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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Only shortlisted job seekers in government required to submit certified copies of qualifications

The Department of Public Service and Administration issued a circular to all national and provincial departments advising that only shortlisted job applicants should be required to submit certified copies of their educational qualifications and other relevant documents.

Government job seekers are therefore not required to submit certified copies qualifications with their applications, but must submit a duly completed Z83 application for employment form, and a detailed CV.

The Acting Director General of the Department of Public Service and Administration, Ms Linda Dlodla, said that only shortlisted candidates should submit certified copies to the Human Resource section on or before the day of the interview.

She said, the intention of this is to alleviate the administrative burden to Human Resource sections but more importantly to minimize the costs for the applicants.

"It is in this regard that we encourage departments to request certified copies of educational qualifications and other relevant documents ONLY from shortlisted candidates,".

The Department of Public Service and Administration also provided guidance on matters related to the completion of the Z83 application for employment in the said Circular.

Ms Dlodla said applicants who will not utilise the most recent Z83 form for employment issued in line with Regulation 10, of the Public Service Regulations, 2016, will be disqualified.

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Issued by the Department of Public Service and Administration