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LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

Reference : S4/1
To : ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL
GOVERNMENT
Subject : RE-ADVERTISEMENT OF POSTS

**LIMPOPO PROVINCIAL GOVERNMENT: LIMPOPO DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT VACANCY CIRCULAR 10 OF 2023**

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 10 months. **Women, Youth from 18 to 35 years of age and people with disabilities are encouraged to apply.**

APPLICANTS : Applicants must quote the relevant reference number on the application and forward to "The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag x9487, Polokwane, 0700 or hand deliver to: Temo Towers, 67/69 Biccard Street, Polokwane 0699

NOTE : Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from www.gov.za. Applicants 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 fully completed, duly signed, dated and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should 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

67/69 Biccard Street, POLOKWANE, 0700, Private Bag X9487, Polokwane, 0700
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The heartland of Southern Africa - development is about people!

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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. The declaration should be completed and signed. The application must include only completed and signed Z83 form and a detailed Curriculum Vitae. 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. 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. The successful candidates must be willing to sign a contract with the Department. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The recruitment of candidates shall follow geographic targeting in line with the EPWP guidelines. Therefore, this implies that preference will be given only to candidates that are residing within the adjoining villages or within a ward of the place of employment. The Department reserves the right not to make any appointment to the programme.

Closing Date : The closing date for submission of applications is **Friday the 02nd of June 2023 at 16:00**


MAISELA RJ
HEAD OF DEPARTMENT

2023-05-18
DATE

**LIMPOPO PROVINCIAL GOVERNMENT: LIMPOPO DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT VACANCY CIRCULAR 10 OF 2023**

- POST** : **DATA CAPTURE: EPWP (06 POSTS)**
(10 months fixed term contract)
(Re-advertisement, applicants who applied before are encouraged to re-apply)
- REFERENCE** : LDARD EPWP01/02/2023
- SALARY** : R 400 rate per day
- CENTRE** : Head Office
- REQUIREMENTS** : Grade 12 or NCV L4 certificate. **SKILLS AND COMPETENCIES:**
Knowledge in computer. Good communication skills. Good interpersonal relations. Ability to work as a team and willing to work under pressure. Organising and decision making. Computer proficiency skills will be tested.
- RESPONSIBILITIES** : The incumbent will be responsible to accurately capture data into Expanded Public Works Programme Reporting System (EPWPRS). Transcription of data from source documents of variable quality and verification of work of others. Maintain accurate and up to date records. Ensure that confidentiality of collected and stored data is maintained.
- ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000