



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

Enquiry: Ms O Baloyi
Telephone no: 012 336 1474
Reference no: 14/1/3/P

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

HRP CIRCULAR 40 OF 2019

ISSUING OF THE PUBLIC SERVICE VACANCY CIRCULAR DURING 2020

1. Attached please find a year programme for the issuing of the Public Service Vacancy Circular during 2020.
2. Kindly note that the last Public Service Vacancy Circular for 2019 will be issued on 13 December 2019. Please note that requests received after 06 December 2019 to place advertisements in the Public Service Vacancy Circular will unfortunately not be placed during 2019.
3. The first Public Service Vacancy Circular for 2020 will be issued on 10 January 2020, which implies that your inputs must be submitted by not later than 20 December 2019.
4. For purposes of assisting the DPSA in capturing departmental advertisements in the Vacancy Circular, departments are requested to ensure that advertisements are submitted in the format as defined in the attached DPSA circular 14/1/3/P dated 7 April 2017.

DIRECTOR-GENERAL

DATE: 4/11/19



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR YEAR PROGRAMME FOR 2020

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
1	20 December 2019	10 January 2020
2	10 January 2020	17 January 2020
3	17 January 2020	24 January 2020
4	24 January 2020	31 January 2020
5	31 January 2020	07 February 2020
6	07 February 2020	14 February 2020
7	14 February 2020	21 February 2020
8	21 February 2020	28 February 2020
9	28 February 2020	06 March 2020
10	06 March 2020	13 March 2020
11	13 March 2020	20 March 2020
12	20 March 2020	27 March 2020
13	27 March 2020	03 April 2020
14	03 April 2020	17 April 2020
15	17 April 2020	24 April 2020
16	24 April 2020	08 May 2020
17	08 May 2020	15 May 2020
18	15 May 2020	22 May 2020
19	22 May 2020	29 May 2020
20	29 May 2020	05 June 2020
21	05 June 2020	12 June 2020
22	12 June 2020	19 June 2020
23	19 June 2020	26 June 2020
24	26 June 2020	03 July 2020
25	03 July 2020	10 July 2020
26	10 July 2020	17 July 2020
27	17 July 2020	24 July 2020
28	24 July 2020	31 July 2020
29	31 July 2020	07 August 2020
30	07 August 2020	14 August 2020
31	14 August 2020	21 August 2020
32	21 August 2020	28 August 2020
33	28 August 2020	04 September 2020

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
34	04 September 2020	11 September 2020
35	11 September 2020	18 September 2020
36	18 September 2020	25 September 2020
37	25 September 2020	02 October 2020
38	02 October 2020	09 October 2020
39	09 October 2020	16 October 2020
40	16 October 2020	23 October 2020
41	23 October 2020	30 October 2020
42	30 October 2020	06 November 2020
43	06 November 2020	13 November 2020
44	13 November 2020	20 November 2020
45	20 November 2020	27 November 2020
46	27 November 2020	04 December 2020
47	04 December 2020	11 December 2020

NOTE:

Further detail about the Public Service Vacancy Circular appears in the attached DPSA circular 14/1/3/P dated 7 April 2017. Attention is specially drawn to paragraph 7.6 (c) and (d) thereof that reads as follows:

- (c) Advertisements should be submitted according to the following structure:
- Job title
 - Salary scale
 - Place of work/location/centre
 - Requirements for the post
 - Core functions/duties/key performance areas
 - Contact details of the person to whom enquiries should be directed
 - Any notes/remarks that should accompany the advertisement.
- (d) Departments must ensure that advertisements are submitted in the following format:
- MS Word format
 - The "Styles" function should be set as "Normal"
 - The paragraph format should be set as follows:
 - ✓ Single spacing and justified
 - ✓ Spacing before at 0
 - ✓ Spacing after at 0
 - The font size should be 9
 - The advertisements should be submitted according to salary, from the highest salary level to the lowest

* 10 April: (Good Friday)
 * 27 April: (Freedom Day)
 * 01 May: (Workers 'Day)