



**MINISTRY
PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA**

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HRP & EMPLOYMENT PRACTICES: CIRCULAR NO 19 OF 2020

TO: ALL EXECUTIVE AUTHORITIES FOR NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

REVISED ARRANGEMENTS FOR THE PUBLICATION OF URGENT CRITICAL AND ESSENTIAL SERVICE VACANCIES IN THE PUBLIC SERVICE VACANCY CIRCULAR (PSVC) TO SUPPORT OPERATIONS AND RESPONSIVENESS TO COVID-19

1. The President in his statement of 23 April 2020, mentioned that the national lockdown has slowed the progression of the pandemic in the country and that a risk adjusted strategy will be implemented through which government will adopt a deliberate and cautious approach to the easing of the lockdown restrictions. The President reiterated that this is a measured and incremental strategy premised on the need to balance the resumption of economic activity with the imperative to contain the virus. The easing of the lockdown does not negate the need to contain the spreading of COVID-19 and is meant to counter a rushed reopening and resumption of operations that may be followed by a resurgence of the virus.
2. Following circular 13 of 2020, regarding the publication of the Public Service Vacancy Circular (PSVC), read together with the circular 18 of 2020 and to facilitate the ramping up of government services to service recipients there will be a need for the availability of complementary and aligned operations and services. Therefore the Department of Public Service and Administration will assist departments by publishing, under certain conditions, the advertisement of vacant key strategic, critical and essential posts during level 4 of the lockdown.
3. In facilitating service delivery, the DPSA will issue special publications of the PSVC. It must be noted that the publication of the PSVC during the easing of the lockdown is not in the mode of business as usual, these publications will be special publications. Where Departments wish to advertise in these special publications, such advertisements should be limited to urgent critical posts related to essential services and operations, as identified by the Executive Authorities in their respective departments. Notwithstanding the special publications of the PSVC, the country is still in a state of national lockdown with limitations on movements and work arrangements. Therefore departments

should establish or adopt flexible means of response handling, to ensure effective and efficient advertisement and to accommodate all potential applicants to fairly compete for the vacancies.

4. The following measures pertaining to the PSVC Special Publication will be applicable during the remainder of the lockdown period and until the easing of all government services is declared and new arrangements communicated-

- (a) The PSVC will be published once every two (2) weeks, first publication will be issued on 15 May 2020;
- (b) Departments are required to provide, together with their advertisement, a brief motivation as to why each of the posts submitted for advertisement is related to critical operations and essential services and must be filled urgently.
- (c) All advertisements must comply with the DPSA advertisement format and standards when submitted;
- (d) All advertisements must be signed off/approved by the relevant Head of Department before submission to DPSA;
- (e) Advertisements for publication must be submitted to the dedicated e-mail address PSVC@dpsa.gov.za at **least 5 working days** before publication date. Due to limited operational capacity and publication timeframes all submissions outside this timeframe will be deferred to the next publication available in 2 weeks.
- (f) Considering the restriction on movement and limitations of the postal services during this period, departments should provide for online application methods such as dedicated emails that will allow applicants to at least email and attach the relevant supporting documents e.g. CVs. Departments must also ensure that they prepare for and accept applications that may be in different electronic formats e.g. word, pdf, scanned images, etc. and large file sizes.
- (g) Certification of documents and printing remain a challenge during level 4 restrictions, hence, departments are urged to accept applications that are accompanied by uncertified documents during the lockdown period and to establish processes to manage original copies prior to the interview.

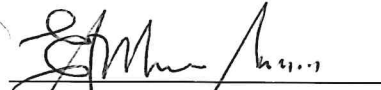
5. Enquiries regarding the publication arrangements during the lockdown period, must be directed to the following email address: PSCV@dpsa.gov.za or alternatively.

(1) Ms Ontlametse Baloyi: Ontlametse.Baloyi@dpsa.gov.za;

(2) Ms Tinyiko Mkhabela: Tinyiko.Mkhabela@dpsa.gov.za; and

(3) Ms Zandile Buthelezi: Zandile.Buthelezi@dpsa.gov.za

Your co-operation will be appreciated.

A handwritten signature in black ink, appearing to read 'S Mchunu', written over a horizontal line.

Mr Senzo Mchunu

Minister for the Public Service and Administration

Date: 14/05/2020