



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. 224 OF 2024

ADVERTISEMENT OF THIRTY (30) COMPLIANCE ASSISTANTS PRESIDENTIAL YOUTH EMPOWERMENT INITIATIVES (PYEI), JOB OPPORTUNITIES FOR A PERIOD OF SIX MONTHS (2024 - 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 temporary 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 new Z83 form obtainable from any government institution. The form must be accompanied by a Comprehensive recent CV.
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. The contents of this circular will also be posted on the departmental website www.edu.limpopo.gov.za
7. The department reserves the right not to make any appointment(s) to the advertised job opportunities.
8. **Applications for the Districts should be forwarded to addresses listed on Annexure B**

9. For the Head Office, the application should be forwarded to the below address:

**The Acting Head of Department, Limpopo Department of Education,
Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street,
Polokwane at Records Management Directorate – Office No. H03
[REGISTRY]**

10. Enquiries at Head Office should be forwarded to Mr. Lukheli TV @ (015) 284 6536, Phasiwe NM @ (015) 284 6586 ,Ms Mmowa LS @ (015) 284 6569, and Tema MA @ 081 387 2674
11. Enquiries at District level should be forwarded to the District official on **Annexure B**
12. The closing date for submission of applications is **Monday, 30 September 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.



Mr. MASHABA K.M
ACTING HEAD OF DEPARTMENT

17/09/2024
DATE



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ANNEXURE A

ADVERTISEMENT OF POSTS

Post : Compliance Assistant
Post Status : 06 Months temporary job
Stipend : R40 81.00 (Per month) inclusive of 1% deductible for UIF
Centre : Head Office 10 Posts: Ref No LDoE 01/09/2024
Districts 20 Posts, 02 posts per each Districts :Ref No LDoE 02/09/2024

1.1 Minimum Requirements

The candidates applying for this post must be:

- 19 -35 years old
- In possession of a National Diploma in Auditing, Accounting, Cost and Management Accounting or any other relevant accounting or auditing qualification, A degree in B Com Accounting will be an added advantage
- Computer literate

1.2 Job Purpose:

- Compile or maintain good records – keeping of information on PYEI Phase iii project
- Audit transfer of funds to schools and payroll against appointed EAs and GSAs in PYEI Phase III
- Consolidate appointed EAs and GSAs in schools using MS Excel spreadsheet (DMS)
- Capture monthly reports based on the information arising from schools reports
- Assist Circuit Manager in the implementation and monitoring of PYEI
- Organise and maintain all compliance related documents to the PYEI Phase III Framework – appointments, contracts, training, payments etc
- Identify risk and apply mitigation controls
- Attend trainings on DMS used in PYEI Phase III

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