



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

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## EMPLOYMENT MANAGEMENT CIRCULAR 64 OF 2024

TO ALL HEADS OF NATIONAL / PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

### ISSUING OF THE PUBLIC SERVICE VACANCY CIRCULAR DURING 2025

1. Please find attached the annual programme for issuing the Public Service Vacancy Circular (PSVC) throughout 2025. The final PSVC for 2024 will be issued on 6 December 2024. Requests should be submitted to the Department of Public Service and Administration (DPSA) no later than 29 November 2024. Departments are urged to adhere to the stipulated timeframes for the submission of advertisements and to adjust the vacancy closing dates to accommodate the festive closure.
2. The inaugural PSVC Circular for 2025 will be issued on 10 January 2025. Accordingly, your advertisement requests must be submitted to the DPSA no later than 6 December 2024. This timely submission will facilitate the administrative processes in your departments before the festive period and the resumption of work in January.
3. To assist the DPSA in uniformly capturing departmental advertisements in the PSVC, departments are requested to submit advertisements in the format defined in Employment Management Circular 38 of 2020 and Circular 19 of 2022.
4. For enquiries, please contact Ms Baloyi / Ms Mkhabela on Tel No: (012) 336 1474/ 1381, E-mail [psvc@dpsa.gov.za](mailto:psvc@dpsa.gov.za)

Signed by: Yoliswa Makhasi  
Signed at: 2024-10-22 09:22:06 +02:00  
Reason: I approve this document



**MS YOLISWA MAKHASI**  
**DIRECTOR-GENERAL**  
**DATE: 22/10/24**