

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

**APPLICATIONS**

- : Quoting the relevant references should be forwarded as follows Head office should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane.
- 11.2. Applications for Circuit and District - based posts must be submitted at the Education Districts Postal Address, Physical Address.
- Capricorn North:** The District Director Capricorn North Education District Private Bag X9711 Polokwane, 0700. Cnr Blaauwberg & Yster Street Ladanna, Polokwane.
- Capricorn South:** The District Director Capricorn South Education District, Private Bag X03, Chueniespoort, 0745, Old Parliament Complex.
- Lebowakgomo:** The District Director Sekhukhune South Education District, Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex Lebowakgomo.
- Sekhukhune East** 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, 1150. The District Director
- Mopani East:** Education District Private Bag X578, Giyani, 0826. Old Parliament Building. Giyani.
- Mopani West Waterberg:** The District Director Mopani West Education District, Private Bag X4032, Tzaneen, 0850. 27 Peace Street Prosperitas Building, Tzaneen, 0850.
- Vhembe East:** The Acting District Director Vhembe East Education District, Private Bag X2250, Sibasa, 0970. Makwarela Old Parliament Building.
- Vhembe West:** The District Director Vhembe West Education District, Private Bag X2250, Sibasa, 0970. Block D Old Parliament Building Thohoyandou.
- Mogalakwena:** The District Director Mogalakwena Education District, Private Bag X601, Mahwelereng, 0626. 805 Rufus Seakamela Street, Mahwelereng, 0626.
- Waterberg:** The Acting District Director Waterberg Education District Private Bag X1040, Modimolle, 051084. Limpopo Street NTK Building, Modimolle, 0510.

Applications submitted via e-Recruitment system through the link a <https://erecruitment.limpopo.gov.za>

CLOSING DATE

- : 12 December 2025 (Applications received after the closing date and faxed copies will not be considered).

NOTE

- : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants

who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ [www.edu.gov.za /](http://www.edu.gov.za/) www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

OTHER POSTS

<u>POST 44/153</u>	:	<u>DRIVER (X8 POSTS)</u> Stores Services
<u>SALARY CENTRE</u>	:	R163 680 per annum Head Office, Fleet Management Ref No: LDoE 52/10/2025 (X1 Post) Capricorn South Ref No: LDoE 53/10/2025 (X1 Post) Mogalakwena Ref No: LDoE 54/10/2025 (X1 Post) Mopani West Ref No: LDoE 55/10/2025 (X1 Post) Sekhukhune South Ref No: LDoE 56/10/2025 (X1 Post) Sekhukhune East Ref No: LDoE 57/10/2025 (X1 Post) Vhembe Eas Ref No: LDoE 58/10/2025 (X1 Post) Vhembe West Ref No: LDoE 59/10/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent. Grade 12 or equivalent will be an added advantage. Valid drivers' license. 5 years' driving experience. Professional Driving Permit (PDP) will be an added advantage. Driving testing will be done on appointment.
<u>DUTIES</u>	:	Transporting staff. Planning of routes Loading and unloading materials Perform daily vehicle checks Arranging for routine servicing and repairs by repairs by reporting any defects Complete and maintain accurate records such as logbook for trips and deliveries Verify documents upon collection and delivery Ensure the security of the vehicle and its contents Report any accidents or incidents to the appropriate authorities. Safely operate the vehicle Follow all traffic laws Ability to plan routes Do basic vehicle maintenance checks Transport passengers, collection and delivery of goods Maintain logs and fuel usage and submit such on time to relevant offices.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.0.
<u>POST 44/154</u>	:	<u>STORES ASSISTANT (X9 POSTS)</u> Stores Services
<u>SALARY CENTRE</u>	:	R138 486.per annum Capricorn North Ref No:LDoE 60/10/2025 (X1 Post) Capricorn South Ref No: LDoE 61/10/2025 (X1 Post) Mogalakwena Ref No: LDoE 62/10/2025 (X1 Post) Mopani East Ref No: LDoE 63/10/2025 (X1 Post) Mopani West Ref No: LDoE 64/10/2025 (X1 Post) Sekhukhune East Ref No: LDoE 65/10/2025 (X1 Post) Sekhukhune South Ref No: LDoE 66/10/2025 (X1 Post) Vhembe East Ref No: LDoE 67/10/2025 (X1 Post) Vhembe West Ref No: LDoE 68/10/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent. Grade 12 will be an added advantage. Previous relevant experience will be an added advantage.
<u>DUTIES</u>	:	Receive and record inventories. Handling of requisition. Managing inventions and by issuing out and recording. Record and report shortages to the relevant authority.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 44/155</u>	:	<u>CLEANER (X68 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum Head office Ref No: LDoE 01/10/2025 (X7 Posts)

Capricorn North District Ref No: LDoE 02/10/2025 (X2 Posts)
 Capricorn North, Koloti Circuit Ref No: LDoE 03/10/2025 (X1 Post)
 Capricorn North, Bahlaloga Circuit Ref No: LDoE 04/10/2025 (X1 Post)
 Capricorn North, Maune Circuit Ref No: LDoE 05/10/2025 (X1 Post)
 Capricorn North, Moletji Circuit Ref No: LDoE 06/10/2025 (X1 Post)
 Capricorn South District Ref No: LDoE 07/10/2025 (X2 Posts)
 Capricorn South, Kgakotlou Circuit Ref No: LDoE 08/10/2025 (X1 Post)
 Capricorn South, Mankweng Circuit Ref No: LDoE 09/10/2025 (X1 Post)
 Capricorn South, Mogodumo Circuit Ref No: LDoE 10/10/2025 (X1 Post)
 Mogalakwena District Ref No: LDoE 11/10/2025 (X3 Posts)
 Mogalakwena, Baltimore Circuit Ref No: LDoE 12/10/2025 (X1 Post)
 Mogalakwena, Bakenberg South Circuit Ref No: LDoE 13/10/2025 (X1 Post)
 Mogalakwena, Mogalakwena Circuit Ref No: LDoE 14/10/2025 (X1 Post)
 Mopani East District Ref No: LDoE 15/10/2025 (X2 Posts)
 Mopani East, Lulekani Circuit Ref No: LDoE 16/10/2025 (X1 Post)
 Mopani East, Man'Ombe Circuit Ref No: LDoE 17/10/2025 (X1 Post)
 Mopani East, Mamaila Circuit Ref No: LDoE 18/10/2025 (X1 Post)
 Mopani East, Molototsi Circuit Ref No: LDoE 19/10/2025 (X1 Post)
 Mopani East, Nsami Circuit Ref No: LDoE 20/10/2025 (X1 Post)
 Mopani West District Ref No: LDoE 21/10/2025 (X2 Posts)
 Sekhukhune East District Ref No: LDoE 22/10/2025 (X2 Posts)
 Sekhukhune East, Bogwasha Circuit Ref No: LDoE 23/10/2025 (X1 Post)
 Sekhukhune East, Driekop Circuit Ref No: LDoE 24/10/2025 (X1 Post)
 Sekhukhune East, Mabulane Circuit Ref No: LDoE 25/10/2025 (X1 Post)
 Sekhukhune South Ref No: LDoE 26/10/2025 (X2 Posts)
 Sekhukhune South, Eensaam Circuit Ref No: LDoE 27/10/2025 (X1 Post)
 Sekhukhune South, Hlogotlou Circuit Ref No: LDoE 28/10/2025 (X1 Post)
 Sekhukhune South, Lepelle Circuit Ref No: LDoE 29/10/2025 (X1 Post)
 Sekhukhune South, Motetema Circuit Ref No: LDoE 30/10/2025 (X1 Post)
 Sekhukhune South, Moutse East Circuit Ref No: LDoE 31/10/2025 (X1 Post)
 Sekhukhune South, Moutse West Circuit Ref No: LDoE 32/10/2025 (X1 Post)
 Sekhukhune South, Phokwane Circuit Ref No: LDoE 33/10/2025 (X1 Post)
 Sekhukhune South, Rakgwadi Circuit Ref No: LDoE 34/10/2025 (X1 Post)
 Vhembe East District Ref No: LDoE 35/10/2025 (X2 Posts)
 Vhembe East, Luvuvhu Circuit Ref No: LDoE 36/10/2025 (X1 Post)
 Vhembe East, Malamulele Central Circuit Ref No: LDoE 37/10/2025 (X1 Post)
 Vhembe East, Malamulele South Circuit Ref No: LDoE 38/10/2025 (X1 Post)
 Vhembe East, Malamulele West Circuit Ref No: LDoE 39/10/2025 (X1 Post)
 Vhembe East, Mutshindudi Circuit Ref No: LDoE 40/10/2025 (X1 Post)
 Vhembe East, Sambandou Circuit Ref No: LDoE 41/10/2025 (X1 Post)
 Vhembe East, Sibasa Circuit Ref No: LDoE 42/10/2025 (X1 Post)
 Vhembe West District Ref No: LDoE 43/10/2025 (X2 Posts)
 Vhembe West, Lwamondo Circuit Ref No: LDoE 44/10/2025 (X1 Post)
 Vhembe West, Hlanganani Central Circuit Ref No: LDoE 45/10/2025 (X1 Post)
 Vhembe West, Hlanganani South Circuit Ref No: LDoE 46/10/2025 (1 Post)
 Vhembe West, Nzhelele East Circuit Ref No: LDoE 47/10/2025 (1 Post)
 Vhembe West, Soutpansberg North Circuit Ref No: LDoE 48/10/2025 (X1 Post)
 Vhembe West, Soutpansberg West Circuit Ref No: LDoE 49/10/2025 (X1 Post)
 Waterberg District Ref No: LDoE 50/10/2025 Ref No: (X2 Posts)
 Waterberg, Palala South Circuit Ref No: LDoE 51/10/2025 (X1 Post)

REQUIREMENTS

: Grade 10 or equivalent. Exposure in the cleaning environment. A cleaning certificate will be an added advantage.

DUTIES

: Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing floors, vacuum and shampooing floors, Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing waste papers, freshen the office areas, Provide cleaning services: kitchen and restrooms by, clean basins, wash and keep stock of kitchen utensils, Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment, cleaning of machines standards for teaching and learning. Extensive professional and practical experience in the field of education/curriculum is essential.

ENQUIRIES

: Mr Lukheli TV at Tel No: 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molohe KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached



APPLICATIONS

: Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. 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. Applicants who previously participated in the learnership/internship are discouraged from applying, if found you will be disqualified or terminated with immediate effects. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.

Applications for Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre should be addressed to: The Head of Department, Limpopo Department of Social Development, Private Bag X9710, Polokwane, 0700 or hand-delivered at 21 Biccadd Street, Olympic Towers, Ground Floor Office 030.

Applications should be addressed to various institution as per the applicant's need, for Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre: Applications should be directed to Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccadd Street, Olympic Towers Building, Ground Floor, Office no 30.

Polokwane Welfare Complex: Applications should be directed Head of Institution, Private Bag X9713, Polokwane, 0700 or hand delivered at Plot 303 Strekloop, Polokwane.

Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polokwane.

Sekhukhune District: The District Director, Private Bag X80, Lebogakgomo, 0737 or hand delivered at Old Parliament Building Lebogakgomo.

Vhembe District/Thohoyandou Child & Youth care Centre: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.

Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.

Mopani District: The District Director, Private Bag X 9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.

CLOSING DATE

: 12 December 2025 at 15h00.

NOTE

: 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: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "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? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". 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". 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. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver's license (where required) must be submitted. The Department reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The closing date for applications is 12 December 2025 at 15h00. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za / <https://erecruitment.limpopo.gov.za>

INTERSHIPS FOR THE PERIOD OF 24 MONTHS

OTHER POSTS

<u>POST 44/156</u>	:	<u>INTERNSHIP – FINANCE: NGO FINANCIAL SUPPORT (X54 POSTS)</u> (Period: 24 Months)
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Capricorn District Polokwane Municipality: Dikgale Clinic Ref No: DSD/2025/212 (X1 Post) Seshego One Stop Centre Ref No: DSD/2025/213 (X1 Post) Andrew Mehlahe One Stop Centre Ref No: DSD/2025/214 (X1 Post) Moletjhe Thusong Centre Ref No: DSD/2025/215 (X1 Post) Lepelle-Nkumpi Municipality: Studio 2 DSD Office Ref No: DSD/2025/216 (X1 Post) Sekutupu DSD Local Office Ref No: DSD/2025/217 (X1 Post) Blouberg Municipality: Kibi Clinic Ref No: DSD/2025/218 (X1 Post) Senwabarwana One Stop Centre Ref No: DSD/2025/218 (X1 Post) Molemole Municipality: Molemole One Stop Centre Ref No: DSD/2025/219 (X1 Post) Mopani District: Ba-Phalaborwa Municipality: Namakgale One Stop Centre Ref No: DSD/2025/220 (X1 Post) Lulekani DSD Local Office Ref No: DSD/2025/221 (X1 Post) Greater Giyani Municipality: Giyani One Stop Centre Ref No: DSD/2025/222 (X1 Post) Ndzumeri DSD Local Office Ref No: DSD/2025/223 (X1 Post) Basani DSD Local Office Ref No: DSD/2025/223 (X1 Post) Gawula One Stop Centre Ref No: DSD/2025/224 (X1 Post) Greater Letaba Municipality: Kgapane One Stop Centre Ref No: DSD/2025/225 (X1 Post) Lebaka One Stop Centre Ref No: DSD/2025/226 (X1 Post) Rotterdam One Stop Centre Ref No: DSD/2025/227 (X1 Post)

Greater Tzaneen Municipality:

Dr CN Phathudi One Stop Centre Ref: DSD/2025/228 (X1 Post)
 Tzaneen Town Public Works Ref No: DSD/2025/229 (X1 Post)
 Nkowa-Nkowa DSD Local Office DCO Ref No: DSD/2025/230 (1 Post)

Maruleng Municipality:

Sekororo One Stop Centre Ref: DSD/2025/231 (X1 Post)
 The Oaks Clinic Ref No: DSD/2025/232 (X1 Post)

Waterberg District:**Bela-Bela Municipality**

Bela-Bela One Stop Centre Ref No: DSD/2025/233 (X1 Post)

Lephalale Municipality:

Witpoort One Stop Centre Ref No: DSD/2025/234 (X1 Post)

Modimolle-Mookgophong Municipality:

Phagameng One Stop Centre Ref No: DSD/2025/235 (X1 Post)

Mogalakwena Municipality:

Thabaleshoba One Stop Centre Ref No: DSD/2025/236 (X1 Post)
 Bakenberg One Stop Centre Ref No: DSD/2025/237 (1 Post)
 Mahwelereng One Stop Centre Ref No: DSD/2025/238 (X1 Post)

Thabazimbi Municipality:

Thabazimbi One Stop Centre Ref No: DSD/2025/239. (1 Post)

Sekhukhune District:**Elias Motsoaledi Municipality**

Lukau One Stop Centre Ref No: DSD/2025/240 (X1 Post)
 Sempupuru One Stop Centre Ref No: DSD/2025/241. (X1 Post)

Ephraim Mogale Municipality:

Matlala One Stop Centre Ref: DSD/2025/242 (X1 Post)
 Leewfontein One Stop Centre Ref: DSD/2025/243 (X1 Post)

Fetakgomo-Tubatse Municipality:

Fetakgomo One Stop Centre Ref No: DSD/2025/244 (X1 Post)
 Thusong Multipurpose Centre Ref No: DSD/2025/245 (X1 Post)
 Praktiseer One Stop Centre Ref No: DSD/2025/246 (X1 Post)
 Mecklenburg Hospital DSD Office Ref: DSD/2025/247 (X1 Post)
 Leboeng Clinic Ref No: DSD/2025/248 (X1 Post)

Makhuduthamaga Municipality:

Jane Furse One Stop Centre Ref No: DSD/2025/249 (X2 Posts)

Vhembe District:**Collins Chabane Municipality**

Vhembe District Office Ref No: DSD/2025/250 (X2 Posts)
 Malamulele Welfare Office Ref No: DSD/2025/251 (X1 Post)
 Saselamane DSD Local Office Ref No: DSD/2025/252 (X1 Post)
 Vuwani One Stop Centre Ref No: DSD/2025/253 (X1 Post)

Makhado Municipality:

Waterval Clinic Ref No: DSD/2025/254 (X1 Post)
 Rabali One Stop Centre Ref No: DSD/2025/255 (X1 Post)

Musina Municipality:

Musina One Stop Centre Ref: DSD/2025/256 (X1 Post)
 Madimbo Thusong Centre Ref No: DSD/2025/257 (X1 Post)

Thulamela Municipality:

Makwarela SASSA Office Ref No: DSD/2025/258 (X2 Posts)
 Mutale One Stop Centre Ref No: DSD/2025/259 (X1 Post)
 Provincial Office Ref No: DSD/2025/260 (X1 Post)

REQUIREMENTS

: An appropriate qualification at NQF 6 or equivalent qualifications in Accounting / Financial Management / Internal Audit / Management Accounting as recognised by SAQA. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy (Preferably MS. Word, MS. Excel & MS. Outlook). Numerical Skills. Communication skills. Report writing skills. Analytical skills.

DUTIES

: Key Performance Areas: Assist in onboarding NGOs, explaining funding conditions, and offering basic financial literacy support. Verify completeness of reports, flag inconsistencies, and prepare summary checklists for departmental review. Check expenditure items with approved funding allocation and help NGO with variance analysis. Assist in training sessions, and help NGOs implement basic financial tools (e.g., financial planning, budgeting, cash books, and reporting templates). Assist with preparation of NGOs' monthly and quarterly financial reports. Assist with audit findings, track corrective actions, and prepare supporting documentation for follow-up.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semak e at Tel No:015 230 4422 / 4315 / 4375 / 4434.