



Private Bag X9137, PIETERMARITZBURG, 3200

Anton Lembede Building, 247 Burger Street, Pietermaritzburg, 3201

Enquiries: Ms Sonnett Mbatha

Email: Sonnett.Mbatha@kzndoe.gov.za

Tel: 061948 7120

To: Deputy Directors-General
Chief Directors
Directors
District Directors
CES: Circuit Management
Circuit Managers
Principals of Public Ordinary Schools
School LTSM Committee Members
Chairpersons of School Governing Bodies

KZN CIRCULAR NO 57 OF 2026
CENTRAL PROCUREMENT OF TEXTBOOKS FOR THE 2027 ACADEMIC YEAR

1. This circular serves to communicate guidelines to the following schools on the central procurement of textbooks for the 2027 academic year.
 - 1.1. Section 20 schools and Section 21 schools without function C;
 - 1.2. Section 21 schools with function C that wish to participate in central procurement.
2. **The Department has introduced an online platform to assist schools with the process of budgeting for and requisitioning of textbooks for 2027.**
 - 2.1. The online platform, available to schools at <https://www.ltsm-essentials.co.za>, streamlines the previously paper-based process, enabling improved accountability, analysis, reporting, and implementation of remedial actions.
 - 2.2. Schools may access "Textbook Requisitions" module of the online platform using the same login credentials (username and password) used in 2026 to access the Retention & Retrieval module. Should a need arise to refresh the credentials, please follow the steps given in the Access Manual (Annexure 1). Should schools require additional assistance, the Helpdesk contact numbers are listed in Step 3 of the Manual.
 - 2.3. Upon accessing the electronic platform, schools must follow the guidance given in the Textbooks Requisition Training Manual (Annexure 2). Additional guidance will be given through online training which shall commence twice daily, at 11h00 and 14h00, on MS-Teams from 25 May 2026 to 29 May 2026. Districts shall inform schools on the MS-Teams training link(s) in due course.

3. Budget Guidelines

3.1. The Department is engaging with the Provincial Treasury on navigating the way forward amidst the current financial constraint and Section 18 of the PFMA. The final LTSM allocation letters shall be made available to schools in due course. In the meanwhile, schools are directed to complete their requisitions for textbooks as per the budget allocations uploaded on the online tool, which have been calculated using the following breakdown:

- a) Textbooks – 30%
- b) Stationery - 40%
- c) Other LTSM Resources - 30%

3.2. Allocations must be accessed in a way that brings optimum benefit to learners. In this regard, Principals must note the following: -

3.2.1. Schools which are experiencing an acute shortage of textbooks, may, in addition to the “30% Textbook” allocation, utilize the “30% Other LTSM Resources” allocation for the purchase of textbooks. In such cases, the online tool is designed to facilitate that where requisitions exceed the textbook allocation, the excess shall be absorbed by the extent of the allocation for “30% Other LTSM”.

3.2.2. Conversely, there are schools which have sufficient textbooks but continue to requisition each year for the sake of doing so. Such practice is considered to produce fruitless and wasteful expenditure and shall not be condoned.

3.3. Principals with sufficient textbooks are advised to indicate a **NIL RETURN** on the enclosed Form: LTSM Committee Declaration for Central Procurement – 2026/2027 (Annexure 3), so that funds can be redirected towards other LTSM resources. This Form must be uploaded for audit purposes. In such cases, separate communiques will be issued on how to access other resources. Schools must also record the Nil Return online by clicking “**Submit**” without entering any quantities. The online platform will then ask for confirmation of a Nil Return and register the response as compliant.

4. Procurement of Textbooks

4.1. This requisition exercise serves to augment existing book-stocks (top-ups) and increase textbook learner coverage of titles purchased over the years since CAPS implementation.

4.2. Selection of textbooks for the 2027 school year shall be in line with the approved catalogues as uploaded on the online platform. Schools shall augment existing stock from the “TopUp Titles” TAB of the requisition screen, in line with the top-up policy. Here, inventory records have been updated in line with schools’ inputs on previous deliveries, losses and damages to assist schools with frugal top-up requisitioning.

4.3. Schools must contact the District LTSM Official for assistance in rare cases where material is needed when new grades or new subjects are being introduced.

- 4.4. Topping Up of State-Owned titles must be done on the “TopUp Titles” TAB. However, should schools wish to expand their selection of State-Owned textbooks, selection can be made from the “State-Owned Titles” TAB of the requisition screen.
- 4.5. The much-anticipated catalogue for the Foundation Phase (Grade 1-3) is undergoing an oversight process and therefore, implementation thereof is deferred for 2027/2028.

5. Summary of Activities

ACTIVITY	TIME-FRAME
5.1. In addition to user manuals, schools will be offered online training on the requisitioning process.	25 - 29 May 2026
5.2. Schools shall submit requisitions / nil returns through the LTSM online platform which guides schools on topping-up using updated inventory data (Pink Form). The online process shall calculate requisition amounts and assist schools to requisition within budget allocations. Copies of the school's submitted requisition will be stored online to assist with audit requirements.	25 May – 12 June 2026
5.3. Schools must upload Form: <u>LTSM Committee Declaration for Central Procurement – 2026/2027.</u>	25 May – 12 June 2026
5.4. Circuit Managers will approve requisitions/nil returns online and may return requisitions to schools for correction before approving.	26 May – 19 June 2026
5.5. District Offices will manage the progress using real-time status reports to monitor and provide support where needed. In cases of non-submission, the District Office shall apply the necessary consequence management and manage compliance.	26 May – 19 June 2026
5.6. Where it transpires that requisitioned titles are not available from publishers, the Department shall substitute same with replacement titles to assist curriculum delivery.	22 June – 26 June 2026
5.7. A copy of the Order Confirmation Schedule (Green Form) shall be available online once orders have been approved.	30 June 2026

6. Your co-operation and participation of all stakeholders during the LTSM Procurement process is highly appreciated.


Mr G N Ngcobo

Head of Department: Education

Date: 25/05/2026

<https://www.lt-sm-essentials.co.za>

LTSM ONLINE PLATFORM

ACCESS MANUAL

KWAZULU-NATAL SCHOOLS TRAINING MANUAL



education
Department
Education
PROVINCE OF KWAZULU-NATAL

Step 1

Go to <https://www.ltsm-essentials.co.za> and click **RESET PASSWORD**

KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Login

Username*
500498007

Password*

[Reset Password](#)

Clear Login

Step 2

Insert the nine-digit EMIS number as the Username (500#####) and click **RESET PASSWORD**

KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Password Reset

Username*
500498007

[Reset](#)

Clear Back to Login

Step 3

An information box will open indicating the school's email address that is stored on the e-platform.



If the email address is correct, click on CONFIRM and proceed to the designated email to access the reset link.

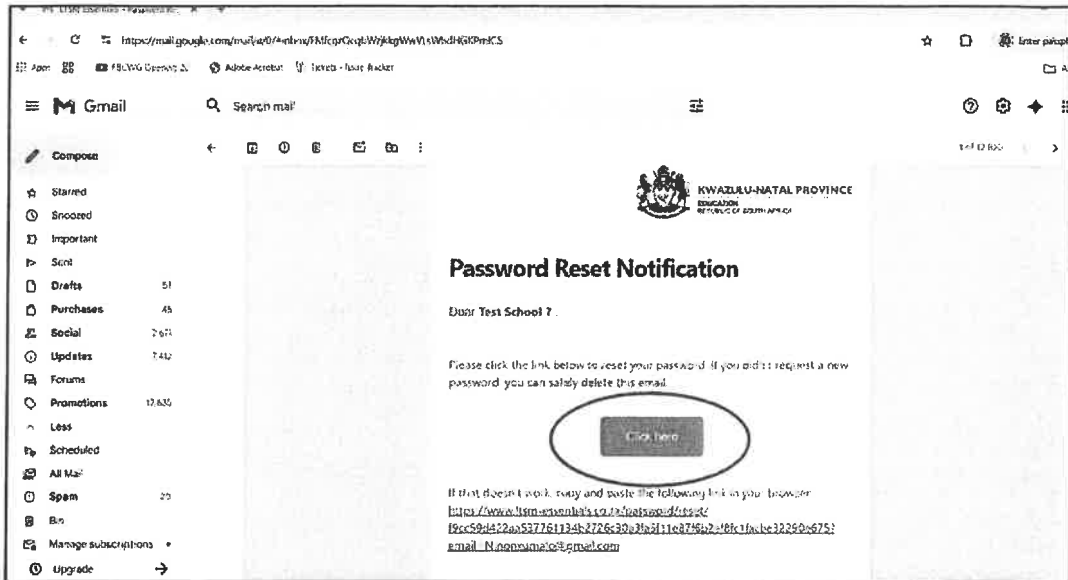
If the email address is outdated, contact the HELPDESK to update the email details

Helpdesk contact details

078-327-2979	068-7506-861
065-537-8356	083-2087-374
063-050-5292	073-3345-613
083-494-7377	068-3607-626
069-1534-642	073-0126-316

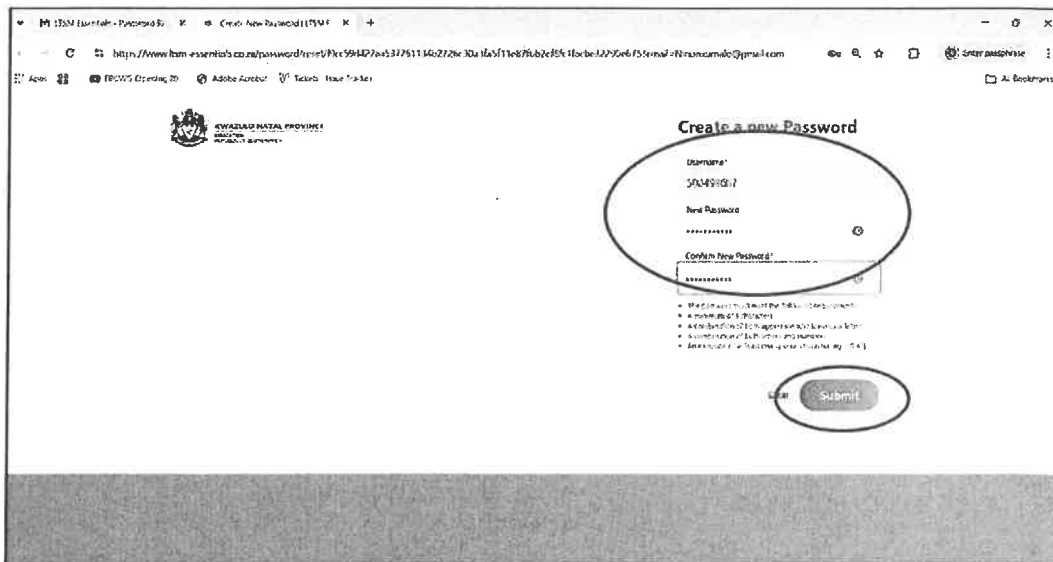
Step 4

In your email inbox, you will find an email from noreply@ltsm-essentials.co.za, which, when opened, shall prompt you to **“CLICK HERE”**.



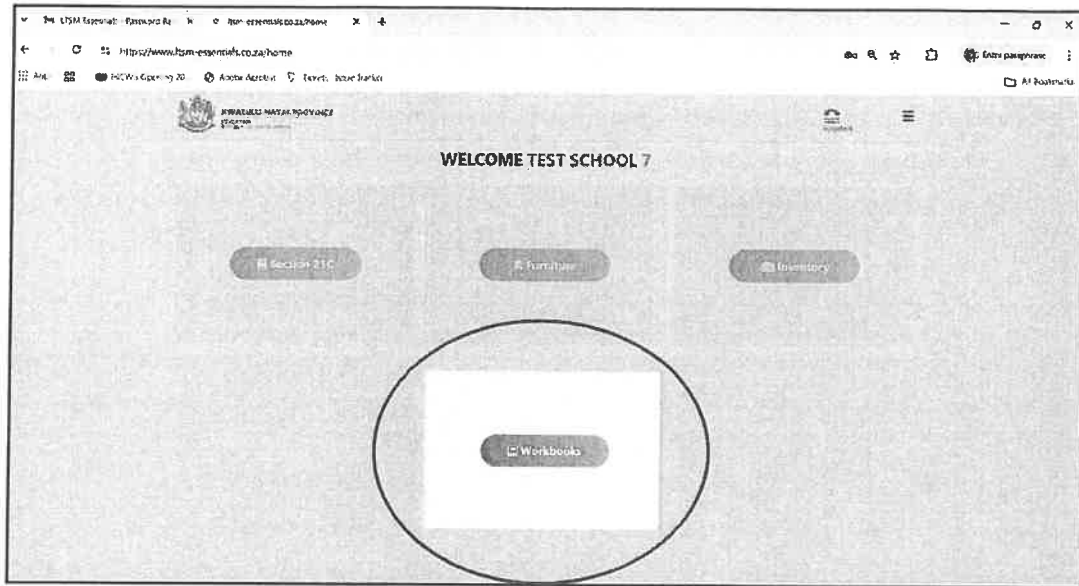
Step 5

Upon clicking the **“click here”** button or link, you will be required to insert and confirm your new, unique password in the **PASSWORD BOX** and thereafter click **SUBMIT**.



Step 6

You will be then directed to the HOME PAGE of the e-platform to access the WORKBOOKS module.



<https://www.lt-sm-essentials.co.za>

LTSM ONLINE PLATFORM

SCHOOL MANUAL:

TEXTBOOK REQUISITIONS

KWAZULU-NATAL SCHOOLS TRAINING MANUAL

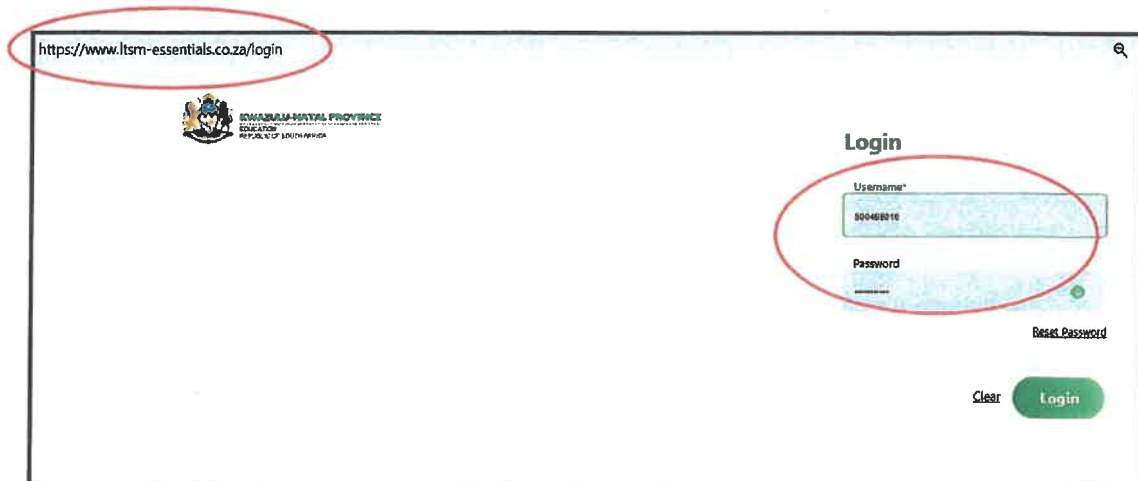


education
Department
Education
PROVINCE OF KWAZULU-NATAL

School User Manual: Online Requisitioning of Textbooks

Step 1:

Enter your login credentials and click LOGIN



https://www.lism-essentials.co.za/login

Eastern Cape
EDUCATION
REPUBLIC OF SOUTH AFRICA

Login

Username*
800468010

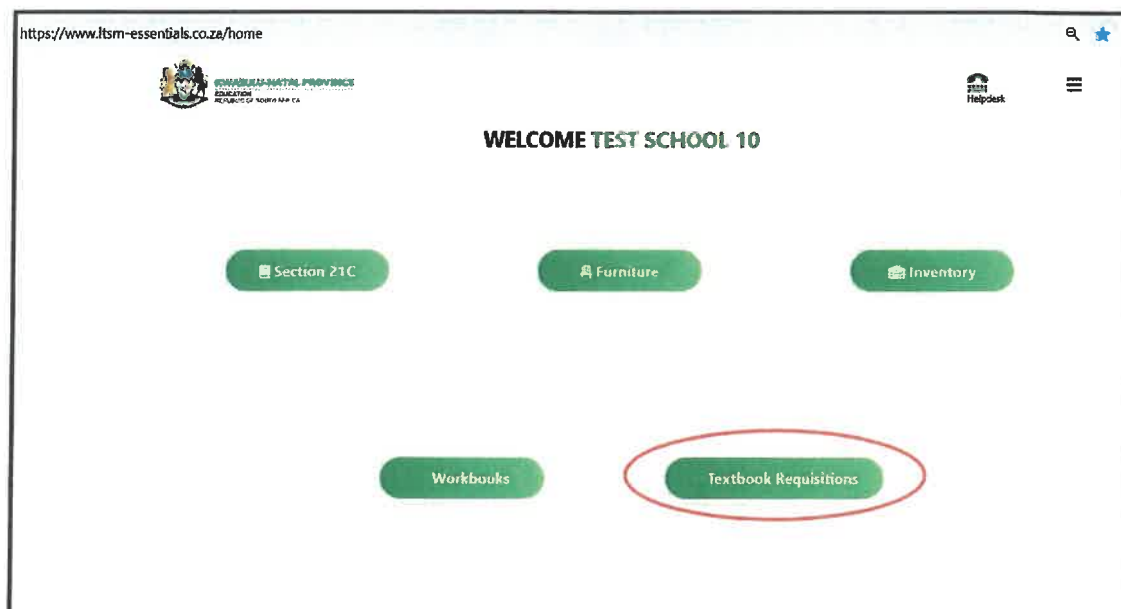
Password
.....

[Reset Password](#)

[Clear](#) [Login](#)

Step 2:

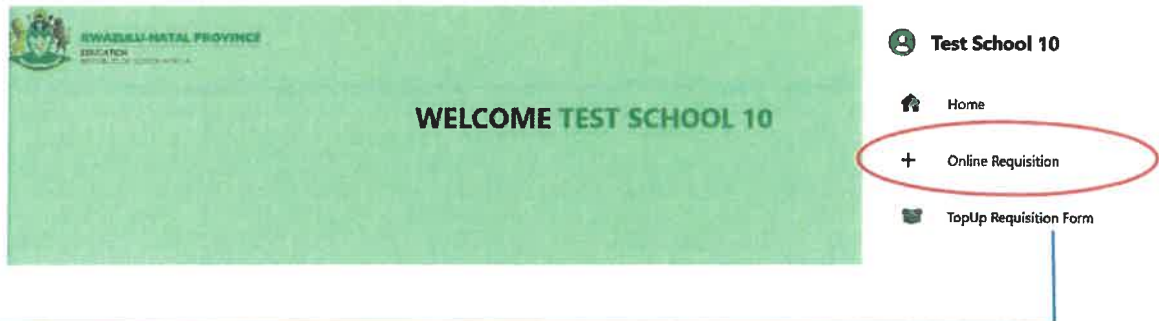
On the Welcome Page, click TEXTBOOK REQUISITIONS



Step 3:

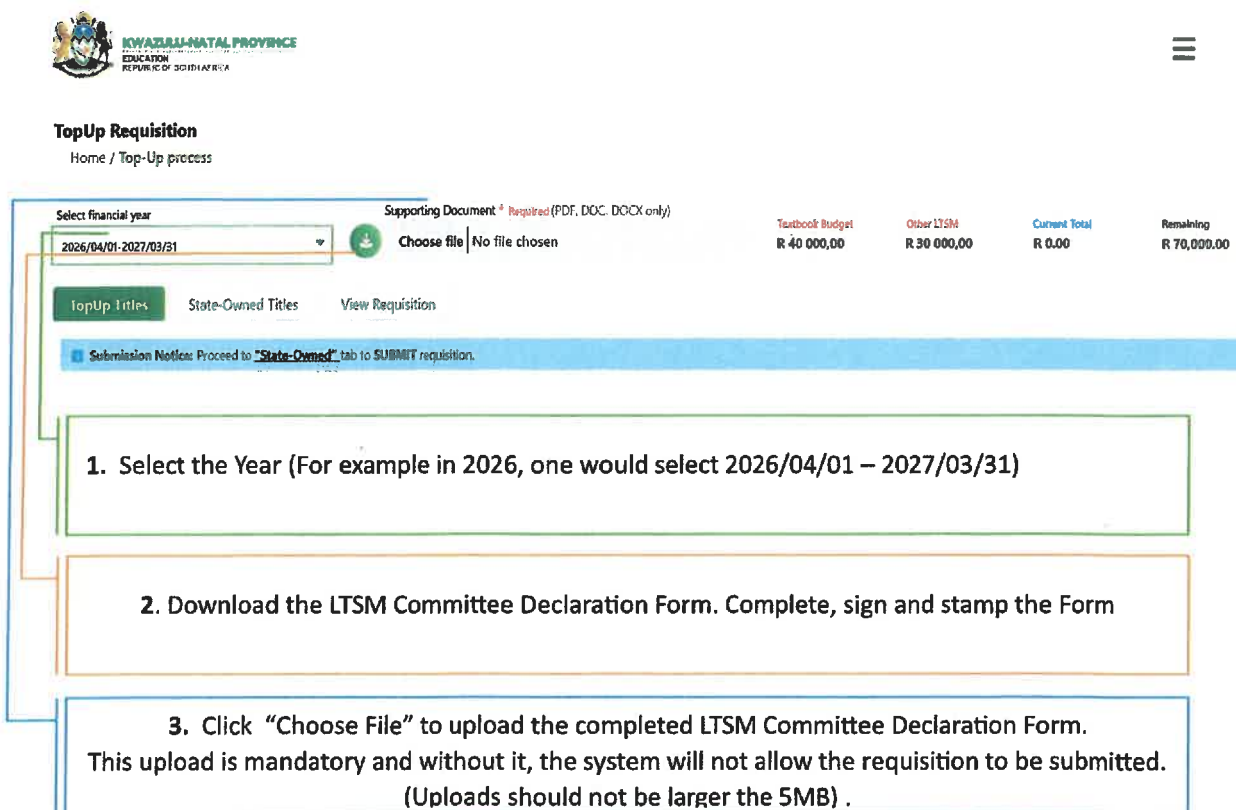
Click on the Menu Bar (Three horizontal lines, on the top right).

From the MENU, Select ONLINE REQUISITION



Note: The TopUp Requisition Form is available to download to assist schools in planning and prioritising textbook needs amongst teachers. It is not part of the online submission.

Step 4: The LTSM Committee Declaration Form



TopUp Requisition
Home / Top-Up process

Select financial year: 2026/04/01-2027/03/31

Supporting Document ^{*} Required (PDF, DOC, DOCX only)
Choose file | No file chosen

Textbook Budget	Other LTSM	Current Total	Remaining
R 40 000,00	R 30 000,00	R 0,00	R 70,000,00

TopUp Titles | State-Owned Titles | View Requisition

Submission Notice: Proceed to "State-Owned" tab to SUBMIT requisition.

1. Select the Year (For example in 2026, one would select 2026/04/01 – 2027/03/31)
2. Download the LTSM Committee Declaration Form. Complete, sign and stamp the Form
3. Click "Choose File" to upload the completed LTSM Committee Declaration Form. This upload is mandatory and without it, the system will not allow the requisition to be submitted. (Uploads should not be larger the 5MB) .

Step 5: Understanding the Budget



TopUp Requisition

Home / Top-Up process

Select financial year: 2026/04/01-2027/03/31

Supporting Document ⁴ Required (PDF, DOC, DOCX only)

Choose file | No file chosen

Textbook Budget	Other LTSM	Current Total	Remaining
R 40 000,00	R 30 000,00	R 0,00	R 70,000.00

TopUp Titles | State-Owned Titles | View Requisition

Submission Notice: Proceed to "State-Owned" tab to SUBMIT requisition.

Note 1. Textbook Budget and Other LTSM Budget: The school's budgets are uploaded to guide schools on the budgeting of requisitions. Schools may use the textbook budget for textbooks and may also be allowed to use the 'Other LTSM' budget if shortages demand it.

Note 2. Current Total: Indicates the cumulative requisition total as requisition quantities are inputted.

Note 3. Remaining: Indicates the unused portion of BOTH allocations (Textbooks plus Other LTSM). If this amount is shown in **GREEN**, it means that "Other LTSM" allocation is untouched. If amount is shown in **RED**, it means that the school has dipped into Other LTSM funds.

Step 6: Topping Up on Required Titles

1. Click on the **TopUp Titles** Tab and the system will display all titles available on the school's inventory.
2. The latest inventory quantities are also listed to assist the requisitioning process.
3. Filters are also available to locate textbooks by searching for Grade, Subject ISBN and/or Publisher or you may use the scroll bar on the right-hand side of the screen to search.

[= Apply filter and = Remove filter]

Grade	Subject	ISBN	Publisher	Title	Component	Existing Qty	QTY	Unit Price
4	Mathematics	9781431522873	DBE-SASOL INZALO	Mathematics Learners Book English-Grade 4	Text Book	58	<input type="text"/>	45,21
4	Mathematics	9781431522897	DBE-SASOL INZALO	Mathematics Teacher Guide English-Grade 4	Teachers Guide	2	<input type="text"/>	92,86
4	Mathematics	9781980904547	NECT / Jika Imfundo	Mental Maths Activities and Printable Resources	Supplementary LTSM	1	<input type="text"/>	20,08
4	Mathematics	9781430717355	Vivla	Viva Mathematics Grade 4 Learner's Book	Text Book	28	<input type="text"/>	90,37

Step 6: Topping Up on Required Titles (continued)

Select financial year: 2026/04/01-2027/03/31

Supporting Document ^{Required (PDF, DOC, DOCX only)}

Textbook Budget: R 40 000,00 | Other LRSM: R 30 000,00 | Current Total: R 24,168,56 | Remaining: R 45,831,44

TopUp Titles | State-Owned Titles | View Requisition

Submission Notice: Proceed to **State-Owned** tab to **SUBMIT** requisition

TopUp Items
Filter (optional)

Grade	Subject	ISBN	Publisher	Title	Component	Existing Qty	QTY	Unit Price
6	Natural Sciences and Technology	9781431528707	DBE-SASOL INZALO	Natural Sciences and Technology Teacher guide English-Grade 6	Teachers Guide	2	<input type="text" value="2"/>	90,08
6	Natural Sciences and Technology	9780796045591	Shuter & Shooter Publishers	Top Class Natural Sciences And Technology Grade 6 Learners Book	Text Book	44	<input type="text" value="116"/>	107,00
6	Social Sciences	9780199057702	Oxford University Press	Oxford Successful Social Sciences Grade 6 Learner'S Book	Text Book	49	<input type="text" value="111"/>	102,95
6	Social Sciences	9780199050628	Oxford University Press	Oxford Successful Social Sciences Grade 6 Teacher'S Guide	Teacher Guide	2	<input type="text" value="1"/>	148,95

- Input the quantities being requisitioned in the QTY boxes. As quantities are inputted, the cost of the requisition will be calculated in the "Current Total" block above (Refer to Step 5 for more detail on this).
- It is important to note that the system will not accept Quantities greater the eight (>8) for Teacher's Guides.
- State-Owned textbooks may also be topped-up in the TopUp tab. However, to expand the State-Owned selection, the **State-Owned** tab must be selected.

Select financial year: 2026/04/01-2027/03/31

Supporting Document ^{Required (PDF, DOC, DOCX only)}

Textbook Budget: R 40 000,00 | Other LRSM: R 30 000,00 | Current Total: R 55,096,96 | Remaining: R 14,903,04

TopUp Titles | **State-Owned Titles** | View Requisition

New Titles
Filter (optional)

Grade	Subject	ISBN	Publisher	Title	Component	Opening QTY	QTY	Unit Price
10	Mathematics	9781920423001	DBE-SASOL INZALO - SHAVULA	Mathematics Learners Book English-Grade 10	Text Book	0	<input type="text" value="80"/>	233,65
10	Mathematics	9781990904615	NECT / Jika iMfundo	Planner: Mathematics - Grade 10-Term(s) 1&2	Planner	0	<input type="text" value="2"/>	26,16
10	Mathematics	9781990918261	NECT / Jika iMfundo	Planner: Mathematics - Grade 10-Term(s) 3&4	Planner	0	<input type="text" value="3"/>	26,16
10	Technical Mathematics	9781431522828	Dept of Basic Education	Grade 10 Technical Maths Textbooks (Mathematics)	Learner Guide	0	<input type="text" value="80"/>	151,32

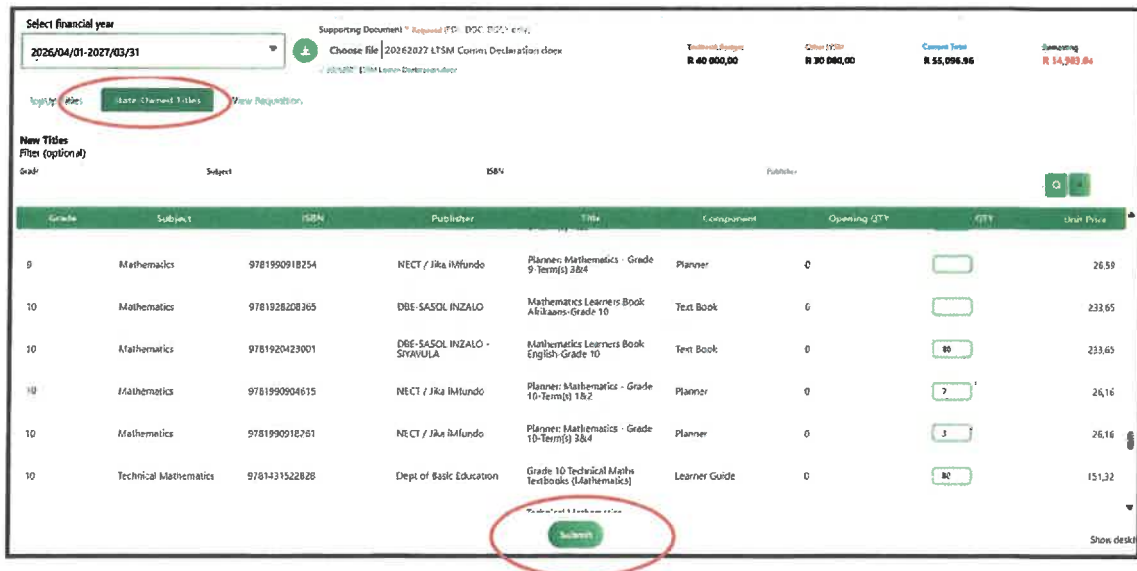
Step 6: Topping Up on Required Titles (continued)

- If the cost of requisition exceeds the total budget at any time in the inputting quantity process, the following ALERT will be received. Click "OK" to make adjustments.

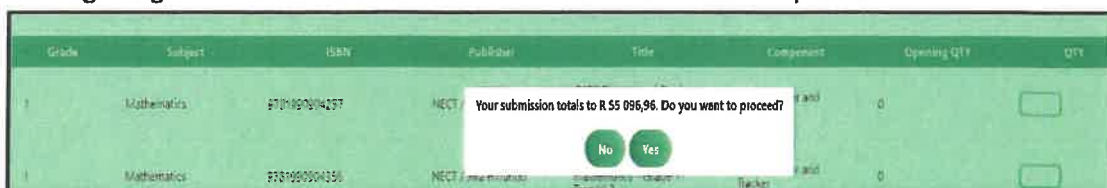


Step 7: Submitting the Requisition

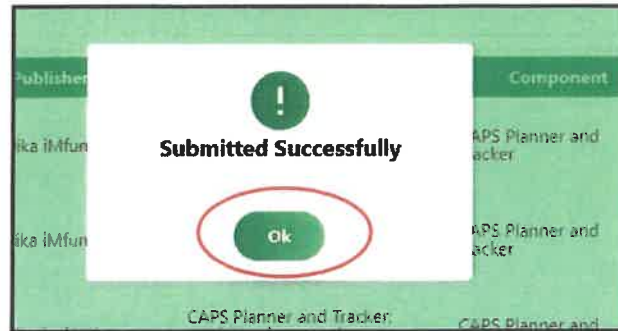
- Once requisitioning has been completed, please proceed to the **State-Owned Titles** tab where the **Submit** will be located at the bottom of the screen.



- After clicking **Submit**, the system will display the final requisition amount in a validation message to give the school a final choice to submit the Costed requisition



3. Clicking Yes will close the requisition process with the following message:



4. Clicking OK will make the **VIEW REQUISITION** tab available to view the requisitioned items.

Select Financial Year: 2023/04/01-2024-03/31

Supporting Document ^{Required} (PDF, DOC, DOCX only)

Choose file | No file chosen

Failed Budget: R 40 000,00

Other ISBN: R 30 000,00

Current Total: R 55,096,96

Remaining: R 14,903,04

View Requisition

View Captured Items

Grade	Subject	ISBN	Publisher	Title	Component	Existing Inventory	QTY	Unit Price	Total Value	Type
6	Natural Sciences and Technology	9780796045591	Shuter & Shooter Publishers	Top Class Natural Sciences And Technology Grade 6 Learners Book	Text Book	44	116	107,00	R 12412,00	TopUp
6	Social Sciences	9780199057702	Oxford University Press	Oxford Successful Social Sciences Grade 6 Learner'S Book	Text Book	49	111	102,95	R 11427,45	TopUp
6	Social Sciences	9780199050628	Oxford University Press	Oxford Successful Social Sciences Grade 6 Teacher'S Guide	Teacher Guide	2	1	148,95	R 148,95	TopUp
10	Mathematics	9781920423001	DBE-SASOL INZALO - SIVAVULA	Mathematics Learners Book English-Grade 10	Text Book	0	80	233,65	R 18692,00	New
10	Mathematics	9781990904615	NECT / Jika iMfuno	Planner: Mathematics - Grade 10-Term(s) 1&2	Planner	0	2	26,16	R 52,32	New
10	Mathematics	9781990918261	NECT / Jika iMfuno	Planner: Mathematics - Grade 10-Term(s) 3&4	Planner	0	3	26,16	R 78,48	New
10	Technical Mathematics	9781431522828	Dept of Basic Education	Grade 10 Technical Maths Textbooks (Mathematics)	Learner Guide	0	80	151,32	R 12105,60	New

No. of Titles: 8

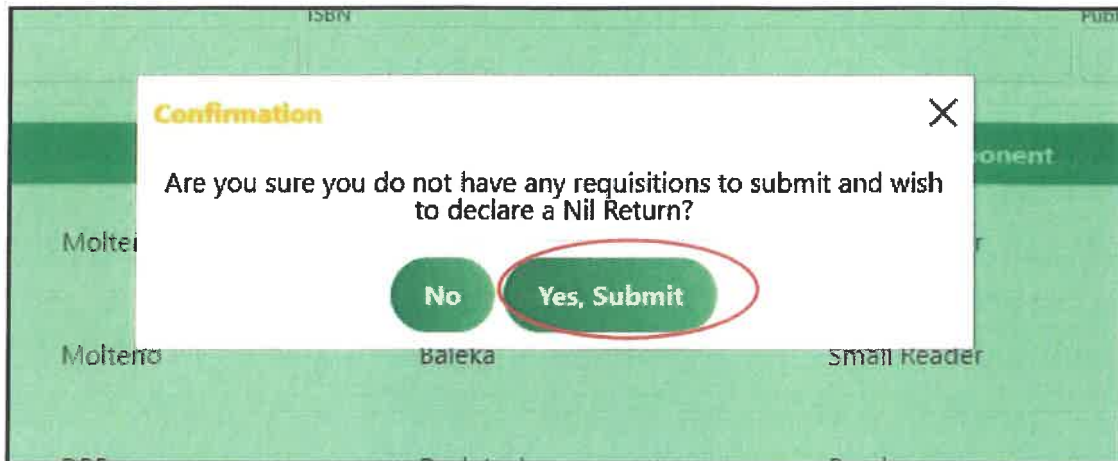
Total Requisition Quantity: 895

Total Requisition Value: R 55096,96

5. The application will be automatically forwarded to the Circuit Manager for Approval.

6. **NIL RETURNS** must be registered on the system using the above process but omitting Steps 5 and 6. In other words, after uploading the LTSM Committee Declaration Form, proceed to the **State-Owned Titles** tab and Click **SUBMIT**.

The system will display the following message for confirmation. Once confirmed, the NIL RETURN will be registered online.



7. **For further enquiries, schools may contact the HELPDESK**

Helpdesk contact details	
078-327-2979	068-7506-861
065-537-8356	083-2087-374
063-050-5292	073-3345-613
083-494-7377	068-3607-626
069-1534-642	073-0126-316



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

SCHOOL LTSM COMMITTEE DECLARATION

CENTRAL PROCUREMENT - 2026/2027

Name of School: _____ EMIS No: _____

District: _____ Circuit: _____

Cellphone No: _____ E-mail: _____

1. It is hereby declared that the School LTSM Committee members are knowledgeable in the requirements outlined in the relevant prescripts on the requisitioning; procurement; receipt; storage; issuing; recording; retrieval and retention of learning and teaching support material.

2. Details of School LTSM Committee Members are hereby submitted as follows:

Name	*** Designation	Contact No.	Signature	Date

*** Designation of the Committee must include, but is not limited to, the following:
Principal; member of the SMT; Senior teacher; Phase co-ordinator; Educator representative in the SGB.

3. It is confirmed that one of the following has been submitted ONLINE in respect of textbooks for 2027: (Tick the relevant Block)

A Nil Return (taking into consideration existing stock)	
A Requisition (which has been made in line with curriculum needs, existing stock and for the optimum benefit of learners).	

SIGNATURE OF PRINCIPAL

DATE: _____

[SCHOOL STAMP]

Contact Numbers of LTSM Officials: 2026/2027 – Page 1 of 3

Amajuba	Name of Official	Tel. Number	Cell No.	E-mail address
*	S.B Simelane	034 328 4597	0825692564	Simangele.Simelane@kzndoe.gov.za
	Mr S Shabangu	034 328 4534	0728265076	Sibusiso.shabangu@kzndoe.gov.za maburashabangu@gmail.com
	Ms N Gounden	034 328 4535	0835657509	Nurusha.gounden@kzndoe.gov.za
Ilembe	Name of Official	Tel. Number	Cell No.	E-mail address
	Mrs C.Z.N. Mhlungu	032 4396113	084 422 2454	Zanele.mhlungu@kzndoe.gov.za
	Ms H.E. Zwane	032 439 6217		Hlengiwe.zwane@kzndoe.gov.za
	Ms S.C. Biyela	032 4396219		Siphumelele.biyela@kzndoe.gov.za
Uthukela	Name of Official	Tel. Number	Cell No.	E-mail address
*	Mr Z. Magubane	033 638 7706	079 227 7828	zwelisha.magubane@kzndoe.gov.za
	Mr XL Zwane	036 638 7705	060 864 6679	Xolani.zwane@kzndoe.gov.za
	Ms G Shezi	036 638 7853	073 459 3492	Gugu.shezi@kzndoe.gov.za
	Philly Mthembu	036 638 7854	061 911 3515	Philly.mthembu@kzndoe.gov.za
	Ms L Mbongwa (Bergville)	036 4489200	083 476 1610	Mbali.hlombe@kzndoe.gov.za
	Mr XE Hlatshwayo (Mnambithi)	082 491 7894	082 491 7894	Xolanih563@gmail.com
Pinetown	Name of Official	Tel. Number	Cell No.	E-mail address
*	Mr N Sangweni	031 737 2002 031 737 2043	065 929 3694	Ntandoyenkosi.sangweni@kzndoe.gov.za
	M S Mbuthu	031 737 2120	084 910 7748	Mihlakayifani.mbuthu@kzndoe.gov.za
	XPN Ngema	031 737 2119	083 540 8497	Xolile.ngema@kzndoe.gov.za
	B N Ndaba	031 737 2117	084 208 8033	Bhekinkosi.Ndaba@kzndoe.gov.za
	N Sibisi	031 737 2118	071 868 0653	Patricia.sibisi@kzndoe.gov.za
	T Cele	031 737 2128	078 234 5052	Thembisile.cele@kzndoe.gov.za
Harry Gwala	Name of Official	Tel. Number	Cell No.	E-mail address
*	Ms T. Ngxata	039 797 3745	082 978 2205	Thabile.ngxata@kzndoe.gov.za
	M Memela	039 797 3700	072 252 7427	Mlondolozimemela@kzndoe.gov.za
	Z Khumalo (Pholela)	039 832 0057	074 799 4437	Brian.Nhleko@kzndoe.gov.za
	WS Memela (Umzimkhulu)	039 529 0018	082 478 4267	Siphiwe.memela@kzndoe.gov.za
Ugu	Name of Official	Tel. Number	Cell No.	E-mail address
*	Mr D Pillay		082 956 0840	Dinesh.pillay@kzndoe.gov.za
	Ms T Lubanyana	039-6888917	071 713 1425	Tumelo.lubanyana@kzndoe.gov.za
	Mrs B. Ngcungama (Sayidi)	039 318 1221	072 324 5649	bongiwekungama@gmail.com
	Mrs NTH Mhlamvu (Emzumbé)	039-6888930	083 235 4582	Nqobile.Mhlamvu@kzndoe.gov.za

Contact Numbers of LTSM Officials: 2026/2027 – Page 2 of 3

Umgungundlovu	Name of Official	Tel. Number	Cell No.	E-mail address
*	L Ndlamlenze	033 355 2161	083 507 4311	Lindiwe.Ndlamlenze@kzndoe.gov.za
	B Magubane	033 355 2383	073 350 4187	Busisiwe.magubane@kzndoe.gov.za
	C M Zondi	033 355 2394	078 347 5039	Musawenkosi.zondi@kzndoe.gov.za
	N Ndlovu	033 355 2224	0659316838	Nomagugu.Ndlovu@kzndoe.gov.za
Umlazi	Name of Official	Tel. Number	Cell No.	E-mail address
	Mr S Moodley	031 360 6169		Surianathan.moodley@kzndoe.gov.za
*	Mrs R Kalideen	031 360 6249		Raksha.kalideen@kzndoe.gov.za
	Mr V Mothilal	031 360 6170		Vishnu.mothilal@kzndoe.gov.za
	Ms N Cochrane	031 360 6167	081 764 1704	Natasha.dunn@kzndoe.gov.za
Umkhanyakude	Name of Official	Tel. Number	Cell No.	E-mail address
*	Ms L Mbatha	035 573 9648	083 618 5399	Lungile.mbatha@kzndoe.gov.za
	Ms SB Sibiya	035 5739641		Sinethemba.Sibiya@kzndoe.gov.za
	Mr N Myeni (District)	035 573 9643	073 463 2510	Nkosinathi.Myeni@kzndoe.gov.za
	Ms Ngubane CNB	035 573 9671	081 526 6846	Celumusad9@gmail.com
	Ndlovu ZS (Ingwavuma)	035 591 0715	079 644 0826	Zamandlovu9@gmail.com
	PS Mnguni (Ubombo)	035 573 2000		Sihle.mnguni@kzndoe.gov.za Sandakahle.Nyawo@kzndoe.gov.za
	NN Mlambo (Mbazwana)	035 571 5020		Mbazwanaec@gmail.com
	NZ Sokhela Umhlabuyalingana	035 592 0058		Zamalindakwanda@gmail.com
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