



**DEPARTMENT OF  
AGRICULTURE AND RURAL DEVELOPMENT**

Reference : S4/1  
To : ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL  
GOVERNMENT  
QUALIFYING BENEFICIARIES  
Subject : ADVERTISEMENT OF EPWP FIXED TERM CONTRACT POSTS

**LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT VACANCY CIRCULAR  
NO. 01 OF 2026.**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited from suitably qualified beneficiaries/candidates for the filling of the fixed term contract posts of Data Capturer: EPWP for the period of 12 months. **Women, Youth from 18 to 35 years of age and people with disabilities are encouraged to apply.**

**APPLICATIONS** : Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below address. The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

**CLOSING DATE** : 27 March 2026 at 16:00 (walk-in)

**NOTE** : It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the

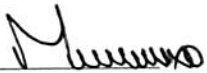
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applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question 'Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?' then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such 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 required 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 question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management

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and development for public service professionalization volume 1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment". Failure to comply with the above requirements will result in the disqualification of the application. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made based on the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

Note: The full contents of the advertised posts will be posted on the following websites:  
[www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.ldard.gov.za](http://www.ldard.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) and Departmental social media.

  
MS. MASHAMBA MA  
HEAD OF DEPARTMENT

11/03/2026  
DATE

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- POST** : **DATA CAPTURER: EPWP (04 POSTS)**  
(Twelve (12) months fixed term contract posts)
- REFERENCE** : LDARD EPWP1/2026
- SALARY** : R 400 rate per day
- CENTRE** : Head Office-Polokwane
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification as recognised by SAQA.  
**KNOWLEDGE, SKILLS AND COMPETENCIES:** Computer literacy and data capturing knowledge. Good communication skills. Good interpersonal relations. Ability to work as a team and willing to work under pressure. Computer proficiency skills will be tested.
- RESPONSIBILITIES** : The incumbent will be responsible to accurately capture data into the Expanded Public Works Programme Reporting System. Transcription of data from source documents and verification. Maintain accurate and up to date records on the system for authenticity. Update monthly project performance data i.e. expenditure and outputs. Ensure that confidentiality of collected and stored data is maintained.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.