



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Enquiry: Ms N Khosa
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Reference no: 14/1/3/P

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

ISSUING OF THE PUBLIC SERVICE VACANCY CIRCULAR DURING 2017

1. Attached please find a year programme for the issuing of the Public Service Vacancy Circular during 2017.
2. Kindly note that the last Public Service Vacancy Circular for 2016 will be issued on 15 December 2016. Please note that requests received after 9 December 2016 to place advertisements in the Public Service Vacancy Circular will unfortunately not be placed during 2016.
3. The first Public Service Vacancy Circular for 2017 will be issued on 6 January 2017, which implies that your inputs must be submitted by not later than 23 December 2016.
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 following format:
 - 4.1 MS Word format
 - 4.2 The "Styles" function should be set as "Normal"
 - 4.3 The paragraph format should be set as follows:
 - 4.3.1 Single spacing and justified
 - 4.3.2 Spacing before at 0
 - 4.3.3 Spacing after at 0
 - 4.4 The font size should be 9
 - 4.5 The advertisements should be submitted according to salary, from the highest salary level to the lowest

DIRECTOR-GENERAL

DATE: 8/12/16