

## PUBLIC SERVICE VACANCY CIRCULAR YEAR PROGRAMME FOR 2024

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
1	08 December 2023	12 January 2024
2	12 January 2024	19 January 2024
3	19 January 2024	26 January 2024
4	26 January 2024	02 February 2024
5	02 February 2024	09 February 2024
6	09 February 2024	16 February 2024
7	16 February 2024	23 February 2024
8	23 February 2024	01 March 2024
9	01 March 2024	08 March 2024
10	08 March 2024	15 March 2024
11	15 March 2024	05 April 2024
12	05 April 2024	12 April 2024
13	12 April 2024	19 April 2024
14	19 April 2024	26 April 2024
15	26 April 2024	03 May 2024
16	03 May 2024	10 May 2024
17	10 May 2024	17 May 2024
18	17 May 2024	24 May 2024
19	24 May 2024	31 May 2024
20	31 May 2024	07 June 2024
21	07 June 2024	14 June 2024
22	14 June 2024	21 June 2024
23	21 June 2024	28 June 2024
24	28 June 2024	05 July 2024
25	05 July 2024	12 July 2024
26	12 July 2024	19 July 2024
27	19 July 2024	26 July 2024
28	26 July 2024	02 August 2024
29	02 August 2024	16 August 2024
30	16 August 2024	23 August 2024
31	23 August 2024	30 August 2024
32	30 August 2024	06 September 2024
33	06 September 2024	13 September 2024

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
34	13 September 2024	20 September 2024
35	20 September 2024	27 September 2024
36	27 September 2024	04 October 2024
37	04 October 2024	11 October 2024
38	11 October 2024	18 October 2024
39	18 October 2024	25 October 2024
40	25 October 2024	01 November 2024
41	01 November 2024	08 November 2024
42	08 November 2024	15 November 2024
43	15 November 2024	22 November 2024
44	22 November 2024	29 November 2024
45	29 November 2024	06 December 2024

**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 of work/location/centre
- 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
- If the appointment is for a specific term (e.g. 5 year term for HOD), this should be clearly stated

\* Dates on which the Circular will not be published due to impact of public holidays:  
22 & 29 March 2024  
09 August 2024

- 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 font type should be Arial
- The advertisements should be submitted according to salary, from the highest salary level to the lowest