



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Reference no: 14/1/3/P

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

HRP CIRCULAR 28 OF 2018

ISSUING OF THE PUBLIC SERVICE VACANCY CIRCULAR DURING 2019

1. Attached please find a year programme for the issuing of the Public Service Vacancy Circular during 2019.
2. Kindly note that the last Public Service Vacancy Circular for 2018 will be issued on 14 December 2018. Please note that requests received after 7 December 2018 to place advertisements in the Public Service Vacancy Circular will unfortunately not be placed during 2018.
3. The first Public Service Vacancy Circular for 2019 will be issued on 11 January 2019, which implies that your inputs must be submitted by not later than 21 December 2018.
4. For purposes of assisting the DPSA in capturing departmental advertisements in the Vacancy Circular, departments are requested to ensure that advertisements are submitted in the format as defined in the attached DPSA circular 14/1/3/P dated 7 April 2017.

DIRECTOR-GENERAL

DATE: 28/11/18

**PUBLIC SERVICE VACANCY CIRCULAR
 YEAR PROGRAMME FOR 2019**

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
1	21 December 2018	11 January 2019
2	11 January 2019	18 January 2019
3	18 January 2019	25 January 2019
4	25 January 2019	01 February 2019
5	01 February 2019	08 February 2019
6	08 February 2019	15 February 2019
7	15 February 2019	22 February 2019
8	22 February 2019	01 March 2019
9	01 March 2019	08 March 2019
10	08 March 2019	15 March 2019
11	15 March 2019	22 March 2019
12	22 March 2019	29 March 2019
13	29 March 2019	05 April 2019
14	05 April 2019	12 April 2019
15	12 April 2019	26 April 2019
16	26 April 2019	10 May 2019
17	10 May 2019	17 May 2019
18	17 May 2019	24 May 2019
19	24 May 2019	31 May 2019
20	31 May 2019	07 June 2019
21	07 June 2019	14 June 2019
22	14 June 2019	21 June 2019
23	21 June 2019	28 June 2019
24	28 June 2019	05 July 2019
25	05 July 2019	12 July 2019
26	12 July 2019	19 July 2019
27	19 July 2019	26 July 2019
28	26 July 2019	02 August 2019
29	02 August 2019	16 August 2019
30	16 August 2019	23 August 2019
31	23 August 2019	30 August 2019
32	30 August 2019	06 September 2019
33	06 September 2019	13 September 2019

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
34	13 September 2019	20 September 2019
35	20 September 2019	04 October 2019
36	04 October 2019	11 October 2019
37	11 October 2019	18 October 2019
38	18 October 2019	25 October 2019
39	25 October 2019	01 November 2019
40	01 November 2019	08 November 2019
41	08 November 2019	15 November 2019
42	15 November 2019	22 November 2019
43	22 November 2019	29 November 2019
44	29 November 2019	06 December 2019
45	06 December 2019	13 December 2019

NOTE:

Further detail about the Public Service Vacancy Circular appears in the attached DPSCA circular 14/1/3/P dated 7 April 2017. Attention is specially drawn to paragraph 7.6 (c) and (d) thereof that reads as follows:

- (c) Advertisements should be submitted according to the following structure:
- Job title
 - Salary scale
 - Place of work/location/centre
 - Requirements for the post
 - Core functions/duties/key performance areas
 - Contact details of the person to whom enquiries should be directed
 - Any notes/remarks that should accompany the advertisement.
- (d) 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

* 19 April is a Public Holiday (Good Friday)

* 22 April: Freedom Day

* 09 August: National Women's Day