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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax (012) 326 7802
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484

Enquiry: Ms N Khosa
Telephone no: 012 336 1169
Reference no: 14/1/3/P

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

ISSUING OF THE PUBLIC SERVICE VACANCY CIRCULAR DURING 2016

1. Attached please find a year programme for the issuing of the Public Service Vacancy Circular during 2016.
2. Kindly note that the last Public Service Vacancy Circular for 2015 will be issued on 18 December 2015. Please note that requests received after 11 December 2015 to place advertisements in the Public Service Circular will unfortunately not be placed during 2015.
3. The first Public Service Vacancy Circular for 2016 will be issued on 8 January 2016, which implies that your inputs must be submitted by not later than 24 December 2015.

DIRECTOR-GENERAL

DATE:

2015/12/7



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PUBLIC SERVICE VACANCY CIRCULAR YEAR PROGRAMME FOR 2016

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
1	24 December 2015	08 January 2016
2	08 January 2016	15 January 2016
3	15 January 2016	22 January 2016
4	22 January 2016	29 January 2016
5	29 January 2016	05 February 2016
6	05 February 2016	12 February 2016
7	12 February 2016	19 February 2016
8	19 February 2016	26 February 2016
9	26 February 2016	04 March 2016
10	04 March 2016	11 March 2016
11	11 March 2016	18 March 2016
12	18 March 2016	24 March 2016 *
13	24 March 2016	01 April 2016
14	01 April 2016	08 April 2016
15	08 April 2016	15 April 2016
16	15 April 2016	22 April 2016
17	22 April 2016	29 April 2016
18	29 April 2016	06 May 2016
19	06 May 2016	13 May 2016
20	13 May 2016	20 May 2016
21	20 May 2016	27 May 2016
22	27 May 2016	03 June 2016
23	03 June 2016	10 June 2016
24	10 June 2016	17 June 2016
25	17 June 2016	24 June 2016
26	24 June 2016	01 July 2016
27	01 July 2016	08 July 2016
28	08 July 2016	15 July 2016
29	15 July 2016	22 July 2016
30	22 July 2016	29 July 2016
31	29 July 2016	05 August 2016
32	05 August 2016	12 August 2016
33	12 August 2016	19 August 2016
34	19 August 2016	26 August 2016

* 25 March 2016 is a Public Holiday (Good Friday)

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
35	26 August 2016	02 September 2016
36	02 September 2016	09 September 2016
37	09 September 2016	16 September 2016
38	16 September 2016	23 September 2016
39	23 September 2016	30 September 2016
40	30 September 2016	07 October 2016
41	07 October 2016	14 October 2016
42	14 October 2016	21 October 2016
43	21 October 2016	28 October 2016
44	28 October 2016	04 November 2016
45	04 November 2016	11 November 2016
46	11 November 2016	18 November 2016
47	18 November 2016	25 November 2016
48	25 November 2016	02 December 2016
49	02 December 2016	09 December 2016
50	09 December 2016	15 December 2016 *

* 16 December 2016 is a Public Holiday (Day of Reconciliation)



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Enquiries : Mr B M Mphela
Tel.no : 012-314 7112
E-mail : BennetteM@dpsa.gov.za
Reference.no: 1/3/8/R

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

**ARRANGEMENTS CONCERNING THE PLACEMENT OF
ADVERTISEMENTS IN THE PUBLIC SERVICE VACANCY CIRCULAR**

- 1 Following recent developments and enquiries received from departments in general, it is deemed necessary to bring the following matters and arrangements concerning the advertising of vacancies in the Public Service Vacancy Circular to your attention.
2. The Public Service Vacancy Circular is issued weekly, on Fridays, to all national and provincial departments as well as the organisational components that are part of the Public Service. The aim of the Public Service Vacancy Circular is to facilitate the recruitment of staff from within the Public Service for the vacancies advertised by departments. It is thus an important tool to provide career progression opportunities to serving staff. In order to establish a clear legal base in this regard, the Minister for the Public Service and Administration has, in accordance with section 3(3)(e) of the Public Service Act, 1994 read with the Public Service Regulations, 2001 Chapter 1, Part VII C 2.7 issued a directive that departments must make use of the Public Service Vacancy Circular in those instances where vacancies are to be advertised throughout the Public Service.
3. The withdrawal by the Minister for the Public Service and Administration of the measures referred to in paragraph 2(b) of Annexure 1 to the Public Service Regulations, 2001 with effect from 29 August 2003 (the attached Government Notice no. R1225 dated 29

August 2003 refers) has the effect that departments are now fully responsible to decide on all matters (such as the formulation/determination of the contents of advertisements, the closing dates for applications, etc) relating to the advertising of posts.

4. The Department of Public Service and Administration fulfils only a co-ordinating role in the compilation and distribution of the Public Service Vacancy Circular. Its role is not to edit or ensure the correctness of the contents of the advertisements submitted by departments.
5. Notwithstanding the autonomy of departments with regard to the advertising process, attention is drawn to the following:
 - 5.1. Although executing authorities may, in their own discretion, determine the content of the advertisements, caution needs to be taken that the manner in which such content is defined for purposes of recruitment:-
 - (a) is aligned with the provisions of section 11(2) of the Public Service Act, 1994, which basically enshrines the principles of accessibility and equal competition;
 - (b) is underpinned by the guiding principles of employment equity and fairness as prescribed in the Public Service Regulations, 2001, Chapter 1, Part VII.A;
 - (c) does not discriminate against persons historically disadvantaged (See Public Service Regulations, Chapter 1, Part VII.C.1.2(b)); and
 - (d) complies with sections 5 and 6 of the Employment Equity Act, 1998 that in effect prohibit unfair discrimination against an employee (including an applicant for employment) on any arbitrary ground.
 - 5.2. Considering these principles, departments are called upon to ensure that where appropriate, vacancies earmarked for advertising on a national basis are placed in the Vacancy Circular issued by this Department. Cases have been reported where vacancies have only been advertised outside the Public Service which in essence could substantially restrict serving staff from competing for such vacancies. Such a practice also negates a key tenant in human resource management, namely to provide career growth and advancement opportunities to those already in employment.
 - 5.3. Practice has shown that ample time is necessary for the Public Service Vacancy Circular to reach employees stationed in remote areas of the country. Departments are consequently advised to refrain from advertising vacancies in the Public Service with running periods of less than two weeks.

6. The requirements stated in advertisements should be aligned with the inherent requirements of the job. Caution should especially be exercised :-
- 6.1. not to require too stringent educational and experience requirements unless they are the inherent requirements of the job or occupational class, for which purpose attention is again drawn to this Department's circular 1/3/8/P dated 19 September 2002 (a copy is attached); and
 - 6.2. that the requirements and formulations used in advertisements must not in any way either directly (in terms gender, age, etc) or indirectly (for instances by means of inappropriate or irrelevant qualifications and/or experience requirements) discriminate against any candidate or potential candidate.
7. As regards the process to be followed in submitting advertisements to this Department for inclusion in the Public Service Vacancy Circular, the following should be adhered to:
- 7.1. Advertisements must be sent to this Department electronically in Microsoft Word format at the e-mail address: Nomsa@dpsa.gov.za.
 - 7.2. For purposes of efficacy, departments must indicate clearly the number of the Public Service Vacancy Circular in which advertisements should be placed. The attached "Public Service Vacancy Circular Year Programme 2004" that contains the dates on which the respective Public Service Vacancy Circulars will be issued, must be used for this purpose.
 - 7.3. The advertisements should ideally be submitted in the following format:-
 - (a) Job/post title
 - (b) Salary/compensation level
 - (c) Place of work/location/centre
 - (d) Requirements for the post
 - (e) Duties/key performance areas
 - (f) Contact details of person to whom enquiries should be directed
 - (g) Any notes/remarks that should accompany the advertisement
 - 7.4. In order to allow sufficient time to compile the Public Service Vacancy Circular, advertisements should reach this Department at the latest on the Friday that precedes the date on which the circular will be issued. Departments should take this

arrangement into consideration when deciding on the closing date of their advertisements.

N. P. H. [Signature]
Acting DIRECTOR-GENERAL
DATE: 26. 04. 2004.