



Ref No: 8/8/13/2 Enq. : Machaka E.S. Tel.: 015 290 7842 Date: 10 May 2021

To: District Directors
District Examination Coordinators
Circuit Managers
Heads of Higher Institutions
Unemployed Graduates

DEPARTMENTAL CIRCULAR NUMBER 76 OF 2021

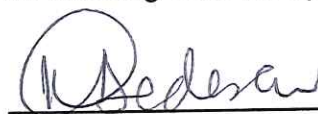
APPLICATION FOR APPOINTMENT AS AN EXAMINATION ASSISTANT: 2021

1. Temporary casual personnel will be appointed as Examination Assistants to assist the Limpopo Department of Education in the administration of the National Senior Certificate, Senior Certificate and AET L4 Examinations. Suitable applicants that fulfil the requirements are invited to apply for this task.
2. Minimum requirements for appointment as an Examination Assistant are as follows:
 - 2.1 Youth at the age of 35 and below
 - 2.2 Currently registered students at Universities and Universities of Technology
 - 2.3 Currently registered students at TVET Colleges(N6 and Level 4 **ONLY**)
 - 2.4 Unemployed graduates in possession of a Degree or diploma qualification
 - 2.5 South African citizen residing in Limpopo Province
 - 2.6 Must be available every day for the full period during which marking takes place and be prepared to work under extreme pressure with tight deadlines
 - 2.7 Excellent numerical skills.

Note: It is the Department's intention to promote equity through the filling of Examination Assistant posts, according to the Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

3. Applicants may be required to work at a centre away from their places of residence, in this case they will be accommodated at a school hostel.
4. To apply for a position as an Examination Assistant the applicant must complete the attached application form **LPE34**.
6. The applicant must submit the application form with recently certified copies of:
 - Identity document and proof of registration at a recognised institution of Higher learning for currently registered applicants
 - Identity document, Degree or Diploma and 1 to 2 pages Curriculum Vitae for unemployed graduates

N.B. In cases where employed or partially employed graduates are appointed as EAs, upon discovery, their contracts will be terminated with immediate effect.
7. Fully completed application forms will be received at the Circuit Offices, District Offices (Examination Section) and Provincial Office (Examinations and Assessment Chief Directorate, Office Number B42 or 43, 113 Biccard Street). Emails and fax application forms will not be accepted.
8. The successful applicants will be paid hourly tariffs determined yearly in terms of the PAM document.
9. The closing date for applications is **10 June 2021**.



KO DEDEREN

SUPERINTENDENT GENERAL

13/05/2021
DATE

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Cnr 113 Biccard & 24 Excelsior Street, POLOKWANE, 0700, Private Bag X 9489, Polokwane, 0700
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DEPARTMENT OF
EDUCATION

APPLICATION FORM FOR EMPLOYMENT AS EXAMINATION ASSISTANT

**POST: EXAMINATION ASSISTANT: LIMPOPO DEPARTMENT OF EDUCATION-
EXAMINATIONS AND ASSESSMENT**

APPLY FOR ONE MARKING CENTRE ONLY

CLOSING DATE FOR APPLICATIONS: 10 JUNE 2021

1. PERSONAL INFORMATION

Surname		
First Name/s		
Date of birth		
ID Number		
Physical Address		
Cell Phone Number(s)		
Equity Criteria	Race:	Gender:
Nature of disability		

2. EDUCATIONAL INFORMATION

Year in which you obtained Senior Certificate /National Senior Certificate	
Institution where you are currently registered as a student	
Qualification(s) completed	

3. Please indicate your availability by making a tick in the space provided

Available in July 2021		Available in December 2021	
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4. WHERE DO YOU WISH TO BE PLACED (TICK ONLY ONE MARKING CENTRE)

Hoerskool HansStrydom		Gen. Piet Joubert School		Hoerskool Louis Trichardt	
Hoerskool Nylstroom		Hoerskool Pietersburg		Makhado CPD	
Lord Milner		Hoerskool Noorderland		Tivumbeni CPD	
Hoerskool Warmbad		Tom Naude Technical		Hoerskool Merensky	
Northern Academy Primary School		Mastec CPD		Hoerskool Ben Voster	
Northern Academy Secondary School		Mokopane EMPC		Hoerskool Ben Viljoen	
Capricorn High		Hoerskool Ellisras		S.J. van der Merwe	
New Horizon Special School		Settlers Agricultural School		Hoerskool Frikkie Meyer	
Kuschke Agricultural High School		University of Limpopo			

I declare that all information provided (including the attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or I may be discharge if I am appointed.

SIGNATURE OF APPLICANT: _____

DATE: _____

Please attach the following documents.

ALL DOCUMENTS MUST HAVE BEEN CERTIFIED WITHIN THE PAST 3 MONTHS

DOCUMENT	ATTACHED: YES/ NO
Certified Copy of Identity Document	
Proof of registration for 2021 (Students at Tertiary institution)	
Certified copy of Degree or Diploma for unemployed	