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Reference.no: 1/3/8/R

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

**ARRANGEMENTS CONCERNING THE PLACEMENT OF  
ADVERTISEMENTS IN THE PUBLIC SERVICE VACANCY CIRCULAR**


- 1 Following recent developments and enquiries received from departments in general, it is deemed necessary to bring the following matters and arrangements concerning the advertising of vacancies in the Public Service Vacancy Circular to your attention.
2. The Public Service Vacancy Circular is issued weekly, on Fridays, to all national and provincial departments as well as the organisational components that are part of the Public Service. The aim of the Public Service Vacancy Circular is to facilitate the recruitment of staff from within the Public Service for the vacancies advertised by departments. It is thus an important tool to provide career progression opportunities to serving staff. In order to establish a clear legal base in this regard, the Minister for the Public Service and Administration has, in accordance with section 3(3)(e) of the Public Service Act, 1994 read with the Public Service Regulations, 2001 Chapter 1, Part VII C 2.7 issued a directive that departments **must make use of the Public Service Vacancy Circular** in those instances where vacancies are to be advertised throughout the Public Service.
3. The withdrawal by the Minister for the Public Service and Administration of the measures referred to in paragraph 2(b) of Annexure 1 to the Public Service Regulations, 2001 with effect from 29 August 2003 (the attached Government Notice no. R1225 dated 29

August 2003 refers) has the effect that departments are now fully responsible to decide on all matters (such as the formulation/determination of the contents of advertisements, the closing dates for applications, etc) relating to the advertising of posts.

4. The Department of Public Service and Administration fulfils only a co-ordinating role in the compilation and distribution of the Public Service Vacancy Circular. Its role is not to edit or ensure the correctness of the contents of the advertisements submitted by departments.
5. Notwithstanding the autonomy of departments with regard to the advertising process, attention is drawn to the following:
  - 5.1. Although executing authorities may, in their own discretion, determine the content of the advertisements, caution needs to be taken that the manner in which such content is defined for purposes of recruitment:-
    - (a) is aligned with the provisions of section 11(2) of the Public Service Act, 1994, which basically enshrines the principles of accessibility and equal competition;
    - (b) is underpinned by the guiding principles of employment equity and fairness as prescribed in the Public Service Regulations, 2001, Chapter 1, Part VII.A;
    - (c) does not discriminate against persons historically disadvantaged (See Public Service Regulations, Chapter 1, Part VII.C.1.2(b) ); and
    - (d) complies with sections 5 and 6 of the Employment Equity Act, 1998 that in effect prohibit unfair discrimination against an employee (including an applicant for employment) on any arbitrary ground.
  - 5.2. Considering these principles, departments are called upon to ensure that where appropriate, vacancies earmarked for advertising on a national basis are placed in the Vacancy Circular issued by this Department. Cases have been reported where vacancies have only been advertised outside the Public Service which in essence could substantially restrict serving staff from competing for such vacancies. Such a practice also negates a key tenant in human resource management, namely to provide career growth and advancement opportunities to those already in employment.
  - 5.3. Practice has shown that ample time is necessary for the Public Service Vacancy Circular to reach employees stationed in remote areas of the country. Departments are consequently advised to refrain from advertising vacancies in the Public Service with running periods of less than two weeks.

6. The requirements stated in advertisements should be aligned with the inherent requirements of the job. Caution should especially be exercised :-
  - 6.1. not to require too stringent educational and experience requirements unless they are the inherent requirements of the job or occupational class, for which purpose attention is again drawn to this Department's circular 1/3/8/P dated 19 September 2002 (a copy is attached); and
  - 6.2. that the requirements and formulations used in advertisements must not in any way either directly (in terms gender, age, etc) or indirectly (for instances by means of inappropriate or irrelevant qualifications and/or experience requirements) discriminate against any candidate or potential candidate.
  
7. As regards the process to be followed in submitting advertisements to this Department for inclusion in the Public Service Vacancy Circular, the following should be adhered to:
  - 7.1. Advertisements must be sent to this Department electronically in Microsoft Word format at the e-mail address: [Nomsa@dpsa.gov.za](mailto:Nomsa@dpsa.gov.za).
  - 7.2. For purposes of efficacy, departments must indicate clearly the number of the Public Service Vacancy Circular in which advertisements should be placed. The attached "Public Service Vacancy Circular Year Programme 2004" that contains the dates on which the respective Public Service Vacancy Circulars will be issued, must be used for this purpose.
  - 7.3. The advertisements should ideally be submitted in the following format:-
    - (a) Job/post title
    - (b) Salary/compensation level
    - (c) Place of work/location/centre
    - (d) Requirements for the post
    - (e) Duties/key performance areas
    - (f) Contact details of person to whom enquiries should be directed
    - (g) Any notes/remarks that should accompany the advertisement
  - 7.4. In order to allow sufficient time to compile the Public Service Vacancy Circular, advertisements should reach this Department **at the latest** on the Friday that precedes the date on which the circular will be issued. Departments should take this

arrangement into consideration when deciding on the closing date of their advertisements.

  
N **Acting DIRECTOR-GÉNÉRAL**  
**DATE: 26. 04. 2004.**

PUBLIC SERVICE VACANCY CIRCULAR YEAR PROGRAMME 2004

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
1	02 January	09 January
2	09 January	16 January
3	16 January	23 January
4	23 January	30 January
5	30 January	06 February
6	06 February	13 February
7	13 February	20 February
8	20 February	27 February
9	27 February	05 March
10	05 March	12 March
11	12 March	19 March
12	19 March	26 March
13	26 March	02 April
14	02 April	09 April
15	09 April	16 April
16	16 April	23 April
17	23 April	30 April
18	30 April	07 May
19	07 May	14 May
20	14 May	21 May
21	21 May	28 May
22	28 May	04 June
23	04 June	11 June
24	11 June	18 June
25	18 June	25 June
26	25 June	02 July
27	02 July	09 July
28	09 July	16 July
29	16 July	23 July
30	23 July	30 July
31	30 July	06 August
32	06 August	13 August
33	13 August	20 August
34	20 August	27 August
35	27 August	03 September
36	03 September	10 September
37	10 September	17 September
38	17 September	23 September
39	23 September	01 October
40	01 October	08 October
41	08 October	15 October
42	15 October	22 October
43	22 October	29 October
44	29 October	05 November
45	05 November	12 November
46	12 November	19 November
47	19 November	26 November
48	26 November	03 December
49	03 December	10 December
50	10 December	17 December