**Annexure A**

**Template letter for submitting posts for advertisement**

*Department Letter Head Department*

Mr /Ms \_\_\_\_\_\_\_\_\_\_\_\_\_

(Director General)

Department of Public Service and Administration

Private Bag X 916

**PRETORIA**

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Dear Colleague

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

The Department hereby confirms that the advertisements attached hereto are in full compliance with Circular 28 of 2025 and accepts full accountability for any misrepresentation or inaccuracy that may arise in respect of the posts listed herein:

|  |  |  |
| --- | --- | --- |
| **No** | **Compliance requirement** | **Tick the box below √** |
| 1. | The correct and valid job grading |  |
| 2. | Post funding confirmed, appears on the approved organisational structure |  |
| 3. | Due regard has been given to the Determination and Directive on the Automated Job Evaluation and Job Grading System for the Public Service (Compensate-Evaluate Job Evaluation System) dated **13 June 2024.** |  |

**Internship /Developmental Programmes**: The Department confirms that the advert (s) submitted for placement in the PSVC comply with the Directive on the Employment of Persons to Developmental Programmes in the Public Service: Internship, Learnership, Graduates Recruitment Schemes and Related Programmes dated 09 May 2018.

|  |  |  |
| --- | --- | --- |
| **No** | **Compliance requirement** | **Tick the box below √** |
| 1. | Graduate stipend |  |
| 2. | Contract term/ duration |  |
| 3. | No age restriction for graduate programmes |  |

Should there be any queries, please contact:

Name of official:

Email Address:

Contact number:

Submitted for the attention of the team: Public Service Vacancy Circular (PSVC) and sent via email to psvc@dpsa.gov.za.

☐ The Department acknowledges that the DPSA does not accept responsibility for any advertisements or correspondence sent to personal email addresses of employees or other unofficial channels. The Department confirms that all submissions and communications have been emailed to psvc@dpsa.gov.za, which is the only official DPSA email address for all PSVC correspondence.

I hereby confirm that all submitted posts comply with the regulatory and policy requirements of the DPSA and are ready for publication.

Kind Regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Relevant Executive Authority or delegate)

Date: