

## DEPARTMENT OF AGRICULTURE (DOA)

**CLOSING DATE**  
**NOTE**

: 28 November 2025 at 16:00

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

## OTHER POSTS

**POST 42/01**

: **ADMINISTRATION CLERK (SUPERVISOR) (PUBLIC PRIVATE PARTNERSHIP) REF NO: 3/3/1/01/2025**

: Directorate: Vetting, Screening and Special Investigations

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R325 101 per annum (Level 07)

: Gauteng (Pretoria)

: Must be in possession of grade 12 certification. The candidate must have a minimum of three (3) years' experience required. Job Related Work Experience: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislation framework governing the Public Service.

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|                            | Knowledge of working procedures in terms of the working environment. Job Related Skills: Must have a computer literacy, the applicant must have good verbal and written communication. Must have a planning and good organisation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : Supervise and render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distributes documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondences when required. Keep and maintain the incoming and outgoing register of the component. Checking draft minutes for accuracy against recording or notes. Supervise and provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the assets register of the component. Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendances register of the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise Human resources / staff. Allocate and ensure quality of work. Ensure personnel development. Assess staff performance. Apply discipline. |
| <b><u>ENQUIRIES</u></b>    | : Ms Conny Matebane Tel No: (012) 319 6960                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACSrecruit012025@nda.agric.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : African, Coloured, White Males and Coloured, Indian and White Females, and persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 42/02</u></b>   | : <b><u>VETTING INVESTIGATOR REF NO: 3/3/1/02/2025</u></b><br>Directorate: Vetting, Screening and Special Investigations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : R325 101 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : Applicants must be in possession of grade 12 Certificate. A Bachelor's Degree / National Diploma in Security Risk Management, Police Science and Policing / Social Science (NQF6). Appointment is subject to completing training course offered by State Security Agency / Defence Intelligence. Minimum of two (2) years of experience in the field of security vetting. Job related knowledge: Knowledge on security vetting administration. Extensive knowledge in general administration. Job related skills: Communication skills, Facilitation skills, Computer literacy, Report writing skills, Presentation skills, Listening skills and Interpersonal relations skills. A valid driver's licence and willingness to travel on a regular basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : Conduct vetting fieldwork investigations. Gather relevant information. Conduct proper analysis and quality checks on the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Liaise regularly with State Security Agency (SSA), South African Police Service (SAPS), South African Secret Service (SASS), Defence, Department of Home Affairs and other critical stakeholders for advice and assistance to obtain additional information. Administer vetting files and reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : Mr Mandla Mnguni Tel No: (012) 319 7127                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Vlrecruit022025@nda.agric.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | African, Coloured, White Males and Coloured, Indians, White Females and Persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 42/03</u></b>   | : | <b><u>HUMAN RESOURCE PRACTITIONER REF NO: 3/3/1/06/2025</u></b><br>Directorate: Human Resource Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Must be in possession of grade 12 certificate and National Diploma in Human Resource Management (NQF 6). The candidate must have a minimum of (one) 1 year experience in Recruitment and Selection Environment. Job Related Work Experience: Knowledge of recruitment and selection prescripts and legislation. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Employment Equity Act. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Job Related Skills: the applicant must have good communication (verbal and written). Good interpersonal relations. Ability to communicate well with people at different level. Planning and organising skills. Problem solving skills. Good telephone and email etiquette. Presentation and facilitation. Report writing. Record keeping. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A Valid Drivers License.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Ensure the advertisement of vacant and funded posts. Ensure that duly completed and approved application to fill a Post Form is attached. Ensure that job description or job evaluation results are attached. Ensure that employment equity targets are attached. Draft advertisement in line with the approved job profile. Send draft advertisement to line manager for sign off before placement. Submit documents to advertising section for placement. Provide effective advisory service on recruitment and selection. Ensure adherence and compliance to R&S policy and prescripts. Administer the arrangement of shortlisting's and interviews. Provide technical advisory services during shortlisting's and interviews. Implement recommendations of the selection committee members. Draft appointment submission for approval. Conduct personnel suitability checks on recommended candidates. Issue appointment letters and regret letters. Provide assistance during recruitment and selection information sessions. Respond to all related enquiries. Meet with clients on daily operational issues. Write submissions and letters on matters related to recruitment and selection. Represent the unit at various transformation forums in the Department. Rendering secretariat services during shortlisting and interviews. Provide effective interpretation on legislations, policies and directives. Provide inputs on the amendment of policies and procedures. Draft written responses to line functionaries on functional areas to enhance correct implementation of recruitment and selection processes and practices. Follow up on vacancies with a view to reduce the vacancy rate and turnaround time to fill a post. Provide training on recruitment and selection policies and prescripts. Maintain and update database with statistics on the filling of posts. Maintain and provide statistical information on recruitment and selection. Update and maintain recruitment and selection vacancy databases. Control, maintain and monitor databases set up to monitor recruitment and selection activities. |
| <b><u>ENQUIRIES</u></b>    | : | Mr Godfrey Matloga Tel No: (012) 319 9416                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email HRPreruit062025@nda.agric.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | African, Coloured, Indian Males and Indian Females and Persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 42/04</u></b>   | : | <b><u>SENIOR SECURITY OFFICER REF NO: 3/3/1/05/2025</u></b><br>Directorate: Vetting, Screening and Special Investigations: Grootfontein Agricultural Development Institute (GADI)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Eastern Cape (Middleburg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of grade 12 certificate. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) Grade B certificate. Must have a minimum of three (3) years security experience Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measure to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in building and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-machines, Walk-through metal detectors, security lights and etc.) Check incidents / occurrence books / registers. Monitor and provide support in cases of emergencies. Ensure that unauthorised persons and dangerous objects do not enter the buildings / premises. Perform proper lockups for all officers and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the supervisor. Administrative and related functions. Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threat to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incidents investigations and submit reports. Administer all control room operations to safeguard the department's assets. Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedures. Update all registers for the incidents observed. |
| <b><u>ENQUIRIES</u></b>    | : | Mr TK Maila Tel No: (012) 312 8627 & Cell: 060 461 4811                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSOrecruit052025@nda.agric.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>NOTE</u></b>         | : | Coloured, Indian Males and Africa, Coloured, Indian Females and Persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 42/05</u></b>   | : | <b><u>SECURITY OFFICER REF NO: 3/3/1/03/2025 (X2 POSTS)</u></b><br>Directorate: Vetting, Screening and Special Investigations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R163 980 per annum (Level 03)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of Basic Education and Training (NQF level 3) or higher. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) Grade C certificate. Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. (Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Perform access control functions. Determine whether visitors have appointments/or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents / cards as required. Escort visitors to relevant employees / venue where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Ensure that unauthorised persons and dangerous objects do not enter the building / premises. Follow-up on incidents. Ensure safety in the building and the premises. Undertake building / premises patrols to identify and check the doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from instance chemicals, lights are switched on and off as required, and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alter emergency services and departmental management. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Complete or ensure that the register to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building/premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and prescripts. Ensure all incidents are recorded in the occurrence books / registers.

**ENQUIRIES** : Mr TK Maila Tel No: (012) 312 8627 & Cell: 060 461 4811  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SOrecruit032025@nda.agric.za

**NOTE** : African, Indian Males and Coloured, Indian, White Females and Persons with disability are encouraged to apply.

**POST 42/06** : **SECURITY OFFICER REF NO: 3/3/1/04/2025 (X4 POSTS)**  
 Directorate: Vetting, Screening and Special Investigations: Grootfontein Agricultural Development Institute (GADI)

**SALARY** : R163 980 per annum (Level 03)  
**CENTRE** : Eastern Cape (Middleburg)  
**REQUIREMENTS** : Applicants must be in possession of Basic Education and Training (NQF level 3) or higher. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) Grade C certificate. Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. (Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).

**DUTIES** : Perform access control functions. Determine whether visitors have appointments/or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents / cards as required. Escort visitors to relevant employees / venue where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Ensure that unauthorised persons and dangerous objects do not enter the building / premises. Follow-up on incidents. Ensure safety in the building and the premises. Undertake building / premises patrols to identify and check the doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from instance chemicals, lights are switched on and off as required, and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alter emergency services and departmental management. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Complete or ensure that the register to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building/premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and prescripts. Ensure all incidents are recorded in the occurrence books / registers.

**ENQUIRIES** : Mr TK Maila Tel No: (012) 312 8627 & Cell: 060 461 4811

**APPLICATIONS**

: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SOrecruit042025@nda.agric.za

**NOTE**

: African, Indian Males and Coloured, Indian, White Females and Persons with disability are encouraged to apply.