

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 18 OF 2025
DATE ISSUED 30 MAY 2025

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS

DEPARTMENT OF EMPLOYMENT AND LABOUR: Please be informed that the nature of appointment for the following advertised posts is permanent appointment and not a four (4) years contract as previously stated: the posts of Registry Clerk- reference number: GAP-PRET-23521830-20250424-1 (X3 Posts) at salary level (5) of R228 321 per annum, the posts of Messenger/Driver- reference number: GAP-PRET-23521830-20250424-2 (X3 Posts) at salary level (4) R193 359 per annum and posts of Food Aide Services- reference number: GAP-PRET-28298004-20250424-1 (X3 Posts) at salary level (2) R138 486 per annum. These positions were advertised on the Circular 15 dated 09 May 2025 with a closing date of 23 May 2025. The closing date is extended to 13 June 2025. Note applications must be submitted electronically online following link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. Sorry for inconvenience caused. Enquiries: Ms. Z Mdebuka Tel: (012) 309 4830 (General) and for ESSA system enquiries kindly contact Mr. Vusi Mazibuko@labour.gov.za , Cell 082 886 9627

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM: Kindly note that the Enterprise Risk Management Committee Chairperson Ref No: POST 16/142 as advertisement on circular 16 of 2025 dated 16 May 2025 has been withdrawn. We apologies for the inconvenience caused.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that posts of Assistant Director: Demand and acquisition with Ref No: Q9/2025/51, Administration Officer (Internal Audit) with Ref No: Q9/2025/53, Administration Officer (CD: IIM) with Ref No: Q9/2025/54, Administration Officer (Executive Support) with Ref No: Q9/2025/55, Administration Officer (Office of the CFO) with Ref No: Q9/2025/56 and Senior Security Officer (12 months contract) with Ref No: Q9/2025/57, advertised on Public Service Vacancy Circular 16 dated 16 May 2025 with a closing date of 30 May 2025, please note that the closing date has been extended to 06 June 2025. Apologies for any inconvenience caused.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following posts were advertised in Public Service Vacancy Circular 17 dated 23 May 2025 (1) State Accountant: Budget Analysis Ref No: 2025/51 (Head Office Pretoria), erroneously advertised with incorrect salary R397 116 per annum,

the correct salary is: R325 101 per annum. (2) Construction Project Manager (Production) (Grade A) Ref No: 2025/45, erroneously advertised with the incorrect centre: Urban Regional Office, the correct centre is as follows: Durban Regional Office.