



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR YEAR PROGRAMME FOR 2018

Circular number	Due date for submission of advertisement(s)	Date of publication of Public Service Vacancy Circular
1	22 December 2017	05 January 2018
2	05 January 2018	12 January 2018
3	12 January 2018	19 January 2018
4	19 January 2018	26 January 2018
5	26 January 2018	02 February 2018
6	02 February 2018	09 February 2018
7	09 February 2018	16 February 2018
8	16 February 2018	23 February 2018
9	23 February 2018	02 March 2018
10	02 March 2018	09 March 2018
11	09 March 2018	16 March 2018
12	16 March 2018	23 March 2018
13	23 March 2018	29 March 2018 <sup>1</sup>
14	29 March 2018	06 April 2018
15	06 April 2018	13 April 2018
16	13 April 2018	20 April 2018
17	20 April 2018	26 April 2018 <sup>2</sup>
18	26 April 2018	04 May 2018
19	04 May 2018	11 May 2018
20	11 May 2018	18 May 2018
21	18 May 2018	25 May 2018
22	25 May 2018	01 June 2018
23	01 June 2018	08 June 2018
24	08 June 2018	15 June 2018
25	15 June 2018	22 June 2018
26	22 June 2018	29 June 2018
27	29 June 2018	06 July 2018

<sup>1</sup> 30 March is a public holiday (Good Friday)

<sup>2</sup> 27 April is a public holiday (Freedom day)

Circular number	Due date for submission of advertisement(s)	Date of publication of Public Service Vacancy Circular
28	06 July 2018	13 July 2018
29	13 July 2018	20 July 2018
30	20 July 2018	27 July 2018
31	27 July 2018	03 August 2018
32	03 August 2018	10 August 2018
33	10 August 2018	17 August 2018
34	17 August 2018	24 August 2018
35	24 August 2018	31 August 2018
36	31 August 2018	07 September 2018
37	07 September 2018	14 September 2018
38	14 September 2018	21 September 2018
39	21 September 2018	28 September 2018
40	28 September 2018	05 October 2018
41	05 October 2018	12 October 2018
42	12 October 2018	19 October 2018
43	19 October 2018	26 October 2018
44	26 October 2018	02 November 2018
45	02 November 2018	09 November 2018
46	09 November 2018	16 November 2018
47	16 November 2018	23 November 2018
48	23 November 2018	30 November 2018
49	30 November 2018	07 December 2018
50	07 December 2018	14 December 2018

**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 specifically drawn to paragraph 7.6 (c) and (d) thereof that reads as follows:

- (c) Advertisements should be submitted according to the following structure:
- (i) Job title.
  - (ii) Salary title.
  - (iii) Place of work/location/centre.
  - (iv) Requirements for the post.
  - (v) Core functions/duties/key performance areas.
  - (vi) Contact details of the person to whom enquiries should be directed.

- (vii) Any notes/remarks that should accompany the advertisement.
- (d) 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 at 0.
    - Spacing after must be set at 0.
  - (iv) The font size should be 9.
  - (v) Advertisement should be submitted according to salary scale, from the highest salary to the lowest.