DEPARTMENT OF
HEALTH

DEPARTMENT OF HEALTH
REGISTRY PROVINCIAL OFFICE
RECEIVED
2026 - 05 - 29
PRIVATE BAG X9302
POLOKWANE 0700
LIMPOPO PROVINCE

REF: S4/1/1
ENQ: MASELESELE LM

TO: ALL QUALIIFYING APPLICANTS

DEPARTMENTAL CIRCULAR NO. ..32..... OF 2026

ADVERTISEMENT OF EXPANDED PUBLIC WORKS PROGRAMME [EPWP] POSITIONS IN THE DEPARTMENT OF HEALTH UP TO 31 MARCH 2027

1. ***** NB: Ensure that you read the conditions and requirements of the post BEFORE you apply. Failure to comply with the instructions below, will result in your application to be disqualified.**

2. By applying, it is understood that you agree to the conditions and requirements of the position.

3. Applicants are hereby invited from suitable qualified candidates for EPWP work opportunities up to 31 March 2027.

4. Applications should include a fully completed **new** Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by a comprehensive Curriculum Vitae [CV].

5. **Completion of Z83 Application Form:**

5.1 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 Z83 by applicants: All the fields in Part A, Part C and Part D must 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? then it is acceptable for an applicant to indicate 'not applicable' or leave blank to the question. If yes (provide detail),

5.2 "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".

5.3 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 is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application for employment Z83, and applicants are accountable for the information that is provided therein.

The questions related to conditions that prevent reappointment under Part F must be answered. The questions related to the conditions that prevent re-appointment under Part F must be answered

however applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re-employment.

6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

7. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body and copy of ID must be submitted.

8. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.

9. Successful candidates will be expected to work eight [8] hours per day.

10. **Only applicants not previously employed for more than twenty-four [24] months as EPWP will be considered.**

11. **People with disabilities are encouraged to apply** and correspondence will be entered into with shortlisted candidates only. 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 ninety (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.

12. **NB: Applicants responding to this circular should quote on the Z83 form, the Circular Number**
    [Circular No.32 of 2026] or the Reference of the application link [LDH/] as reference number and <u>NOT</u> S4/1/1 as this is for internal correspondence <u>ONLY</u>.

13. Kindly note that NO payment of any kind is required when applying for positions advertised in this circular.

14. **The Department reserves the right not to fill any advertised posts.**

15. **The closing date for applications is** 11 June 2026

    NB 1: Note: The circular of advertised positions will be posted on the following website: <u>www.ldoh.gov.za</u> as well as Departmental Social Media platforms.

General enquiries about the advertised posts should be directed to Ms Mompei MM at 015 293 6126 / Mr Mashao A at 015 293 6318, Mr Ngobeni TM at 015 293 6423 during office hours.

_____	29/05/2026
HEAD OF DEPARTMENT: HEALTH **DR NDWAMATO NN**	**DATE**

POSITION NO.1: COMMUNITY HEALTH WORK ASSISTANTS = 78 POSITIONS

MONTHLY STIPEND: R4 121.76

CENTRES: Head Office [5], Capricorn District [15], Mopani District [15], Sekhukhune District [15], Vhembe District [15], Waterberg District [13]

INHERENT REQUIREMENTS:

(A) Qualifications and Competencies

- A minimum of Grade 12 [Matric] plus Undergraduate qualification in Office Management / Financial Management / Accounting / Cost Management Accounting at NQF level 6 as recognized by SAQA.
- Computer literacy [Ms Word, Excel and PowerPoint etc].

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Ability to work at a fast pace but, with attention to detail and accuracy.
- Excellent administrative and organizational skills.
- Patients Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organize and managing all records and documents in prescribed formats i.e. soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases appropriate to the various records, reports and documents.
- Perform general Office Assistant work such as:
  - Appointments scheduling and preparations for meetings.
  - Taking minutes during meetings.
  - Data capturing and preparation of all databases and monthly reporting.
  - Preparation of schedules for applicants.
  - Prepare submissions for various offices to follow up.

N.N.

CENTRES	APPLICATION LINK
Head Office	CLICK HERE
Capricorn District	CLICK HERE
Mopani District	CLICK HERE
Sekhukhune District	CLICK HERE
Vhembe District	CLICK HERE
Waterberg District	CLICK HERE

POSITION NO. 2: GENERAL WORKERS FOOD SERVICES = 205 POSITIONS

MONTHLY STIPEND: R4 121.76

CENTRES: Capricorn District [45], Mopani District [45], Sekhukhune District [40], Vhembe District [45], Waterberg District [30]

INHERENT REQUIREMENTS:

A) Qualifications and Competencies

- A minimum of Grade 12 [Matric] plus N6 Certificate in Catering and Hospitality Management from TVET.
- Computer literacy [Ms Word, Excel and PowerPoint etc].

B) Knowledge and Skills

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to follow routine verbal and written instructions.
- Ability to read and write.
- Ability to understand and follow safety procedures.
- Ability to safely use cleaning equipment and supplies.
- Ability to lead and train students.
- Ability to lift and manipulate heavy objects.
- Knowledge of food service lines set-up and temperature requirements.
- Skill in cooking and preparing a variety of foods.
- Knowledge of food preparation and presentation methods, techniques and quality standards.

KEY PERFORMANCE AREAS:

- Comply with Hazard Analysis Critical Control Point [HACCP] on food handling and preparations to ensure food safety.
- Ensure that daily activities are in-line with the Hazard Analysis Critical Control Point [HACCP].
- Pre-preparation and cooking of food for normal diet as per standardized recipes.
- Pre-preparation and cooking food for therapeutic diet as per standardized recipes.

- Portion and serve (plating or bulk serving) and pack meal delivery carts according to the wards diet lists.
- Push meal delivery carts to wards to deliver food as per ward list.
- Collect meal delivery carts from the wards after serving of each meal.
- Place servings in blender to make foods for soft or liquid diets.
- Assist in packing of food into storerooms.
- Packaging and labelling of therapeutic diets as per ward diet list.
- Place items such as eating utensils and condiments on trays.
- Apportions and places food servings on plates and trays according to diet list.
- Examine filled tray for completeness and places on cart, dumbwaiter, or conveyor belt.
- Wash dishes and cleans work area, tables, cabinets, and ovens.
- Collects and place garbage and trash in designated containers.
- Emptying of waste bins at all times.
- Clean, wash and maintain work areas including floors, facilities, pots, pans, service ware, utensils and equipment as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.
- Handling of Dishwasher and cleaning of equipment and utensils before and after use.
- Supply clean cutlery and crockery during mealtimes.
- Report any faults, breakages and illness in the Food Service Unit (FSU)
- Cleaning of the FSU and food trolleys according to the cleaning schedule and after very meal preparation and serving.

CENTRES	APPLICATION LINK
Capricorn District	CLICK HERE
Mopani District	CLICK HERE
Sekhukhune District	CLICK HERE
Vhembe District	CLICK HERE
Waterberg District	CLICK HERE

POSITION NO. 3: EPWP GENERAL WORKER: U-FILLING CLERK = 30 POSITIONS

MONTHLY STIPEND: R4 121.76

CENTRES: Head Office [2], Capricorn District [6], Mopani District [6], Sekhukhune District [5], Vhembe District [6], Waterberg District [5]

INHERENT REQUIREMENTS:

(A) Qualifications and Competencies

- A minimum of Grade 12 [Matric] plus National Diploma in Office Management or Records Archiving at NQF Level 6.
- Computer literacy [Ms Word, Excel and PowerPoint etc].

N.N.

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Patient Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organizing and managing all records and documents in prescribed formats i.e soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases of HAST cadres, various records, reports and documents.

CENTRES	APPLICATION LINK
Head Office	CLICK HERE
Capricorn District	CLICK HERE
Mopani District	CLICK HERE
Sekhukhune District	CLICK HERE
Vhembe District	CLICK HERE
Waterberg District	CLICK HERE

POSITION NO. 4: EPWP DATA CAPTURES [WEB BASED] = 22 POSITIONS

MONTHLY STIPEND: R4 121.76

CENTRES: Head Office [5], Capricorn District [3], Mopani District [4], Sekhukhune District [3], Vhembe District [4], Waterberg District [3]

INHERENT REQUIREMENTS:

A) Qualifications and Competencies

- A minimum of Grade 12 [Matric] plus National Diploma in Information Science at NQF level 6.
- Computer literacy [Ms Word, Excel and PowerPoint etc].

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.

N.N.

- Web District Health Information System, Excel, Community outreach information management system.
- Patients Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organizing and managing all records and documents in prescribed formats i.e soft copies and files.
- Retrieving necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.

CENTRES	APPLICATION LINK
Head Office	CLICK HERE
Capricorn District	CLICK HERE
Mopani District	CLICK HERE
Sekhukhune District	CLICK HERE
Vhembe District	CLICK HERE
Waterberg District Office	CLICK HERE

THE END

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