

DEPARTMENT OF AGRICULTURE (DOA)**CLOSING DATE**
NOTE

- : 05 December 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 43/01**

- : **DEPUTY DIRECTOR: AGRICULTURAL TRAINING INSTITUTE REF NO: 3/3/1/07/2025**
- : Directorate: Grootfontein Agricultural Development Institute (GADI)

SALARY

- : R1 059 105 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules of MMS)

CENTRE
REQUIREMENTS

- : Middelburg, Eastern Cape (Grootfontein Agricultural Development Institute)
- : Applicants must be in possession of a Grade 12 Certificate, a Degree in Agriculture, Post-graduate in Education and Master Degree in Agriculture/ Master of Business administration. Postgraduate qualification in Education. Minimum of 3 years' experience at junior management level in Agriculture

Tertiary Institution. Job related knowledge: Knowledge of education and training statutory bodies. Knowledge and understanding of Higher Education operations. Knowledge of ATI Policies and Procedures. Knowledge of PSR & PSA, PFMA, Labour Relations Act. Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. knowledge and understanding of Agricultural Education and Training Strategy of the sector. Knowledge of Government policies and priorities in terms of Agriculture. Understanding of relevant regional conventions and protocols. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Job related skills: Assessor's and moderators Skills. Leadership Skills. People Management. Problem Solving. Financial Management. Time Management. Decision-Making. Planning and Organising. Conflict management. Communication (Verbal/Written). Innovation. Analytical. Good interpersonal relations. Policy analysis and development. Motivational skills. Computer skill. Report writing. A Valid divers' license.

DUTIES : Manage the provision of higher education & training and administration support (Registrar). Manage the provision of further education and training. Manage the Provision of Library Services. Ensure quality assurance in higher and further education and training qualifications. Manage the provision of training resources development services. Ensure effective utilization of resources such as Human: manage training and resource development. Manage EPMDS processes. Ensure sound labour practices. Financial: Responsibility Manager for ATI. Prepare and monitor the budget. Ensure compliance with the PFMA and other relevant legislative prescripts. Equipment. Manage assets/other equipment.

ENQUIRIES : Mr Themba Cebani Tel No: (049) 802 6605
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDATlrecruit072025@nda.agric.za

NOTE : African Male or Female, Coloured Male or Female, Indian Males or Female and Persons with disability are encouraged to apply

POST 43/02 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/3/1/08/2025**
 Directorate: Diversity Management and Transformation Strategies

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria, Head Office
REQUIREMENTS : Bachelor's degree in Social Work or Psychology. Registration with the South African Council for Social Service Professions (SACSSP) as a social worker or the Health Professions Council of South Africa (HPCSA), 3 years' supervisory experience in Employee Health and Wellness. Valid Drivers Licence. The incumbent must be willing to travel. Job related knowledge: Human Resource Management legislative framework for the Public Service including: Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Public Service Regulations. Public Service Act. Employee Health and Wellness (EHW) Legislation and Managing Performance and supervision. Job related skills: Counselling skills. Groupwork Computer Literacy. Communication skills (written and verbal). Interpersonal skills. Presentation skills. Conflict Management skills. Analytical skills. Problem solving skills. Project Management skills. A valid driver's license.

DUTIES : Design and coordinate employee health and wellness services and programmes. Coordinate the provision of psychosocial, individual and organisational wellness services. Coordinate and implement the Sports and Recreation Management policy and nutrition initiatives. Render specialised intervention within 24 / 72 hours in the case of crises / trauma management. Conduct employee needs assessment and analysis for redress. Provide support to peer counsellors. Develop workshop material EHWM. Training and Support. Ensure compliance with statutory requirements. Compile sessional reports. Compile DPSA reports. Operational Planning. Data capturing and analysis. Manage the performance of direct reports.

ENQUIRIES : Ms A. Ferreira at 082 827 0612
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDEHWrecruit082025@nda.agric.za

<u>NOTE</u>	:	Coloured, Indian and White Male and White female and Persons with Disabilities are encouraged to apply.
<u>POST 43/03</u>	:	<u>TRACTOR DRIVER REF NO: 3/3/1/09/2025 (X2 POSTS)</u> Directorate: Grootfontein Agricultural Development Institute
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Middelburg, Eastern Cape (Grootfontein Agricultural Development Institute)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an NQF level 3 (Grade 10 certificate). Minimum of 1 year of experience. Job related knowledge: Establishment of pastures, planting and cultivation of crops. Basic calculations for mixing and application rates of herbicides and pesticides. Calibration of planters and crop sprayers. Functioning, maintenance and repair of farm equipment and infrastructure. Job related skills: Operating a tractor, Operating specialised machinery such as TLB, Bulldozer etc, Using of different implements, Planting and harvesting of crops. Road Maintenance. A valid driver's license (Code C1).
<u>DUTIES</u>	:	Operate a tractor with various implements (such as ploughs, Rippers, Planters, crop sprayers etc) attached to assist with the physical execution of various general farming activities, through inter alia: Land cultivation, Planting, Tillage, Harvesting, Transportation of various goods, Fire fighting, fencing activities, Mowing of lawn etc. Perform road and firebreak maintenance works and construction related functions by using appropriate machinery. Operate a specialised machinery (such as harvesters, drilling equipment, excavators, sewer jetting machine etc.) Perform vehicle maintenance and administrative support activities including inter alia the following: Ensure the safe storage, cleaning and routine maintenance of vehicle. Ensure the safety storage, cleaning and routine maintenance of implements. Maintain a farm vehicle month and kilometre logbook and report accordingly. Ensure the timely reporting of defects to mechanical workshop in order to prevent further damage. Assist with dispensing and receiving fuel and oils.
<u>ENQUIRIES</u>	:	Mr Thabo Molekwa Tel No: (049) 802 6633 or Dr Loraine Van Den Berg Tel No: (049) 802 6740
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email TDrecruit092025@nda.agric.za
<u>NOTE</u>	:	African Female, Indian Male or Female, White Male or Female and Persons with disabilities are encouraged to apply.