



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

HRP & EMPLOYMENT MANAGEMENT CIRCULAR 21 OF 2020

TO ALL HEADS OF NATIONAL DEPARTMENTS AND GOVERNMENT COMPONENTS


ADVERTISING IN THE PUBLIC SERVICE VACANCY CIRCULAR (PSVC)

1. HRP Circular 40 of 2019 as well as HRP & Employment Practices Circular 19 of 2020 have reference.
2. In terms of Regulation 65(5) of the Public Service Regulations, 2016, it is a mandatory requirement for all departments when advertising outside the department, that the department shall advertise in the Public Service Vacancy Circular (PSVC) as issued by the DPSA. There have been various observations in terms of the quality of adverts being submitted for publication in the PSVC. It is for this reason that, in addition to the requirements specified in the above-mentioned circular, the following must be noted:
 - 2.1 In acknowledging the President's powers in terms of Section 12 (1), and in the absence of delegations to respective Executive Authorities, it remains prudent for Executive Authorities to approach the President when considering the filling of posts of Heads of Department nationally. It is therefore necessary to seek a delegation of authority to fill such posts. This includes the advertising of such posts. Therefore any post submitted for advertising of Head of Department nationally must be accompanied by the signed delegation of authority in order to place such an advert.
 - 2.2 For the advertising of posts of National Directors-General and Deputy Directors-General, it is imperative that the requirements of the Executive Protocol; Principles and Procedures for the Employment of Heads of Department (HoDs) and Deputy Directors-General (DDGs) are strictly adhered to. Attention is drawn to Part 2, section 6 of the said protocol.
 - 2.3 National and Provincial departments are covered under Schedule 1 and 2 of the Public Service Act, therefore, the SMS Pre-Entry course (Nyukela) is a prerequisite for all SMS positions in National and Provincial departments. Departments need to specify this compliance requirement in their adverts when advertising SMS posts in line with the DPSA practice note as issued on 19 December 2019.
 - 2.4 All adverts for SMS posts must ensure compliance with the minimum entry requirements in terms of educational qualifications and years of experience. These requirements must not be lower than what is required in terms of the MPSA Directive. The technical requirements and duties for a post must be clearly determined by the

relevant department and be aligned to the job evaluation and competency requirements of such a post.

- 2.5 There is a lack of quality control in terms of the adverts being submitted. Adverts often have spelling errors, poor description in terms of the post requirements and errors regarding pertinent aspects like remuneration. Departments are advised to ensure that the relevant quality control processes are adhered to when submitting adverts to the DPSA. It is a poor reflection on the department when adverts go out that are poor quality. DPSA is responsible for the publication of the advert and to guide departments on the norms and standards regarding this matter. DPSA is not authorized to amend any advert received. The department is responsible for quality checking the advert as this remains a central activity of HR in every department.
3. I kindly request that departments ensure that this circular as well as previously issued circulars as reflected in paragraph 1 above are implemented in its entirety.
4. Your co-operation in this regard will be appreciated.

Kind regards



MS YOLISWA MAKHASI
DIRECTOR GENERAL
DATE: 15/06/2020