



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Ref No: S3/1/2/3/2 Enq: Ramaru TE Cell No:067 873 7345 E- Mail: RamaruTE@edu.limpopo.gov.za

To: All Heads of Department- Limpopo Provincial Administration
All District Directors
All Circuit Managers
All School Principals

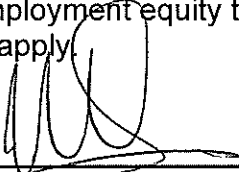
DEPARTMENTAL CIRCULAR NO. 166 OF 2024

ADVERTISEMENT OF SIXTEEN (16) LEARNER SUPPORT AGENT(LSA) JOB OPPORTUNITIES ON AN EIGHT(08) MONTHS (JULY 2024 - MARCH 2025) FIXED – TERM CONTRACT/ TEMPORARY CAPACITY IN THE LIMPOPO DEPARTMENT OF EDUCATION

1. The Limpopo Department of Education hereby invites applications from suitably qualified unemployment youth for filling of the Learner Support Agent(LSA) job opportunities which exist in the Limpopo Department of Education. The details of the temporary job opportunities involved are as outlined in the attached. **Annexure A**
2. Applications should be made through the prescribed application form **herewith attached** or obtainable from the District Office, Circuit Office or the respective schools in the community where the applicants reside. The form must be completed in full, and must be accompanied by the following:
 - Comprehensive recent CV;
 - Certified copy of ID document;
 - Certified copy of national Senior Certificate; and
 - Certified copies of qualification certificates.
3. Faxed or e-mailed applications will not be considered.
4. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should these be discovered during the interview, the application will not be considered for the post and in the unlikely event that the person has been appointed, such appointment will be terminated.
5. All applicants must be SA Citizens.

6. Applicants for the job opportunities should be people who reside in close proximity to the service points they have applied for.
7. The contents of this circular will also be posted on the departmental website www.edu.limpopo.gov.za
8. The department reserves the right not to make any appointment(s) to the advertised job opportunities.
9. **Applications should be forwarded to** District addresses listed on **Annexure B**
10. Enquiries at Head Office should be forwarded to Mr. Lukheli TV @ (015) 284 6536, Phasiwe NM @ (015) 284 6586 and Ms Mmowa LS @ (015) 284 6569, Mr Molope KS @ (015) 284 6548, and Ms Maupi MJ @ (015) 284 6585.
11. Enquiries at District level should be forwarded to the District official on **Annexure B**
12. The closing date for submission of applications is **Wednesday, 24th July 2024, Time: 14h00**

Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets, whites Indians, women, and people with disabilities are encouraged to apply.



MASHABA KM
ACTING HEAD OF DEPARTMENT

11/07/2024
DATE

ANNEXURE A

ADVERTISEMENT OF SIXTEEN (16) LEARNER SUPPORT AGENT (LSA) JOB OPPORTUNITIES ON AN EIGHT MONTHS (JULY 2024 – MARCH 2025) FIXED CONTRACT /TEMPORARY CAPACITY IN THE LIMPOPO DEPARTMENT OF EDUCATION

1. **Post** : Learner Support Agent: School - Based (16 Posts)
Status : Temporary/Fixed – term contract
Period : Eight Months (July 2024 – March 2025)
Remuneration : R4000. 00 per month (stipend) for Schools
Work Station & Ref Number:

| Name of School | District (Circuit) | Ref No. | Physical Address | Enquiries |
|------------------------------|-----------------------------------|-----------------|--------------------------------------|----------------------------------|
| Malabosane High School | Mopani West (Mafarana) | LDOE 04/07/2024 | Rita Village, Lenyenye | Raholane MW 082 881 6102 |
| Mamolemane Sec School | Capricorn North (Bahlaloga) | LDOE 05/07/2024 | Moletji Village | Moloto M.B 079 924 0009 |
| Mathipa - Makgato Sec School | Capricorn North (Bahananwa South) | LDOE 06/07/2024 | Makgatho Village | Mabula M.M 066 025 9351 |
| Sebitja Sec School | Capricorn South (Lepelle) | LDOE 07/07/2024 | Mehlareng Village | Kgaditsi L.T 082 829 4243 |
| Lepato High School | Mopani East (Namakgale) | LDOE 08/07/2024 | Makhusa Village | Bollanoto S.T 061 060 0614 |
| Seshoatlha Sec School | Mogalakwena (Bakenberg North) | LDOE 09/07/2024 | Rankatlana Village | Rankapole J.M 079 0499 142 |
| Mafumani High School | Mopani East (Klein Letaba) | LDOE 10/07/2024 | Homu 14B Village | Matsika M.P 083 588 1952 |
| Mahumani High School | Mopani East (Shamavunga) | LDOE 11/07/2024 | Nkomo 22 B Village | Baloyi V.S 082 752 1546 |
| Gwamasenga Sec School | Vhembe West (Dzondo) | LDOE 12/07/2024 | Tsianda Village | Phosiwa K. J 071 325 0884 |
| Ozias Davhana Sec School | Vhembe West (Elim) | LDOE 13/07/2024 | Elim Village | Thanyani N 072 707 1489 |
| Letamong Combined School | Waterberg (Naboomspruit) | LDOE 14/07/2024 | Supermark Olifant, Buffelsdoorn Farm | Lekgoathi P.L 082 409 8676 |
| Tlhako Sec School | Mogalakwena (Matlalane) | LDOE 15/07/2024 | Moteti B Village | Sepogwakwane R.N 082 703 8834 |

1.1. REQUIREMENTS:

- A National Senior Certificate (Grade 12)
- A recognised Diploma/degree in Social Work, Community Development Work, Auxiliary Social Work or related field will be added advantage.
- Current registration with the South African Council for Social Service Professions (SACSSP) will serve as an added advantage.
- Young persons in the ages 18 - 40 years

1.2. JOB PURPOSE:

- Render professional and effective services to support schools to render care and support and protection to vulnerable learners in line with the implementation of HIV/AIDS and Life Skills Programmes.
- Maintain good working relations with sister departments, local Aids Council in the municipalities and other partners.
- Coordination an effective referral system to ensure effective service delivery.
- Support vulnerable learners on trauma debriefing, case management and maintain confidentiality.
- Conduct home-visit with SBST of the identified OVCs.
- Maintain good filing system of all reports, circulars and policies.
- Establish Peer Clubs/Soul Buddies clubs at school level.
- Prepare monthly reports and establish good referral systems.
- Conduct home-visit with SBSTs to identified OVCs.
- Support mobilization and programme awareness in line with the CSTL framework and attend workshops.

1.3. COMPETENCIES:

- Good writing skills that will enable the incumbent to compile reports.
- Good communication.
- Listening and problem solving skills.
- Computer literate in MS Window, Excel, Power Point and Outlook.
- Ability to work with learners, educators and stakeholders.
- Ability to work individually and as a team.

1.4. DUTIES:

- Provide emotional support for vulnerable learners.
- Keep up to date records of vulnerable learners.
- Accompany learners in partnership with SBST member to access welfare services.
- Assist with homework especially for child and granny based headed families.
- Facilitate peer education activities.
- Work with School Based Teams in the school.

- Provide support to pregnant learners, those sick or missed schools by taking school work to their homes.

2. Post : Learner Support Agent: District - Based (04 Posts)

Status : Temporary - Fixed - term contract

Period : Eight Months (July 2024 – March 2025)

Remuneration : R5000.00 per month (stipend)

Work Station & Ref Number:

Vhembe West District : Ref. No: LDOE 16/07/2024

Vhembe East District : Ref. No: LDOE 17/07/2024

Sekhukhune East District : Ref. No: LDOE 18/07/2024

Capricorn South District : Ref No: LDOE 19/07/2024

2.1. REQUIREMENTS:

- A National Senior Certificate (Grade 12)
- A recognised Diploma in Community Development/ Social Work, Auxiliary Social Work/Psychology or related field as recognised by SACA will be added advantage.
- At least two years' experience working with schools to provide counselling and support learners in their education as Learner Support Agent.
- Current registration with the South African Council for Social Service Professions (SACSSP) will serve as an added advantage
- Young persons in the ages 18 - 40 years

2.2. JOB PURPOSE:

- Support and monitor the effective implementation of the HIV/AIDS and Life Skills programmes to all schools going children in the District.
- Provide leadership and guidance to school based Learner Support Gents (LSAs)
- Coordination an effective referral system to ensure effective service delivery.
- Maintain good working relations with sister departments, local Aids Council in the municipalities and other partners.
- Record and maintain accurate school health related data for the district
- Maintain good filing system of all reports, circulars and policies.
- Support mobilization and programme awareness in line with the CSTL framework.
- Conduct home-visit with SBST of the identified OVCs.
- Support school based LSAs on establishment of Peer Clubs in school.
- Attend workshops, meetings and support school based LSAs.

2.3. COMPETENCIES:

- Good writing skills that will enable the incumbent to compile reports.
- Good communication, listening and problem-solving.
- Computer literate in MS Word, Excel, PowerPoint and Outlook.
- Ability to work with learners, educators and stakeholders.

- Ability to work individually and as a team.
- Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being.
- People management and empowerment skills.
- Information and knowledge management skills.

2.4. DUTIES:

- Work in collaboration with both the HIV/AIDS & Life Skills, PSS, Inclusive Education and School Safety.
- Collect and record learners' barriers to learning baseline information at identified high burden schools.
- Provide leadership to LSAs in schools and to ensure that they fulfil their job prescripts.
- Work with School Based Support Teams to screen and identify vulnerable learners and development plans to support teams.
- Establish and manage networks with local stakeholders that support the provision of exposed to trauma.
- Attend and participate in various local stakeholders meetings including district support teams meetings.
- Provide orientation training to the LSAs based in schools.
- Consolidate monthly and quarterly LSAs Districts reports with the assistance of Hais District Coordinator.

NB: Applicants are advised to target schools closer to their homes because they will expected to work to after hours.

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 Tel : 015 285 7345 |
| The District Director Capricorn South Education District Private Bag X 03 Chueniespoort 0745 | Old Parliament Complex Lebowakgomo | Ms J Ntsoane Tel : 015 633 9500 |
| The District Director Sekhukhune South Education District Private Bag X 70 Lebowakgomo 0737 | Old Parliament Complex Lebowakgomo | Ms P Mageza Tel : 015 633 2800 |
| The District Director Sekhukhune East Education District Private Bag X 9041 Burgersfort 1150 | 83 Aloe Street Stand No 2314 Ext 4 Aloeridge West Burgersfort 1150 | Mr MS Phasha Tel : 013 231 0100 |
| The District Director Mopani East Education District Private Bag X 578 Giyani 0826 | Old Parliament Building Giyani | Mr N Sono Tel : 015 812 2495 |
| The District Director : Mopani West Education District Private Bag X 4032 Tzaneen 0850 | 27 Peace Street Prosperitas Building Tzaneen 0850 | Mr MW Raholane Tel : 015 306 6800 |
| The District Director : Vhembe East Education District Private Bag X 2250 Sibasa 0970 | Block D Old Parliament Building Thohoyandou | Ms AB Shivabu Tel : 015 962 5715 |
| The District Director : Vhembe West Education District Private Bag X 2250 Sibasa 0970 | Block D Old Parliament Building Thohoyandou | Ms MV Makhari Tel : 015 962 5715 |
| The District Director : Mogalakwena Education District Private Bag X 601 Mahwelereng 0626 | 805 Rufus Seakamela Street Mahwelereng 0626 | Ms O Sebyetseba Tel : 015 483 7500 |
| The District Director : Waterberg Education District Private Bag X 1040 Modimolle 0510 | 84 Limpopo Street NTK Building Modimolle 0510 | Ms K Songwane Tel : 014 718 1500 |

Advertisement of sixteen (16) Learner Support Agent(LSA) job opportunities on an eight(08) months (July 2024 - March 2025) fixed – term contract/temporary capacity in the Limpopo Department of Education