

PUBLIC SERVICE VACANCY CIRCULAR YEAR PROGRAMME FOR 2026

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
1	05 December 2025	16 January 2026
2	16 January 2026	23 January 2026
3	23 January 2026	30 January 2026
4	30 January 2026	06 February 2026
5	06 February 2026	13 February 2026
6	13 February 2026	20 February 2026
7	20 February 2026	27 February 2026
8	27 February 2026	06 March 2026
9	06 March 2026	13 March 2026
10	13 March 2026	20 March 2026
11	20 March 2026	27 March 2026
12	27 March 2026	10 April 2026
13	10 April 2026	17 April 2026
14	17 April 2026	24 April 2026
15	24 April 2026	08 May 2026
16	08 May 2026	15 May 2026
17	15 May 2026	22 May 2026
18	22 May 2026	29 May 2026
19	29 May 2026	05 June 2026
20	05 June 2026	12 June 2026
21	12 June 2026	19 June 2026
22	19 June 2026	26 June 2026
23	26 June 2026	03 July 2026
24	03 July 2026	10 July 2026
25	10 July 2026	17 July 2026
26	17 July 2026	24 July 2026
27	24 July 2026	31 July 2026
28	31 July 2026	07 August 2026
29	07 August 2026	14 August 2026
30	14 August 2026	21 August 2026
31	21 August 2026	28 August 2026
32	28 August 2026	04 September 2026
33	04 September 2026	11 September 2026

Circular number	Due date for submission of advertisement(s)	Date of issue of Public Service Vacancy Circular
34	11 September 2026	18 September 2026
35	18 September 2026	02 October 2026
36	02 October 2026	09 October 2026
37	09 October 2026	16 October 2026
38	16 October 2026	23 October 2026
39	23 October 2026	30 October 2026
40	30 October 2026	06 November 2026
41	06 November 2026	13 November 2026
42	13 November 2026	20 November 2026
43	20 November 2026	27 November 2026
44	27 November 2026	04 December 2026

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 exercises.

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 Table.
- 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.