



the dpsa

Department:
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REPUBLIC OF SOUTH AFRICA

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

EMPLOYMENT MANAGEMENT CIRCULAR 19 OF 2021

**YEAR PROGRAMME FOR ISSUING OF THE PUBLIC SERVICE VACANCY CIRCULAR (PSVC)
DURING 2022**

Attached please find a year programme for the issuing of the Public Service Vacancy Circular during 2022.

Kindly note that the last PSVC for 2021 will be issued on 10 December 2021. Requests should therefore be submitted to the DPSA no later than 03 December 2021. Departments are urged to comply with the prompt submission of advertisements and the adjustment of the vacancy closing date to cater for the festive closure.

The first PSVC for 2022 will be issued on 14 January 2022, which implies that advertisements must be submitted no later than 10 December 2021 in order to allow the administrative processes that requires the Human Resource in the departments to manage before festive closure and January resumption of the work schedule.

For purposes of assisting the DPSA in capturing departmental advertisements in the PSVC uniformly, departments are requested to ensure that the advertisements are submitted in the format as defined in Employment Management Circular 38 of 2020.

Departments are advised to note that the year programme may be affected by the different lockdown levels.

**MS YOLISWA MAKHASI
DIRECTOR-GENERAL**

DATE: 26/08/2021



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PUBLIC SERVICE VACANCY CIRCULAR YEAR PROGRAMME FOR 2022

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
1	10 December 2021	14 January 2022
2	14 January 2022	21 January 2022
3	21 January 2022	28 January 2022
4	28 January 2022	04 February 2022
5	04 February 2022	11 February 2022
6	11 February 2022	18 February 2022
7	18 February 2022	25 February 2022
8	25 February 2022	04 March 2022
9	04 March 2022	11 March 2022
10	11 March 2022	18 March 2022
11	18 March 2022	25 March 2022
12	25 March 2022	01 April 2022
13	01 April 2022	08 April 2022
14	08 April 2022	22 April 2022
15	22 April 2022	29 April 2022
16	29 April 2022	06 May 2022
17	06 May 2022	13 May 2022
18	13 May 2022	20 May 2022
19	20 May 2022	27 May 2022
20	27 May 2022	03 June 2022
21	03 June 2022	10 June 2022
22	10 June 2022	17 June 2022
23	17 June 2022	24 June 2022
24	24 June 2022	01 July 2022
25	01 July 2022	08 July 2022
26	08 July 2022	15 July 2022
27	15 July 2022	22 July 2022
28	22 July 2022	29 July 2022
29	29 July 2022	05 August 2022
30	05 August 2022	12 August 2022
31	12 August 2022	19 August 2022
32	19 August 2022	26 August 2022
33	26 August 2022	02 September 2022

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
34	02 September 2022	09 September 2022
35	09 September 2022	16 September 2022
36	16 September 2022	23 September 2022
37	23 September 2022	30 September 2022
38	30 September 2022	07 October 2022
39	07 October 2022	14 October 2022
40	14 October 2022	21 October 2022
41	21 October 2022	28 October 2022
42	28 October 2022	04 November 2022
43	04 November 2022	11 November 2022
44	11 November 2022	18 November 2022
45	18 November 2022	25 November 2022
46	25 November 2022	02 December 2022

NOTE:

Departments are requested to abide by the dates of the submission as reflected above.

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 to be stationed
- 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

* 15 April: (Good Friday)

* 18 April: (Family Day)

- Closing date
- If the appointment is for a specific term (e.g. 5 year term for HOD), this should be clearly stated
- 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 advertisements should be submitted according to salary, from the highest salary level to the lowest

* 15 April: (Good Friday)

* 18 April: (Family Day)