



the dpsa

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

EMPLOYMENT MANAGEMENT CIRCULAR 45 OF 2023

ISSUING OF THE PUBLIC SERVICE VACANCY CIRCULAR DURING 2024

1. Attached please find a year programme for the issuing of the Public Service Vacancy Circular during 2024.
2. Kindly note that the last Public Service Vacancy Circular for 2023 will be issued on 01 December 2023. The requests should be submitted to the DPSA no later than 24 November 2023. 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 2024 will be issued on 12 January 2024, which implies that your inputs must be submitted by not later than 08 December 2023 in order to allow the administrative processes that require the Human Resources 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 Employment Management Circular 38 of 2020 and Circular 19 of 2022.

Yours sincerely,

MS YOLISWA MAKHASI
DIRECTOR-GENERAL
DATE: