



**the dpsa**

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Public Service and Administration  
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## **TO ALL HEADS OF NATIONAL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS AND GOVERNMENT COMPONENTS**

### **EMPLOYMENT MANAGEMENT CIRCULAR 37 OF 2020**

#### **ISSUING OF THE PUBLIC SERVICE VACANCY CIRCULAR DURING 2021**

1. Attached please find a year programme for the issuing of the Public Service Vacancy Circular during 2021.
2. Kindly note that the last Public Service Vacancy Circular for 2020 will be issued on 11 December 2020. The requests should be submitted to the DPSA no later than 04 December 2020. The departments are urged to comply with the submission of advertisements timeframe and the adjustment of the vacancy closing date to cater for the festive closure.
3. The first Public Service Vacancy Circular for 2021 will be issued on 15 January 2021, which implies that your requests must be submitted by not later than 18 December 2020 in order to allow the administrative processes that requires the Human Resource in the departments to be dealt with before festive closure and January resumption of work schedule.
4. For purposes of assisting the DPSA in capturing departmental advertisements in the Vacancy Circular uniformly, departments are requested to ensure that the advertisements are submitted in the format as defined in the attached Employment Management Circular 38 of 2020.
5. Your co-operation is appreciated.

**MS YOLISWA MAKHASI**  
**DIRECTOR-GENERAL**

DATE: 10/10/2020

**PUBLIC SERVICE VACANCY CIRCULAR  
 YEAR PROGRAMME FOR 2021**

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
1	18 December 2020	15 January 2021
2	15 January 2021	22 January 2021
3	22 January 2021	29 January 2021
4	29 January 2021	05 February 2021
5	05 February 2021	12 February 2021
6	12 February 2021	19 February 2021
7	19 February 2021	26 February 2021
8	26 February 2021	05 March 2021
9	05 March 2021	12 March 2021
10	12 March 2021	19 March 2021
11	19 March 2021	26 March 2021
12	26 March 2021	09 April 2021
13	09 April 2021	16 April 2021
14	16 April 2021	23 April 2021
15	23 April 2021	30 April 2021
16	30 April 2021	07 May 2021
17	07 May 2021	14 May 2021
18	14 May 2021	21 May 2021
19	21 May 2021	28 May 2021
20	28 May 2021	04 June 2021
21	04 June 2021	11 June 2021
22	11 June 2021	18 June 2021
23	18 June 2021	25 June 2021
24	25 June 2021	02 July 2021
25	02 July 2021	09 July 2021
26	09 July 2021	16 July 2021
27	16 July 2021	23 July 2021
28	23 July 2021	30 July 2021
29	30 July 2021	06 August 2021
30	06 August 2021	13 August 2021
31	13 August 2021	20 August 2021
32	20 August 2021	27 August 2021
33	27 August 2021	03 September 2021

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
34	03 September 2021	10 September 2021
35	10 September 2021	17 September 2021
36	17 September 2021	01 October 2021
37	01 October 2021	08 October 2021
38	08 October 2021	15 October 2021
39	15 October 2021	22 October 2021
40	22 October 2021	29 October 2021
41	29 October 2021	05 November 2021
42	05 November 2021	12 November 2021
43	12 November 2021	19 November 2021
44	19 November 2021	26 November 2021
45	26 November 2021	03 December 2021
46	03 December 2021	10 December 2021

**NOTE:**

Further detail about the Public Service Vacancy Circular appears in the attached Employment Management Circular 38 of 2020. Attention is specially drawn to paragraph 11 and 13 thereof that reads as follows:

- (11) Advertisements should be submitted in the following format and should contain these contents:

**Non-SMS Positions**

- Job title
- Salary scale
- Place of work/location/centre
- Requirements for the post
- Core functions/duties
- Contact details of the person to whom enquiries should be directed
- Any notes/remarks that should accompany the advertisement in terms of requirements such as social media checks, verification checks, certification of claimed qualifications, performance agreement requirements and other requirement that is required by the post.

**SMS Positions**

- Job title
- Place to be stationed
- All minimum entry requirements must be specified in terms of education and years of experience
- Core functions to be performed by the incumbent
- All-inclusive package payable
- Contact person to whom enquiries can be addressed
- Closing date

\* 02 April: (Good Friday)

\* 24 September: (Heritage Day)

- If the appointment is for a specific term (e.g. 5 year term for HOD), this should be clearly stated
  - That the successful candidate will be required to enter into an employment contract and a performance agreement.
  - That all shortlisted candidates will be subject to security vetting.
  - The candidate will have to disclose her/his financial interests.
  - Any notes or remarks that should accompany the advertisement in terms of requirements such as social media checks, verification checks, certification of claimed qualifications, performance agreement requirements and other requirement that is required by the post. Include in the Note of the advert that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nykela). Indicate that candidates will undergo a compulsory Competency assessment and a technical exercise.
- (13) 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

\* 02 April: (Good Friday)

\* 24 September: (Heritage Day)