



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE

ENQ: HRM and D
TO: TO ALL QUALIFYING APPLICANTS
LIMPOPO PROVINCIAL ADMINISTRATION

ADVERTISEMENT OF WORK OPPORTUNITIES FOR EXPANDED PUBLIC WORKS PROGRAMME (EPWP) IN LIMPOPO DSAC CIRCULAR NO 11 OF 2025.

1. Applicants are hereby invited from suitable qualified candidates for work opportunities for 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 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:

8.1 People aged between 18 and 35

8.2 The proposed targets are 50 % women, 40 % youth and 2% people with disability

8.3 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: **24 February 2025**

11. **Submission of applications**


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

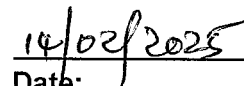
11.2 Municipalities applications should be submitted to the (Department of Sport, Arts and Culture) DSAC District Office

11.3 Applications for Supply Chain Management and Archives will be sourced from the following databases:

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

12. **Enquiries: Ms Langa LZ. @015 284 4109, HRM Intern @015 284 4032 @ Ms Makaulule MM @ 015 284 4350 and the recruitment process will be conducted at Head Office**


Head of Department
Ms Ramokgopa M.D


Date:

Ref No. : SAC 2025/02
Post : EPWP Cleaners x8
Level : Stipend
Salary Per Month : R 3500.00 Per Month
Duration : 12 months
Centres:

Mopani District (3) : Mopani District Office and Giyani District library X2

Waterberg District (2) : Waterberg District Office and Bakgoma

Vhembe District (2) : Khubvi and Litshovhu x2

Sekhukhune District (1) : Fetakgomo Library

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12) qualification as recognized by SAQA. Any cleaning job specific training will be an added advantage. 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 for disposal. Cleaning of kitchens. Scrubbing toilets and polishing office

Ref No : SAC 2025/01
Post : EPWP: General Worker
Level : Stipend
Salary Per Month : R 3500.00 Per Month
Duration : 12 Months
Centre : Schoemansdal

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 2025/02
Post	: EPWP Accounting Clerk/Admin Clerk x11 (under Finance & SCM) x11
Level	: Stipend
Salary Per Month	: R3 500.00 Per Month
Duration	: 12 Months
Centre	: Head Office

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12) qualification as recognized by SAQA. An undergraduate qualification at NQF level 6 as recognized by SAQA in Finance or a related field from an accredited institution of higher learning will be an added advantage

SKILLS AND KNOWLEDGE

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:

Compiling journals, preparing payments, bank adjustment reports, bank reconciliation, and bank requisition reports, capturing journals and filing of all finance reports (including bank statements), issuing of bank statements, and attending to payment enquiries.

Assist during receiving, reconciliation, barcoding, capturing, verification, disposal and movement of assets, assist in the updating of inventory lists and pasting of inventory listing. Searching for documents, filling documents collecting and returning of payment vouchers from and or to Registry, Delivery of official documents internally and to other Departments or Institutions

Recording of specifications and distributing, printing quotations and sorting, distributing specifications to procurement practitioners, capturing requisitions/ payment on LOGIS, capturing of entities on BAS, generating CSD reports, selection of suppliers, capturing specification tracker, receiving incoming documents, advising end users on specification. Recording quotations and payments, verifying the quotation cover, invites quotations from suppliers, prepare quotations for approval, capture purchase order on LOGIS

Ref No : SAC 2025/03
Post : EPWP Record Clerk x2
Level : Stipend
Salary Per Month : R3 500.00
Duration : 12 months
Centre : General Records: Head Office

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12) 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:

Acquiring, appraising, sorting, arranging, description and accession of records. Capturing records. Scanning of records to allow conversion of physical records into digital formats. Compiling monthly, quarterly, and annual reports.

Ref No : SAC 2024/04
Post : EPWP Human Resource Clerk x2
Level : Stipend
Duration : 12 Months
Salary Per Month : R3 500.00 Per Month
Centre : Head Office

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12) qualification as recognized by SAQA. An undergraduate qualification at NQF level 6 as recognized by SAQA in Human Resource Management / Development and Public Management / Administration, or any related field from an accredited institution of higher learning will be an added advantage.

SKILLS AND KNOWLEDGE:

Knowledge of HR duties, practices as well as ability to capture data, and operate computers. Working knowledge and understanding of the legislative framework governing the public service. Competencies: computer skills, planning and organizing skills, good verbal and written communication skills, teamwork, interpersonal relations flexibility, and problem-solving skills.

KEY PERFORMANCE AREAS:

Implement recruitment and selection (Advertisement, Appointment, Transfer, Relocations and secondment, verification of qualifications on recruitment, secretariat functions at interviews, absorptions). Liaise with customers and stakeholders on HR matters and download applications from E-recruitment system. Prepare statistical monthly, quarterly, and annual reports on Human resource administration issues. Implementation of Human Resources admin activities.

Ref No : SAC 2024/05
Post : EPWP Record Clerk
Level : Stipend
Salary Per Month : R3 500.00 Per Month
Duration : 12 Months
Centre : Provincial Archives

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12) qualification as recognized by SAQA. An undergraduate qualification at NQF level 6 as recognized by SAQA in Records management, Information Science, Archival Studies 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. Good writing and verbal communication skills Basic numeracy, organizing and planning. Basic computer literacy, interpersonal relations, and report writing skills.

KEY PERFORMANCE AREAS:

Capturing of data, updating records, filling, sorting and scanning of documents, emails, Telephone enquiries, maintaining postal register (incoming and outgoing correspondence) and other related matters

Ref No : SAC 2024/06
Post : EPWP Admin Clerk under Strategic Planning Unit x2
Level : Stipend
Duration : 12 Months
Salary Per Month : R3 500.00 Per Month
Centre : Head Office

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12) qualification as recognized by SAQA. An undergraduate qualification at NQF level 6 as recognized by SAQA in Public Management / Administration or any related field from an accredited institution of higher learning will be an added advantage.

SKILLS AND KNOWLEDGE

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:

Capturing Data, Filling, Sorting and scanning documents, making copies, Emails, Telephone enquiries and other related matters

Ref No. : SAC 2025/07
Post : EPWP Hub and Club Coordinators
Level : Stipend
Salary Per Month : R 3500.00 Per Month
Duration : 12 Months

MINIMUM REQUIREMENTS:

An NQF level 4 (Grade 12) qualification as recognized by SAQA. A three-year Diploma/degree in Sport Management/Administration will be an added advantage.

KNOWLEDGE AND SKILLS:

Must have facilitation and presentation skills. Excellent verbal communication, reading and writing skills. Project planning and report writing. Problem solving skills. Computer skills, Good interpersonal relationships and ability to work under pressure. An active sport participant and organizer.

KEY PERFORMANCE AREAS:

Mobilize the community to be part of sport and recreation activities at in their community; Manage and coordinate activities of sport and recreation through clubs in hubs; safeguard and maintain sport equipment delivered in hubs and clubs ; Coordinate and support sport and recreation activities in the community for schools and non-schools sport teams and clubs; Maintain relationships with local Sports community organizations and other community youth groups in the community; Set up and coordinate all administration related to the Sport Clubs and hubs programmes , Be responsible for the coordination and implementation of the sport and recreation programmes and events in hubs, clubs and schools; Be committed to personal development and growth; Be prepared to work in the remote rural areas. Compile and present monthly and quarterly reports to the relevant District Manager.

CENTRES:

2025 SPORT AND RECREATION HUBS SEKHUKHUNE			
NO	MUNICIPALITY	HUB	VILLAGE
1	Fetakgomo Tubatse	Leboeng	Leboeng
2	Fetakgomo Tubatse	Selepe	Selepe
3	Fetakgomo Tubatse	Kgautswane	Kgautswane
4	Fetakgomo Tubatse	Kgopaneng	Kgopaneng
5	Fetakgomo Tubatse	Malokela	Malokela
6	Fetakgomo Tubatse	Strydskraal	Strydskraal
7	Fetakgomo Tubatse	Motodi	Motodi
8	Makhuduthamaga	Maila Mapitsane	Maila Mapitsane
9	Makhuduthamaga	Schoonoord	Schoonoord
10	Makhuduthamaga	Janefurse	Janefurse
11	Makhuduthamaga	Phokoane	Phokoane
12	Makhuduthamaga	Molepane	Molepane
13	Ellias Motsoaledi	Hlogotlou	Hlogotlou
14	Ellias Motsoaledi	Sethlakwane	Sethlakwane

15	Ellias Motsoaledi	Sephaku	Sephaku
16	Ellias Motsoaledi	Motetema	Motetema
17	Ellias Motsoaledi	Dennilton	O.R Tambo
18	Ephriam Mogale	Ga-Bootha	Ga-Bootha
19	Ephriam Mogale	Ellandskraal	Ellandskraal
20	Ephriam Mogale	Mmatilu	Mmatilu
21	Ephriam Mogale	Moeding	Moeding
22	Ephriam Mogale	Mohlalaotwane	Mohlalaotwane

2025 SPORT AND RECREATION HUBS VHEMBE			
NO	MUNICIPALITY	HUB	VILLAGE
1	Makhado	Rabali	Rabali
2	Makhado	Watervaal	Watervaal Location
3	Thulamela	Makwerala	Makwerala
4	Makhado	Prince Thikhthali / Tshikombeni	Tshikombani
5	Collins Chabane	Malamulele	Malamulele Location
6	Collins Chabane	Saselamani	Saselamani
7	Thulamela	Khakhu	Khakhu
8	Thulamela	Tshifulanani	Tshifulanani
9	Makhado	Nwaxinyamani(Satelite)	Nwaxinyamani
10	Collins Chabane	Basani (Satelite)	Bungeni Basani
11	Makhado	Tshilwavhusiku	Tshilwavhusiku
12	Thulamela	Makhuvha (Satelite)	Makhuvha
13	Collins Chabane	Tiyani	Tiyani
14	Thulamela	Tshifhudi	Tshifhudi
15	Thulamela	Makonde	Makonde
16	Musina	Nkotswi	Nkotswi
17	Collins Chabane	Mudavula	Mudavula
18	Collins Chabane	Mudavula	Mudavula

2025 SPORT AND RECREATION HUBS CAPRICORN			
NO	MUNICIPALITY	HUB	VILLAGE
1	Polokwane	Maja	Maja
2	Polokwane	Eldorado	Eldorado
3	Molemole	Moletjie Florah	Moletjie
4	Polokwane	Ramalapa	Ramalapa
5	Lepelle Nkumpi	Mehlareng	Mehlereng
6	Blouberg	Senwaberwana	Senwanabarwana
7	Lepelle Nkumpi	Dithabaneng	Dithabaneng
8	Polokwane	Magowa	Ga Mothapo
9	Blouberg	Alldays	Alldays
10	Polokwane	Sebayeng	Ga Dikgale
11	Polokwane	Tshware	Ga Mamabolo
12	Lepelle Nkumpi	Lekurung	Lekurung
13	Lepelle Nkumpi	Magatle	Magatle
14	Blouberg	Tlhona	Tlhona
15	Molemole	Soekmekaar	Soekmekaar
16	Blouberg	Taaiboscht	Taaiboscht
17	Polokwane	Magwai	Magwai
18	Polokwane	Korotong	Korotong
19	Polokwane	Nobody	Gamothapo.Nobody
20	Polokwane	Gamapankola	Gamasheshani
21	Polokwane	Gransplass	Gransplaas
22	Lepelle Nkumpi	Seleteng	Seleteng
23	Lepelle Nkumpi	Maditsi	Ga ledwaba
24	Lepelle Nkumpi	Makotse	Makotse

2025 SPORT AND RECREATION HUBS MOPANI			
NO	MUNICIPALITY	HUB	VILLAGE
1	Greater Tzaneen	Runnymede	Runnymede
2	Greater Tzaneen	Nkowankowa	Nkowankowa

3	Greater Tzaneen	Relela	Relela
4	Greater Tzaneen	Lenyenye	Lenyenye
5	Greater Tzaneen	Mogapene	Mogapene
6	Greater Letaba	Hlohlokwe	Hlohlokwe
7	Greater Letaba	Kgapane	Kgapane
8	Greater Giyani	Thomo	Thomo
9	Greater Giyani	Mageva	Mageva
10	Greater Tzaneen	Runnymede	Runnymede
11	Greater Tzaneen	Nkowankowa	Nkowankowa
12	Greater Tzaneen	Relela	Relela

2025 SPORT AND RECREATION HUBS CAPRICORN			
NO	MUNICIPALITY	HUB	VILLAGE
1	Kgopa Mogalakwena	Mogalakwena	Pudiyakgopa
2	Masodi Mogalakwena	Mogalakwena	Masodi
3	Bavaria	Mogalakwena	
4	Marulaneng	Mogalakwena	
5	Phagameng	Phagameng	Phagameng
6	Mookgopong	Mookgopong	Mookgopong
7	Shongoane	Shongoane	Shongoane
8	Marapong	Lephalale	Marapong
9	Mandela	Belabela	Belabela
10	Rapotokwane Not Appointed	Belabela	Rapotokwane
11	Regorogile	Thabazimbi	Regorogile
12	Rooiberg	Thabazimbi	Rooiberg
13	Northern	Thabazimbi	Northern
14	Vaaltyn Moshate	Mogalakwena	Moshate
15	Tshamahansi Not Appointed	Mogalakwena	Tshamahansi
16	Zone 1 Mahwelereng	Mogalakwena	Mahwelereng
17	Makobe	Mogalakwena	Makobe
18	Ga Madiba Hub	Mogalakwena	Ga Madiba

19	Extension 17	Mogalakwena	Hospital View
20	Rooibok	Mogalakwena	Rooibok
21	Rebone	Mogalakwena	Steilooop
22	Ysterburg	Thabazimbi	Ysterburg
23	Masakhaneradium	Belabela	Masakhaneradium
24	Mmaletswae	Lephalale	Seleka