



the dpsa

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EMPLOYMENT MANAGEMENT: CIRCULAR NO 38 OF 2020

TO: ALL HEADS OF NATIONAL/ PROVINCIAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS AND GOVERNMENT COMPONENTS

ADVERTISING OF POSTS IN THE PUBLIC SERVICE VACANCY CIRCULAR (PSVC)

1. The purpose of this Circular is to advise departments on how to manage the creation and advertisement of posts on their approved organizational structures in accordance with the provisions of the Public Service Regulations, 2016 which support the service delivery and the fulfilment of the departmental mandate and to promote standardisation and consistency in the Public Service.
2. The growing Public Service wage bill (compensation of employees) remains a concern, which requires that executive authorities and the accounting officers manage the human resource acquisition in their respective departments for purposes of optimal utilisation of the workforce.
3. Section 3 (7) of the Public Service Act, 1994 states that an executive authority has power and duties necessary for the recruitment and appointment of employees in their departments. However, various inconsistencies have been observed in the quality of how adverts are submitted by departments.
4. Regulation 65 provides the following in relation to the advertisement of posts in the Public Service-
 - (1) An executive authority shall ensure that vacant posts in the department are advertised, as efficiently and effectively as possible, to reach the entire pool of potential applicants, including designated groups.
 - (2) An advertisement for a post shall as a minimum specify the job title, salary scale, core functions, place of work, inherent requirements of the job, including any other requirements prescribed in these Regulations.
 - (3) A vacant post in the SMS shall be advertised nationwide.

- (4) An executive authority shall advertise any other vacant post, as a minimum, within the department, but may also advertise such post-
 - (a) in the public service;
 - (b) locally; or
 - (c) nationwide.
 - (5) When advertising outside the department, the department shall also advertise in the public service vacancy circular issued by the Department of Public Service and Administration.
 - (6) An advertisement for a post shall not unfairly discriminate against or prohibit any suitably qualified person or employee from applying.
 - (7) A funded vacant post shall be advertised within six months after becoming vacant and be filled within twelve months after becoming vacant.
5. For the purpose of ensuring equal pay for equal work, departments have the obligation to ensure that posts that are submitted for advertisement in the Public Service Vacancy Circular are appearing on the approved organizational structure in order to avoid the risk of possible duplication of functions. In addition departments are required to ensure that posts are advertised in terms of 43(2) (b) wherein it states that the commencing salary must be set on the minimum notch of the salary level attached to the relevant grade.
 6. Posts prior to advertisement in the PSVC must be evaluated in line with the provisions of Regulation 39 of the Public Service Regulation, 2016 in order to determine a correct and appropriate job grading of the post. Regulation 39 (2) states that, an executive authority shall review job descriptions and titles and, where necessary, redefine them to ensure that they remain appropriate and accurate at least once every 60 calendar months. In addition post adverts must be aligned to the requirements of the job evaluation conducted, considering the prescribed requirements from the MPSA. Regulation 40 (a-d) states that before creating a post for any new job, or filling any vacancy, an executive authority shall –
 - (a) confirm that he or she requires the post to meet the department's objectives taking into account the norms and standards determined by the Minister for post provisioning for occupations or categories of employees;
 - (b) in the case of a new job, evaluate the job in terms of the job evaluation and job grading system referred to in regulation 41 (1), except in the case of jobs determined in terms of an OSD, or jobs graded by the Minister in terms of regulation 41 (2) (d), in which case the grade indicated in the OSD or as determined by the Minister shall be utilized;
 - (c) in the case of a vacant post not determined in terms of an OSD or graded by the Minister in terms of regulation 41 (2) (d), evaluate the job unless the specific job has been evaluated in the last 60 calendar months; and

- (d) ensure that sufficient budgeted funds, including funds for the remaining period of the medium-term expenditure framework, are available for filling the post.
7. Due regard must be given to the Directive dated 01 September 2020 with regard to the processes regarding Job evaluation in the absence of the web-enabled evaluate system (Circular 31 of 2020).
 8. Departments are urged to develop measures to control the above concerns in order to ensure uniformity and consistent processes are undertaken across the Public Service departments. The confirmation of the requirements must be submitted under cover of the attached template when requests for advertising are made.
 9. There is a growing concern regarding the publication of vacancies in the Public Service Vacancy Circular that run for a shorter period. Given the high unemployment rate in the country the DPSA continues to urge the departments to adjust the advert running time to at least a minimum of **two (2) consecutive** weeks and align the closing dates to the DPSA's annual program in order to ensure effective and efficient as possible of the advertisement to reach potential applicants, including designated groups. Departments are also urged to comply with the DPSA directive issued by the Minister for the Public Service and Administration on 07 February 2019 regarding the Application of Minimum Requirements for the Appointment into Entry Level Posts in the Public Service.
 10. The DPSA acknowledges the challenges that the departments faced during the lockdown period. However, departments are advised that HRP Circular 13 and 19 of 2020 remain in force until new arrangements have been communicated.
 11. Departments are still required to submit all advertisements for inclusion in the PSVC through designated e-mail psvc@dpsa.gov.za, with the closing dates that are linked to the closing dates as advertised in the media, departmental websites etc.
 12. The advertisements should be submitted in the following format and should contain these contents:

Non-SMS Positions

- (i) Job Title.
- (ii) Salary Scale.
- (iii) Place of Work/ location/ Centre.
- (iv) Requirements for the post.
- (v) Core functions/ duties.
- (vi) Contact details of the person to whom enquiries should be directed.
- (vii) Any notes or remarks that should accompany the advertisement in terms of requirements such as social media checks, verification checks, certification of claimed qualifications, performance agreement requirements and other requirement that is required by the post.

SMS Positions

- (i) Job title.
- (ii) Place to be stationed.

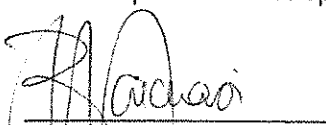
- (iii) All minimum entry requirements must be specified in terms of education and years of experience.
- (iv) Core functions to be performed by the incumbent.
- (v) All-inclusive package payable.
- (vi) Contact person to whom enquiries can be addressed.
- (vii) Closing date.
- (viii) If the appointment is for a specific term (e.g. 5 year term for HoD), this should be clearly stated
- (ix) That the successful candidate will be required to enter into an employment contract and a performance agreement.
- (x) That all shortlisted candidates will be subject to security vetting.
- (xi) The candidate will have to disclose her/his financial interests.
- (xii) Any notes or remarks that should accompany the advertisement in terms of requirements such as social media checks, verification checks, certification of claimed qualifications, performance agreement requirements and other requirement that is required by the post. Include in the Note of the advert that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Indicate that candidates will undergo a compulsory Competency assessment and a technical exercise.

13. Congruent to the Executive Protocol for employment of Heads of Departments (HoDs) and Deputy Director Generals (DDGs), adverts for DG posts must be accompanied by a Delegation of Authority signed by the President.

14. Departments must ensure that advertisements are submitted in the following format:

- (i) MS word.
- (ii) The "Styles" function should be set as "Normal".
- (iii) The paragraph format should be set as follows:
 - Single spacing and justified.
 - Spacing before must be set at 0.
 - Spacing after must be set at 0.
- (iv) The font size should be 9.
- (v) Advertisements should be submitted according to salary scale, from the highest salary scale to the lowest salary scale.

Your co-operation will be appreciated.


 MS YOLISWA MAKHASI
 DIRECTOR-GENERAL
 DATE: 12/10/2020