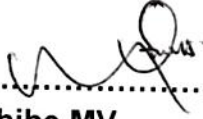


15. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets.
16. Note: The contents of the advertised vacant posts will also be posted on the following website www.limpopo.gov.za, www.limpopo.edu.limpopo.gov.za and www.dpsa.gov.za and Provincial Department social media.



.....
Mr. Seshibe MV
Head of Department

24/06/2026

.....
Date

Name of Post : Humam Resource Clerk, Human Resource Provisioning
x 8 Posts
Sub - Directorate : Corporate Management
Post Status : Permanent
Salary Level : 05
Salary Notch : R237,453.00 per annum
Salary Range : R237, 453.00 p.a – R279 708.00 p.a
Centre : Vhembe West District, Ref No: LDOE 136/06/2026
Vhembe East District x 2 Posts, Ref No: LDOE 137/06/2026
Capricorn North District, Ref No: LDOE 138/06/2026
Mopani East District x 2 Posts, Ref No: LDOE 139/06/2026
Sekhukhune East x 2 Posts, Ref No: LDOE 140/06/2026

Minimum Requirements:

- Grade 12/Matric Certificate
- A qualification/s in Public Administration/Human Resource Management/Public Management will be an added advantage.

Knowledge and Skills:

Knowledge of Public Service regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).

Duties:

- Provide personnel administration clerical support services.
- Administer human Resources provisioning services for Employment of Educators and Public Service Acts staff.
- Facilitate recruitment process
- Facilitate transfers and translations.
- Facilitate secondments.

Name of Post : Registry Clerk x 9 Posts
Division : Records Management
Post Status : Permanent
Salary Level : 05
Salary Notch : R237,453.00 per annum
Salary Range : R237, 453.00 p.a – R279 708.00 p.a
Centre : Vhembe East District x 3 Posts, Ref No : LDOE 141/06/2026
Capricorn North District x 3 Posts, Ref No : LDOE 142/06/2026
Mopani East District x 2 Posts, Ref No : LDOE 143/06/2026
Vhembe West District, Ref No : LDOE 144/06/2026

Minimum Requirements:

- Grade 12/Matric Certificate
- A qualification in Public Administration/Human Resource Management/Public Management/Archives will be an added advantage.

Knowledge and skills:

Knowledge of Public Service regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).

Duties:

- Provide records management/registry services.
- Handle incoming and outgoing correspondence.
- Render an effective filing and record management service.

Name of Post : **SCM Clerk: Purchases x 2 Posts**
Sub - Division : **Acquisition, Purchases & Stores**
Post Status : **Permanent**
Salary Level : **05**
Salary Notch : **R237,453.00 per annum**
Salary Range : **R237, 453.00 p.a – R279 708.00 p.a**
Centres : **Vhembe West District x 2 Posts, Ref No: LDoE 145/06/2026**

Minimum Requirements:

- Grade 12/Matric Certificate
- A qualification in the Finance/SCM field will be an added advantage.

Knowledge and Skills:

Data capturing. Collecting statistics. Knowledge of SCM regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).

Duties:

- Render purchases management clerical support.
- Render purchases management services.
- Render stores services.

Name of Post : **SCM Clerk: Acquisition Management x 5 Posts**
Sub - Division : **Acquisition, Purchases & Stores**
Post Status : **Permanent**
Salary Level : **05**
Salary Notch : **R237,453.00 per annum**
Salary Range : **R237, 453.00 p.a – R279 708.00 p.a**
Centres : **Mopani West District, Ref No: LDOE 146/06/2026**
Mopani East District, Ref No: LDOE 147/06/2026
Vhembe West District, Ref No: LDOE 148/06/2026
Sekhukhune South District x 2 Posts,
Ref No: LDOE 149/06/2026

Minimum Requirements:

- Grade 12/Matric Certificate
- A qualification in the Finance/SCM field will be an added advantage.

Knowledge and Skills:

Data capturing. Collecting statistics. Knowledge of SCM regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).

Duties:

- Provide secretariat or logistical support during the bid consideration and contracts conclusion processes.
- Write bid invitations.
- Request and receive quotations.
- Place orders. Issue and receive bid documents.

Name of Post : **Administrative Clerk: Asset Management Services**
: **x 2 Posts**

Sub - Division : **Assets & Fleet Management Services**

Post Status : **Permanent**

Salary Level : **05**

Salary Notch : **R237,453.00 per annum**

Salary Range : **R237, 453.00 p.a – R279 708.00 p.a**

Centres : **Sekhukhune East District,** Ref No: LDOE 150/06/2026
: **Mopani East District,** Ref No: LDOE 151/06/2026

Minimum Requirements:

- Grade 12/Matric.
- A qualification in Finance/SCM will be an added advantage.

Knowledge and Skills:

Data capturing. Collecting statistics. Knowledge of SCM regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).

Duties:

- Allocate assets as per purchasing request.
- Maintain and update the fixed asset register.
- Conduct asset verification in line with asset management policy and procedures.
- Render disposal service of assets for the Fund.

Duties:

- Handle security and facilities management services.
- Handle and administer security measures including access control.
- Handle and facilitate office accommodation in line with policies and procedures.

Name of Post : **Accounting Clerk, Financial Administration x 2 Posts**
Division : **Financial Administration**
Post Status : **Permanent**
Salary Level : **05**
Salary Notch : **R237,453.00 per annum**
Salary Range : **R237, 453.00 p.a – R279 708.00 p.a**
Centre : **Capricorn North District, Ref No: LDOE 160/06/2026**
Mopani East District, Ref No: LDOE 161/06/2026

Minimum Requirements:

- Grade 12/Matric Certificate.
- A qualification in Finance will be an added advantage.

Knowledge and skills:

Knowledge of Finance policies, legislations and Treasury Regulations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Treasury Regulations. Computer literacy, Communication skills (written and verbal), Planning and Organizing skills, Interpersonal skills. Accounting skills.

Duties:

- Provide secretariat support for financial administration and reporting services.
- Verify financial vouchers/invoices before payments are made.

Name of Post : **Administrative Clerk, Learning and Teaching Support Material (LTSM) x 4 Posts**
Division : **LTSM**
Post Status : **Permanent**
Salary Level : **05**
Salary Notch : **R237,453.00 per annum**
Salary Range : **R237, 453.00 p.a – R279 708.00 p.a**
centre : **Sekhukhune South District x 2 Posts, Ref No: LDoE 162/06/2026**
Head Office x 2 Posts, Ref No: LDoE 577/06/2026

Minimum Requirements:

- Grade 12/Matric Certificate.
- A qualification in Inventory Management will be an added advantage.

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