

PUBLIC SERVICE VACANCY CIRCULAR YEAR PROGRAMME FOR 2027

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
1	04 December 2026	15 January 2027
2	15 January 2027	22 January 2027
3	22 January 2027	29 January 2027
4	29 January 2027	05 February 2027
5	05 February 2027	12 February 2027
6	12 February 2027	19 February 2027
7	19 February 2027	26 February 2027
8	26 February 2027	05 March 2027
9	05 March 2027	12 March 2027
10	12 March 2027	19 March 2027
11	19 March 2027	02 April 2027
12	02 April 2027	09 April 2027
13	09 April 2027	16 April 2027
14	16 April 2027	23 April 2027
15	23 April 2027	30 April 2027
16	30 April 2027	07 May 2027
17	07 May 2027	14 May 2027
18	14 May 2027	21 May 2027
19	21 May 2027	28 May 2027
20	28 May 2027	04 June 2027
21	04 June 2027	11 June 2027
22	11 June 2027	18 June 2027
23	18 June 2027	25 June 2027
24	25 June 2027	02 July 2027
25	02 July 2027	09 July 2027
26	09 July 2027	16 July 2027
27	16 July 2027	23 July 2027
28	23 July 2027	30 July 2027
29	30 July 2027	06 August 2027
30	06 August 2027	13 August 2027
31	13 August 2027	20 August 2027
32	20 August 2027	27 August 2027
33	27 August 2027	03 September 2027

34	03 September 2027	10 September 2027
35	10 September 2027	17 September 2027
36	17 September 2027	01 October 2027
37	01 October 2027	08 October 2027
38	08 October 2027	15 October 2027
39	15 October 2027	22 October 2027
40	22 October 2027	29 October 2027
41	29 October 2027	05 November 2027
42	05 November 2027	12 November 2027
43	12 November 2027	19 November 2027
44	19 November 2027	26 November 2027
45	26 November 2027	03 December 2027

NOTE:

Further details about the Public Service Vacancy Circular (PSVC) can be found in Circular 28 of 2025, which advertises posts in the PSVC. Attention is especially drawn to paragraphs 14 and 16 thereof, which read as follows:

Par 14: Advertisements should be submitted in the following format and should contain the following content:

Non-SMS Positions

- Job title.
- Salary scale.
- Place of work/location/centre.
- Requirements for the post (as stated in the Job Description).
- Core functions/duties.
- Contact details of the person to whom enquiries should be directed.
- Closing date.
- Any notes or remarks that should accompany the advertisement regarding requirements such as social media checks, verification checks, certification of claimed qualifications, performance agreement requirements and other requirements 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 aligned with the Directive on HRMD Professionalisation for Public Service, Volume 1.
- Core functions to be performed by the incumbent.
- All-inclusive package payable.
- Contact person to whom enquiries can be addressed.
- Closing date.
- If the appointment is for a specific term (e.g., a 5-year term for HOD), this should be clearly stated.

- The advertisement must state that the successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate 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 requirements required by the post. Include in the Note of the advert that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Indicate that candidates will undergo a compulsory Competency assessment and a technical exercise.

Par 16 Departments must ensure that advertisements are submitted in the following format:

- MS Word.
- The “Styles” function should be set as “Normal.”
- The paragraph format should be set as follows:
 - ✓ Single spacing and justified.
 - ✓ Spacing before must be set at 0.
 - ✓ Spacing after must be set at 0.
- The font size should be 9.
- The font type should be Arial.
- No Bulleting, Numbering or Tables.
- Advertisements should be submitted according to the salary scale, from the highest salary scale to the lowest salary scale.
- Advertisements must not contain any words, phrases, or requirements that may directly or indirectly disadvantage or discriminate against any applicants.
- Additionally, all amendments and errata must be submitted no later than Tuesday after the submission deadline (Friday) to ensure they are incorporated before publication, and significant amendments to the erratum will constitute a re-advertisement.