



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR YEAR PROGRAMME FOR 2025

| Circular number | Due date for submission of advertisement(s) | Date of issue of Public Service Vacancy Circular |
|-----------------|---|--|
| 1 | 06 December 2024 | 10 January 2025 |
| 2 | 10 January 2025 | 17 January 2025 |
| 3 | 17 January 2025 | 24 January 2025 |
| 4 | 24 January 2025 | 31 January 2025 |
| 5 | 31 January 2025 | 07 February 2025 |
| 6 | 07 February 2025 | 14 February 2025 |
| 7 | 14 February 2025 | 21 February 2025 |
| 8 | 21 February 2025 | 28 February 2025 |
| 9 | 28 February 2025 | 07 March 2025 |
| 10 | 07 March 2025 | 14 March 2025 |
| 11 | 14 March 2025 | 28 March 2025 |
| 12 | 28 March 2025 | 04 April 2025 |
| 13 | 04 April 2025 | 11 April 2025 |
| 14 | 11 April 2025 | 25 April 2025 |
| 15 | 25 April 2025 | 09 May 2025 |
| 16 | 09 May 2025 | 16 May 2025 |
| 17 | 16 May 2025 | 23 May 2025 |
| 18 | 23 May 2025 | 30 May 2025 |
| 19 | 30 May 2025 | 06 June 2025 |
| 20 | 06 June 2025 | 13 June 2025 |
| 21 | 13 June 2025 | 20 June 2025 |
| 22 | 20 June 2025 | 27 June 2025 |
| 23 | 27 June 2025 | 04 July 2025 |
| 24 | 04 July 2025 | 11 July 2025 |
| 25 | 11 July 2025 | 18 July 2025 |
| 26 | 18 July 2025 | 25 July 2025 |
| 27 | 25 July 2025 | 01 August 2025 |
| 28 | 01 August 2025 | 08 August 2025 |
| 29 | 08 August 2025 | 15 August 2025 |
| 30 | 15 August 2025 | 22 August 2025 |
| 31 | 22 August 2025 | 29 August 2025 |
| 32 | 29 August 2025 | 05 September 2025 |
| 33 | 05 September 2025 | 12 September 2025 |

| Circular number | Due date for submission of advertisement(s) | Date of issue of Public Service Vacancy Circular |
|-----------------|---|--|
| 34 | 12 September 2025 | 19 September 2025 |
| 35 | 19 September 2025 | 26 September 2025 |
| 36 | 26 September 2025 | 03 October 2025 |
| 37 | 03 October 2025 | 10 October 2025 |
| 38 | 10 October 2025 | 17 October 2025 |
| 39 | 17 October 2025 | 24 October 2025 |
| 40 | 24 October 2025 | 31 October 2025 |
| 41 | 31 October 2025 | 07 November 2025 |
| 42 | 07 November 2025 | 14 November 2025 |
| 43 | 14 November 2025 | 21 November 2025 |
| 44 | 21 November 2025 | 28 November 2025 |
| 45 | 28 November 2025 | 05 December 2025 |

NOTE:

Further details about the Public Service Vacancy Circular appear in the attached Employment Management Circular 38 of 2020. Attention is especially drawn to paragraphs 11 and 13 thereof, which reads as follows:

Par 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 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 of work/location/centre
- 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
- Closing date
- If the appointment is for a specific term (e.g. 5-year term for HOD), this should be clearly stated

** Dates on which the Circular will not be published due to impact of public holidays: 21 March 2025, 18 April 2025 and 02 May 2025*

- 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 regarding 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 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 0
 - ✓ Spacing after 0
- The font size should be 9
- The font type should be Arial
- The advertisements should be submitted according to salary, from the highest salary level to the lowest