



the dpsa

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CIRCULAR NO 28 OF 2025

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

CIRCULAR ON ADVERTISING OF POSTS IN THE PUBLIC SERVICE VACANCY CIRCULAR (PSVC)

1. The purpose of this circular is to align recruitment with the Determination and Directive on the automated Job Evaluation (JE) and Job Grading System, issued on 13 June 2024. The Directive on the JE and Job Grading System introduces material changes for advertising vacancies, effective 01 June 2025.
2. These circular aims to align advertising practices with the revised JE and Job Grading System and to address persistent inconsistencies in how departments submit posts for publication. The standardised requirements and enforced compliance with applicable legislation promote transparency and integrity of the PSVC. Notwithstanding this, the executive authority has the power and duties necessary for the recruitment and appointment of employees in their departments as provided in section 3(7) of the Public Service Act, 1994 (PSA).
3. Regulation 65 of the Public Service Regulation, 2016 (PSR) provides the following in relation to the advertisement of posts in the Public Service-
 - a) An executive authority shall ensure that vacant posts in the department are advertised as efficiently and effectively as possible, to reach the entire pool of potential applicants, including designated groups.

- b) An advertisement for a post shall, as a minimum, specify the job title, salary scale, core functions, place of work, inherent requirements of the job, including any other requirements prescribed in these Regulations.
 - c) An executive authority shall advertise a vacant post, as a minimum, in the public service vacancy circular (PSVC) issued by the Department of Public Service and Administration (DPSA), but may also advertise such post-
 - (i) within the department;
 - (ii) locally; or
 - (iii) nationwide.
 - d) An advertisement for a post shall not unfairly discriminate against or prohibit any suitably qualified person or employee from applying.
 - e) A funded vacant post shall be filled within eight months after becoming vacant.
 - f) An advertisement contemplated in sub regulation (4) may be utilised to create a pool of potential candidates for a period of not more than three calendar months from the date of advertisement to fill any vacancy in the relevant department if-
 - (i) the job title, core functions, inherent requirements of the job and the salary level of the other vacancy is the same as the post advertised; and
 - (ii) the selection process contemplated in regulation 67 has been complied with.
 - g) With due regard to the criteria in Regulation 67(5)(b) to (d), an executive authority may fill a vacant post without complying with subregulations (3) and (4) if-
 - (i) the department can fill the post from the ranks of employees who have been declared in excess and are on a salary level linked to the grade of that post;
 - (ii) the department can appoint into the post an employee who was appointed under an affirmative action measure as contemplated in section 15 of the Employment Equity Act;
 - (iii) the post is to be filled through a transfer of an employee in terms of section 12(3) or 14 of the Act; or
 - (iv) the post falls within an occupation or category of employees as directed by the Minister.
4. To ensure equal pay for equal work, departments must only advertise posts that appear on the approved organisational structure. This prevents possible duplication of functions. Departments must also comply with Regulation 43(2)(b) of the Public Service Regulations, which requires that the starting salary be set at the minimum notch of the salary level linked to the post grade.

5. Before posts are advertised in the PSVC, they must be job evaluated in accordance with Regulation 39 of the Public Service Regulations. This ensures that the post is graded correctly and appropriately.
6. Regulation 39(2) of the PSR states that an executive authority shall review job descriptions and titles and, where necessary, redefine them to ensure that they remain appropriate and accurate at least once every 60 calendar months.
7. In addition, adverts must be aligned to the requirements of the job evaluation conducted, considering the prescribed requirements from the Minister for Public Service and Administration. Regulation 40(a-d) of the PSR states that before creating a post for any new job, or filling any vacancy, an executive authority shall:
 - a) Confirm that he or she requires the post to meet the department's objectives considering the norms and standards determined by the Minister for post provisioning for occupations or categories of employees;
 - b) in the case of a new job, evaluate the job in terms of the job evaluation and job grading system referred to in regulation 41(1), except in the case of jobs determined in terms of an OSD, or jobs graded by the Minister in terms of regulation 41(2)(d), in which case the grade indicated in the OSD or as determined by the Minister shall be utilized;
 - c) in the case of a vacant post not determined in terms of an OSD or graded by the Minister in terms of regulation 41 (2) (d), evaluate the job unless the specific job has been evaluated in the last 60 calendar months; and
 - d) ensure that sufficient budgeted funds, including funds for the remaining period of the medium-term expenditure framework, are available to fill the post.
8. The Minister for the Public Service and Administration has approved the implementation of the Compensate-Evaluate Job Evaluation System, which came into effect on 01 August 2024.
9. Departments are accordingly advised to align with the principles and processes outlined in the Determination and Directive on the automated Job Evaluation and Job Grading System for the Public Service (Compensate-Evaluate Job Evaluation System).

10. Departments are required to submit advertising requests under the cover of the attached template (Annexure A) to ensure consistency across the Public Service.
11. Given the high unemployment rate in the country, the DPSA continues to urge departments to ensure that job advertisements are posted for a minimum of two consecutive weeks. Additionally, they should align the closing dates with DPSA's annual program. This approach aims to maximise the effectiveness and efficiency of advertisements to reach potential applicants, including designated groups.
12. Departments are still required to submit all advertisements for inclusion in the PSVC through designated e-mail psvc@dpsa.gov.za.
13. Departments are advised that the closing date for the submission of advertisements for placement in the PSCV is the Friday preceding the intended week of publication. This measure is intended to ensure adequate time for processing and to facilitate timely publication.
14. The advertisements should be submitted in the following format and should contain the following:

Non-SMS Positions

- a) Job Title.
- b) Salary Scale.
- c) Place of Work/ location/ Centre.
- d) Requirements for the post (as stated in the Job Description).
- e) Core functions/ duties.
- f) Contact details of the person to whom enquiries should be directed.
- g) Closing date
- h) Any notes or remarks that should accompany the advertisement regarding requirements such as social media checks, verification checks, certification of claimed qualifications, performance agreement requirements, and other necessary standards of post.

SMS Positions

- a) Job title.
- b) Place to be stationed.

- c) All minimum entry requirements must be specified in terms of education and years of experience aligned with the Directive on HRDM Professionalisation for Public Service, Volume 1.
 - d) Core functions to be performed by the incumbent.
 - e) All-inclusive package payable.
 - f) Contact person to whom enquiries can be addressed.
 - g) Closing date.
 - h) If the appointment is for a specific term (e.g., a 5-year term for HoD), this should be clearly stated.
 - i) The advertisement must state that the successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subject to security vetting.
 - j) The candidate will have to disclose her/his financial interests.
 - k) 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 requirements that are 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 (Nyukela). Indicate that candidates will undergo a compulsory Competency assessment and technical exercises.
15. Congruent with the Executive Protocol for employment of Heads of Departments (HoDs) and Deputy Director Generals (DDGs), adverts for DG posts must be accompanied by a Delegation of Authority signed by the President.
16. Departments must ensure that advertisements are submitted in the following format:
- a) MS word.
 - b) The "Styles" function should be set as "Normal".
 - c) The paragraph format should be set as follows:
 - (i) Single spacing and justified.
 - (ii) Spacing before must be set at 0.
 - (iii) Spacing after must be set at 0.
 - d) The font size should be 9.
 - e) No Bulleting, Numbering or Table.

- f) Advertisements should be submitted according to salary scale, from the highest salary scale to the lowest salary scale.
- g) Advertisements must not contain any words, phrases, or requirements that may directly or indirectly disadvantage or discriminate against any applicants.
- h) Additionally, all amendments and errata must be submitted no later than Tuesday after the submission deadline (Friday) to ensure they are incorporated before publication and major amendments on the erratum will constitute a re-advertisement.

17. This circular repeals and replaces the following circulars:

- a) Circular No 13 of 2020: Publication of Public Service Vacancies in the Public Service Vacancy Circular (PSVC) during the Nation-Wide Lockdown dated 26 March 2020
- b) Circular No 21 of 2020: Advertising in the Public Service Vacancy Circular (PSVC) dated 15 June 2020
- c) Circular 38 of 2020: Advertising of Posts in the Public Service Vacancy Circular (PSVC) Dated: 12 October 2020
- d) Paragraph 2.1.15 of Circular No 05 of 2021: State of Disaster COVID-19: Public Service Adjustments to Risk-Adjusted Level 4 Regulation dated: 28 June 2021.

For further enquiries, please consult Ms Zandile Buthelezi on 012 336 1262/
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Your co-operation will be appreciated.

Yours sincerely



Mr Willie Vukela

Acting Director-General

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