memorandums, letters, etc.
- Handle classified documents.
- Manage general office duties.
- Provide hospitality services to guest and visitor.

Name of Post	: Administration Officer, Special Projects x 3 Posts	
Division	: Learner Social Support Programmes	
Post Status	: Permanent	
Salary Level	: 07	
Salary Notch	: R338 106.00 per annum	
Salary Range	: R338 106.00 p.a - R398 277.00 p.a	
Centre	: Capricorn North District,	Ref No: LDoE 126/06/2026
	Vhembe East District,	Ref No: LDoE 127/06/2026
	Waterberg District,	Ref No: LDoE 128/06/2026

Minimum Requirements

- NQF Level 6 qualification as recognised by SAQA.
- A qualification in Secretary /Management Assistant/ Office Administration will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in management/administration or related field.
- A valid driver's license except for people with disabilities.

Knowledge & Skills:

Knowledge and understanding of the relevant legislative frameworks. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Report writing skills. Strong communication skills, (written and verbal), Good interpersonal skills, problem solving skills, Planning and organizational skills. Good record keeping. Customer service skills. Problem solving skills. Confidentiality and professionalism. Time management.

Duties:

- Monitor the provision of National School Nutrition Programme (NSNP).
- Monitor the provision of Scholar Transport.
- Monitor the provision of Expanded Public Works Programme (EPWP).

Name of Post : ICT Governance Officer, IT Infrastructure
Directorate : Information Technology Services
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Head Office, Ref No: LDOE 129/06/2026

Minimum Requirements:

- NQF Level 6 qualification as recognized by SAQA.
- A qualification/s in Information Technology will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in the Information Technology environment or related field.
- A valid driver's license except for people with disabilities.

Knowledge and Skills:

Knowledge and understanding of IT regulatory and legislative policies and frameworks. Change Management skills. Communication skills. Report writing skills. Accuracy. Team player. Willing to work under changing and difficult circumstances. Innovation and creativity. Time and self-management.

Duties:

- Monitor, configure and maintain network services.
- Monitor IT procurement services.
- Monitor effective utilization and management of IT assets.

Name of Post : Personal Assistant: Chief Director
Chief Directorate : Strategic Planning Services
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Head Office, Ref No: LDoE 130/06/2026

Minimum Requirements

- NQF Level 6 qualification as recognised by SAQA.
- A qualification/s in Secretary /Management Assistant/ Office Administration will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in office management/ administration or related field.
- A valid driver's license except for people with disabilities.

Knowledge and skills:

Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Report writing skills. Strong communication skills, (written and verbal), Good interpersonal skills, problem solving skills, Planning and organizational skills. Good record keeping. Customer service skills. Problem solving skills. Confidentiality and professionalism. Time management.

Duties:

- Keep and update Chief Director's diary on a daily basis.
- Provide a secretarial/receptionist support services to the Chief Director.
- Records the engagements of the Chief Director.
- Ensure the effective flow of information and documents to and from the Office of the Chief Director.
- Arrange appointments for the Chief Director - taking minutes, prepare agendas, confirmatory notes, memorandums, letters, etc.
- Handle classified documents.
- Manage general office duties.
- Provide hospitality services to guest and visitor.

RE - ADVERTISEMENT:

Name of Post : Administrative Officer, Early Childhood Development
Sub - Directorate : Early Childhood Development (Conditional Grant)
Post Status : Contract (3 Years)
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Head Office, Ref No: LDoE 578/06/2026

Minimum Requirements:

- NQF Level 6 qualification as recognised by SAQA.
- A qualification in the Construction/ Facility Maintenance/Project Management will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Construction/Facility Maintenance/Project Management or related field.

Knowledge and skills:

Data capturing skills. Good communication skills and flexibility. Time management, planning and organisation skills. Ability to function independently and as part of a team. Functional Computer literacy - Advanced computer skills in Microsoft Word, Excel and Powerpoint.

Duties:

- Record, organise, store, capture and retrieve correspondence and data (line function).
- Update registers and statistics.
- Handle routine enquiries.
- Make photocopies and receive or send facsimile.
- Distribute documents/packages to various stakeholders as required.
- Keep and maintain the filing system for the infrastructure unit.
- Type basic letters and/or other correspondence when required.
- Keep and maintain the incoming and outgoing register of the infrastructure unit, distribute documents/packages to various stakeholders as required.
- Render secretariat services for the Departmental Infrastructure unit.
- Capturing of information of project information on Infrastructure Reporting Model (IRM) and Education Facility Management System (EFMS).

RE - ADVERTISEMENT:

Name of Post	: Driver/Messenger
Directorate	: Inclusive Education and Special Schools
Post Status	: Permanent
Salary Level	: 4
Salary Notch	: R201 093.00 per annum
Salary Range	: R201 093.00 p.a – R236 877.00 p.a
Centre	: Jane Furse Special School, Ref No: LDoE 579/06/2026

Minimum Requirements:

- Grade 12
- Valid Code 10 driver's licence with PDP.
- 3 years' bus driving experience will be an added advantage.
- Driver's competency test will be conducted before appointment.

Duties:

- Responsible to transport learners in Special Schools to and from school by following designated routes and schedule.
- Follow traffic laws.
- Capable of communicating with learners, parents and school staff.
- Assist learners in safe loading and off - loading learners.
- Inform school's personnel and parents of incidents to maintain proper procedures.
- Performs pre - and post - trip inspection.
- Supervise learners during transit for the purpose of maintaining safety and following Departmental policies.
- Conduct safety and operational inspection of assigned vehicle daily.
- Reports needed mechanical repairs when necessary
- Performs periodical safety drills as required by law, completing necessary

reports upon request.

- Delivery and collections: Collect and deliver documents, correspondence, mail, packages, and other items from places such as the post office, other departments, and external stakeholders.
- Purchase and loading: buying and loading equipment, groceries for the institution.
- Health support: Taking learners to clinic and hospitals.
- Route Planning: Plan and follow the most efficient routes using maps or GPS to ensure timely delivery and avoid traffic delays.
- Vehicle Maintenance: Perform pre-trip and post-trip inspections, ensure the vehicle is fueled, clean, and well-maintained, and report any issues or arrange for necessary repairs.
- Record Keeping: Complete and maintain all required records and logbooks regarding trips, mileage, fuel consumption, and goods handled.
- General Support: Assist with general office or clerical work, such as filing, making photocopies, running errands, or assisting with loading and unloading items.
- Customer Service: Interact with clients and customers in a professional and courteous manner, potentially collecting payments or obtaining signatures for deliveries.

Name of Post : State Accountant, ECD Expenditure Management
Section : Early Childhood Development (Conditional Grant)
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Capricorn North, Ref No: LDoE 580/06/2026

Minimum Requirements:

- NQF Level 6 qualification as recognised by SAQA.
- A qualification in Finance/Accounting will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in Early Childhood Development or related field.
- Valid driver's license (with exception of people with disabilities license)

Knowledge and skills:

Sound knowledge of the Public Finance Management Act and Treasury Regulations. Ability to understand, interpret and correctly apply financial policies and prescripts. Understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Well-developed verbal, written communication skills with good inter-personal relations. Ability to effectively lease and communicate with clients.

Team player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy. Functional computer literacy (Microsoft Word, Excel and Powerpoint)

Duties:

- Process financial transactions in accordance with ECD applicable legislation and policies.
- Ensure proper allocation and recording of expenditure and revenue.
- Monitor financial activities to ensure compliance with approved budgets.
- Assist with the preparation of annual and medium-term budgets. Monitor expenditure against budget allocations.
- Analyse variances and provide recommendations to management.
- Expenditure management: Budget reporting, expenditure projections and reports.
- Verify and process payments to ECD Centres.
- Ensure that expenditure is authorised and supported by relevant documentation.
- Monitor commitments and prevent unauthorised, irregular, fruitless and wasteful expenditure.
- Prepare monthly, quarterly and annual financial reports.
- Compile management reports for decision-making purposes.
- Assist in the preparation of Annual Financial Statements (AFS).
- Provide financial information required by Auditors.
- Reconciliation of payment made to ECD Centres.
- Ensuring payments to all funded ECD centres on time.
- Execute all queries emanating from suppliers promptly and compile a prompt response to all audit queries relating to accounts payable.
- Reporting and rectifying any deviation found i.r.o contract/instruction and delegations prior to approval of payments.
- Follow up on all payment's documents received late for payments and make sure that appropriate preventative action taken in respect thereof.
- Preparation of journals and reconciliation of all ECD centres paid quarterly. Knowledge in respect of foreign payments.
- Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes.
- Ensure the safe keeping of all transactions supporting documentation, files and data for audit purposes in accordance with prescripts. centres.
- Consolidate weekly, monthly, and quarterly reports. Attend National, Provincial and District meetings.

Name of Post : Data Administration Support Officer
Section : Early Childhood Development (Conditional Grant)
Post Status : Permanent
Salary Level : 07
Salary Notch : R338 106.00 per annum
Salary Range : R338 106.00 p.a - R398 277.00 p.a
Centre : Vhembe East District, Ref No: LDoE 581/06/2026

Minimum Requirements:

- NQF Level 6 qualification as recognised by SAQA.
- A qualification in Information Technology will be an added advantage.
- Minimum of 01 - 02 years' relevant experience in IT or related field.
- Valid driver's license (with exception of people with disabilities license)

Knowledge and skills:

Strong functional computer literacy (MS Office, online systems, Excel, data entry/platforms). Practical experience using information systems or databases. Intermediate data analysis and reporting skills. Training facilitation and user support skills. Document management and verification. Well-developed reasoning, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Strong computer and digital literacy skills, with the ability to confidently use multiple systems and applications. Data analysis and reporting skills at an intermediate level, including identifying trends, gaps, and inconsistencies. Training facilitation and user support skills, including the ability to explain technical concepts in a clear and practical manner. Problem-solving and analytical thinking skills, with the ability to develop practical solutions to operational and system-related challenges. Effective verbal and written communication skills suited to engagement with district officials and ECD service providers.

Duties:

- Provide first-line support to district officials and ECD centres on eCares usage, data capture, and troubleshooting.
- Provide technical support to users with data collection, document uploads, enrolment updates, and system transactions.
- Escalate unresolved technical issues to provincial or national support structures where required.
- Support continuous improvement of training approaches based on user feedback and district user needs.
- Promote a culture of data use, learning, and accountability within district ECD structures.
- Provide data management and maintenance support to district users
- Manage Provincial ECD database for accessing and funded ECD Centres
- Responsible for cleaning ECD enrolled children Means of verifications
- Experience supporting system rollouts, training, or user support (preferably in education or ECD).
- Demonstrated computer literacy and confidence working with digital systems.
- Willingness to travel within the district and work directly with users on-site

ANNEXURE B

Postal Address	Physical Address	General Enquiries
The District Director Capricorn North Education District Private Bag X 9711 Polokwane 0700	Cnr Blaauwberg & Yster Street Ladanna, Polokwane	Mr L Chipa Cell No: 082 647 2268
The District Director Capricorn South Education District Private Bag X 03 Chueniespoort 0745	Old Parliament Complex Lebowakgomo	Ms J Ntsoane Cell No: 082 906 3848
The Acting District Director Sekhukhune South Education District Private Bag X 70 Lebowakgomo 0737	Old Parliament Complex Lebowakgomo	Ms P Mageza Cell No: 082 906 3905
The Acting District Director Sekhukhune East Education District Private Bag X 9041 Burgersfort 1150	83 Aloe Street Stand No 2314 Ext 4 Aloeridge West Burgersfort	Mr MS Phasha Cell No: 082 714 3699
The District Director Mopani East Education District Private Bag X 578 Giyani 0826	Old Parliament Building Giyani	Mr N Sono Cell No: 079 693 0085
The District Director Mopani West Education District Private Bag X 4032 Tzaneen 0850	27 Peace Street Prosperitas Building Tzaneen	Mr MW Raholane Cell No: 082 881 6102
The Acting District Director Vhembe East Education District Private Bag X 2250 Sibasa 0970	Block D Old Parliament Building Thohoyandou	Ms AB Sivhabu Cell No: 066 044 2157
The District Director Vhembe West Education District Private Bag X 2250 Sibasa 0970	Old Parliament Building Makwarela	Mr NA Rasila Cell No: 082321 1554
The Acting District Director Mogalakwena Education District Private Bag X 601 Mahwelereng 0626	805 Rufus Seakamela Street Mahwelereng	Ms MO Sebyetseba Cell No: 072 623 6644
The Acting District Director Waterberg Education District Private Bag X 1040 Modimolle 0510	84 Limpopo Street NTK Building Modimolle	Ms K Songwane Cell No: 079 495 5898