



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE HEAD OFFICE

REF: S4/1/1

ENQ: HRM&D

TO : TO ALL QUALIFYING APPLICANTS
LIMPOPO PROVINCIAL ADMINISTRATION

ADVERTISEMENT OF WORK OPPORTUNITIES FOR EXPANDED PUBLIC WORKS PROGRAMME (EPWP) IN LIMPOPO DSAC CIRCULAR NO 04 OF 2025.

1. Applicants are hereby invited from suitable qualified candidates for work opportunities Expanded Public Works Programme (EPWP).
2. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za and must be accompanied by comprehensive CV. Applicants are to specify the Centre on Z83.
3. Shortlisted candidates will be required to come for interviews with certified copies of all relevant qualifications and ID document/smart ID card
4. The recruitment of candidates shall follow geographic targeting and household income status in line with the EPWP guidelines.
5. Applicants must live or resides close to the centres which they intend to apply for. Proof of residence must be attached.
6. 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 new Z83 by applicants: 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: 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? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "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

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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 if 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. The Department reserves the right not to make any appointment(s) to the posts advertised. Please note: Due to the austerity measure the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

7. Successful candidates will be expected to work eight (8) hours per day.

8. Targeted groups:

Demographic Characteristics of Workers The number of workers that fall within the following categories must be recorded: Demographic EPWP Target Youth (i.e. 16 – 35 years of age) 55% Women 55% People with Disabilities 2%.

8.1 Two (2) % of people with disability and fifty-five (55) % of women are encouraged to apply and correspondence will be entered into with shortlisted candidates only

8.2 The applicant should be South African Citizen.

9. Applicants responding to this circular should quote ref number as reference number on the Z83 form.

10. The closing date for submission of applications: 01 April 2026.

11. Submission of applications

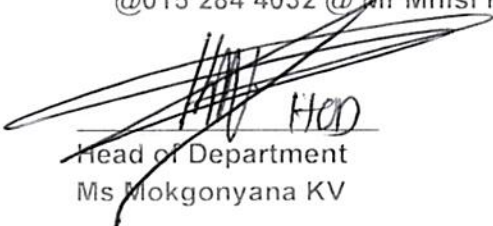
11.1 Centre under Traditional Authority, applications should be submitted at the Tribal Authorities Office.

11.2 A letter to traditional Authority will be sent with the advert to the traditional Authorities near the facilities.

11.3 Applications for centers which are not within the traditional authority will be sourced from the following:

1. Municipality database
2. Department of Labour
3. Institutions of higher learning

9. Enquiries: Mr Musia N. @015 284 4143, Ms Langa LZ. @015 284 4109, Ms Mothupi PP @015 284 4032 @ Mr Mnisi F @ 015 284 4186.


Head of Department
Ms Mokgonyana KV

2026/03/17
Date:

Ref No. : SAC 2025/01
Post : EPWP Cleaners x117
Level : Stipend
Salary Per Month : R 3 500.00
Duration : 1 Year contract
Centre :

Vhembe District Libraries (31) – Khubvi (1), Litshovu (1), Ha Masia (2), Masisi (1) Mukondeni (2), Mulamula Library (3). Musina Public library (1), Mutale (1), Ntsako Matsakali 1, Ndzhelele (1), Oliefantshoek (1), Saseleman (2), Thulamela (2), Tshaulu (3), Tshikonelo (1), Vleifontein (3) Vuwani (1), Musina Nancefield (1), Nzhelele (1) and Bhungeni (2)

Sekhukhune District Libraries District (19): Sekhukhune District Library (2), Sekhukhune Archives Respository (2) Jane Furse (2), Vlaktefontein (2), Fetakgomo (2), Phokwane (2), Marble Hall (1) and GaPhaahla (1), Mopetsi (1), Rossenekaal (1) and Moutse West (3)

Mopani District Libraries (23) – Tzaneen District Library (2), Giyani District Library (2), Mopani District Library (2), Zamani (2), Runnymede (2), Xihlovo (2), Shiluvane (1), Gravelotte (1), Mavalani (2), Makhuva (2), Letsitele (1) Maphalle (1), Muyexe (2) and Metz 1

Capricorn District Libraries (18) – Capricorn District Library (3), Eldorado (2), Matlala (1), Alldays Library (1), Ramokgopa (2), Seleteng (2), Fedile (1), Molepo (1) and Lebowakgomo (1)

Waterberg District Libraries (19): Waterberg District Library (1), Phagameng (1), Thabazimbi (1), Regorogile (1), Roedtan (1), Babirwa library (2), Shongoane (2), Mahlabathini (2), Rapotokwane (2), Bakgoma (2), Baphoting (3) and Northam (1)

Head Office (05): Head Office

Provincial Archives (02): Provincial Archives

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12 Certificate) qualification as recognized by SAQA. Any cleaning job specific training will be an added advantage. In order to meet the geographic targeting. In line with the EPWP Recruitment Guidelines, the Department shall endeavor to meet the prevailing demographic target groups of Women, Youth and Persons with disabilities.

SKILLS AND KNOWLEDGE

Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Health and safety measures. Working procedures in respect of working environment.

KEY PERFORMANCE AREAS:

Cleaning of offices, storerooms, corridors, boardrooms, library area. Dust and take out waste and provide water during meetings. Refill aqua cooler(s). Cleaning equipment and machinery. Packaging of files is due for disposal. Cleaning of kitchens. Scrubbing toilets and polishing office

Ref No : SAC 2025/02
Post : EPWP: General Worker x45
Level : Stipend
Salary Per Month : R 3500.00 Per Month
Duration : 1 Year contract
Centre : Dzata Museum (15), Muti Wa Va Tsonga Museum (15),
Schoemansdal Museum (15)

MINIMUM REQUIREMENTS:

A basic literacy (Grade 10 / ABET level 2) with good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.

SKILLS AND KNOWLEDGE:

Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Health and safety measures. Working procedures in respect of working environment.

KEY PERFORMANCE AREAS:

Perform routine activities on the maintenance of the Museums or Heritage site. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the museums or heritage site structures and the surroundings, etc. Cleaning of museums or heritage site facilities and structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the Museums premises and the surroundings. Creation and maintenance of fire breaks around the museums and surroundings. Maintenance of Museums fence and enclosure. Render any manual labour necessary for the effective care and maintenance of the Museums.

Ref No : SAC 2025/03
Post : EPWP Record Clerk x06
Level : Stipend
Salary Per Month : R3 500.00
Duration : 1 Year contract

Centre : Provincial Archives

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12 Certificate) qualification as recognized by SAQA. An undergraduate qualification at NQF level 6 as recognized by SAQA in Archival Studies, Library Science, History, Information Science, or a related field from an accredited institution of higher learning will be an added advantage.

SKILLS AND KNOWLEDGE

Basic knowledge of Archival Services matters. Knowledge of Batho Pele principles, Public Service Regulations, policies, and prescripts. Basic numeracy, organizing and planning. Basic computer literacy, interpersonal relations, and report writing skills.

KEY PERFORMANCE AREAS:

Acquire, appraise, sorting, arrangement, description and accession of records. Capturing records. Scanning of records to allow conversion of physical records into digital formats. Compile monthly, quarterly, and annual reports.

Ref No : SAC 2025/04
Post : EPWP Administration Officer under Museum and Heritage
Level : Stipend
Salary Per Month : R3 500.00
Duration : 1 Year contract
Centre : Head Office

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12 Certificate) qualification as recognized by SAQA. An undergraduate Qualification (NQF level 06) in Office Administration / Administration Management studies as recognized by SAQA, or a related field from an accredited institution of higher learning will be an added advantage.

SKILLS AND KNOWLEDGE

Basic knowledge of Museum and Heritage matters. Knowledge of Batho Pele principles, Public Service Regulations, policies, and prescripts. Basic numeracy, organizing and planning. Basic computer literacy, interpersonal relations, and report writing skills.

KEY PERFORMANCE AREAS:

Answer and transfer telephone calls and take messages, liaise with staff and all stakeholders, assist in providing administrative support and attend to all office administration work. Consolidate EPWP reports for three (3) districts, photocopy, scan and file hard and soft copies of documents, assist in organising and maintaining office systems including filing (manually and electronically), assist in handling all correspondence and communication including mail, faxes and enquiries,

assist in typing documents, using word processing software, formatting, editing reports, documents and presentations.