

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

: 30 January 2026 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 01/01**

: **SCIENTIST PRODUCTION GRADE A REF NO: 3/3/1/30/2025 (X2 POSTS)**
Directorate: Genetic Resources

SALARY

: R761 157 per annum, (The salary will be determined in accordance with the OSD)

CENTRE
REQUIREMENTS

: Gauteng (Pretoria): Head Office

: Bachelor of Science Honours or M Tech with Botany, Agronomy, Horticulture, Genetics and/ or Plant Biotechnology as a major subject. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: Three (3) years' post qualification in the field of botany, plant taxonomy, plant

	breeding or administration of legislation related to Agriculture. Job Related Knowledge: Plant Breeders' Rights Act. Plant Improvement Act. UPOV Convention. Plant morphology and physiology. Statistic. Crop specific knowledge. Planning and organising. Training. Finances. Job Related Skills: Planning skills. Problem skills. Research. Computer skills (MS Office). Communication skills (oral and written). Plant variety evaluations. Organising skills. Required to work under harsh environmental conditions. Travelling nationally and internationally. Valid driver's license (code EB).
<u>DUTIES</u>	: Develop and implement relevant systems, and procedures. Verifying applications and technical questionnaires submitted by applicants in terms of the Plant Breeders' Rights Act and the Plant Improvement Act. Establishment of trials in collaboration with the directorate's farm Manager, applicant, or their appointed agent as applicable. Identify location of all candidates and comparative variety / liaise with the farm manager on field identification. Engage with clients on matters related to their applications and do site visits. Perform technical scientific analysis. Collect data on candidate and standard varieties according to prescribed guidelines. Observation and evaluation of candidates' varieties in accordance with the International Union for the Protection of New Varieties of Plants (UPOV) or National Test guidelines as applicable. Variety characterization and documentation. Data analysis on candidates and standard varieties. Compile variety description and DUS reports for candidates' varieties. Confirm that candidate's varieties comply to prescribed DUS requirements in terms of the relevant legislation. Data processing and entering of data into database. Provide technical support and advice. Collect and technically/scientific data, information and advice to registrars and Plant Improvement Organisations. Provide technical support and advice to applicants in relations to Technical Questionnaires submitted in terms of the Plant Breeders' Rights and the Plant Improvement Act. Research and Development. Draft and / or provide input to UPOV and / or national test guidelines. Review and study scientific publications, including internet searches, relevant to received PBR/VL applications. Participate at national, regional and international fora. Liaise with relevant scientific bodies on technical/science related matters and exchange of knowledge thereof. Ensure management of reference collections. Ensure proper management of filling system and crop and seed registers. Conduct or participate in research pertaining to variety characters or ring tests as applicable.
<u>ENQUIRIES APPLICATIONS</u>	: Mr SJ Ndlazi Tel No: (012) 319 6084 /072 460 4582 : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPrecruit302025@nda.agric.za
<u>NOTE</u>	: African and Indian Males and Coloured Females, and persons with disability are encouraged to apply.
<u>POST 01/02</u>	: <u>SYSTEM DEVELOPER REF NO: 3/3/1/23/2025</u> Directorate: ICT Service Management and Solution Development
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum (Level 09) : Gauteng (Pretoria): Head Office : The applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Computer Sciences / Engineering / Information Technology /Software Development. 3 years' experience in Web Technologies and Scripting Tools (Java/ Java 2 Platform, Enterprise Edition (J2EE), Hyper Text Markup Language (HTML), Javascript, Extensible Markup Language (XML) e.g. Enterprise Java Beans (EJB) and Cascading Style Sheets (CSS), Java Server Pages (JSP), Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Job related knowledge: Experience in Web Technologies and Scripting Tools (Java / J2EE, HTML, Javascript, XML e.g EJB and CSS, JSP, Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Application Servers: JBOSS, WebLogic, Glassfish, Tomcat and Internet Information Services (IIS). Working knowledge in Object Oriented environment, must have a thorough understanding of using Model-View-Controller, exposure to Net-Beans, Eclipse, WebSphere, Experience in System Development Life Cycle (SDLC) and reporting tools e. g itext, jasper report. Job related skills: Teamwork, Interpersonal skills, Oral skills, Writing communication skills, Presentation and Development skills. A valid driver's licence.

<u>DUTIES</u>	:	Provision of Information and Communications Technology (ICT) applications and deploy them as per Directorate requirements. Describe desired features and operations in detail, including screen layouts, business rules, process diagrams and pseudo code. Perform hands-on software design and development. Develop object- oriented applications that span across multiple platforms. Implementation of national ICT strategies and policies. Analyse user requirements and participate on the creation of technical specification document. Produce system as built documentation and other required documents as per Software Development Life Cycle. Provide general and specialized advice on ICT to all levels of the organisation and sometimes stakeholders outside the DoA. Offer expertise on technical aspects of all application development LiveCycle. Research new trends in line with application development environment. Implement the effective utilization of ICT as a strategic resource through operational planning, control, quality assurance and intervention with a view to directly support service delivery to DoA clients. Conduct unit testing on the software that was developed to validate if the product addresses requirements from business. Perform maintenance and enhancement on existing applications.
<u>ENQUIRIES</u>	:	Mr S Mahlangu Tel No: (012) 319 6184
<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 SDrecruit232025@nda.agric.za
<u>NOTE</u>	:	African Male or Female, Indian Female, Coloured Female and Persons with disability.
<u>POST 01/03</u>	:	<u>SCIENTIFIC TECHNICIAN PRODUCTION GRADE B REF NO: 3/3/1/24/2025</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R466 743 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	Western Cape (Stellenbosch Office)
<u>REQUIREMENTS</u>	:	The Applicants must be in possession of a Grade 12 Certificate and a National Diploma or BSc Degree in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of legal compliance. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development. Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of

		practice. Supervise technical support and processes. Manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Ms X Tladi Tel No: (021) 809 1643
<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 STPrecruit242025@nda.agric.za
<u>NOTE</u>	:	African and Coloured males and African and Coloured females and Persons with disabilities are encouraged to apply.
<u>POST 01/04</u>	:	<u>SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: 3/3/1/25/2025 (X3 POSTS)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R412 128 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	Western Cape (Stellenbosch Office)
<u>REQUIREMENTS</u>	:	The Applicants must be in possession of a Grade 12 Certificate and a National Diploma or BSc Degree in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of legal compliance. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development. Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Dr A Seepe Tel No: (012) 319 6126
<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 STPrecruit252025@nda.agric.za
<u>NOTE</u>	:	African and Coloured males and African and Coloured females and Persons with disabilities are encouraged to apply.
<u>POST 01/05</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/3/1/26/2025</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria): Head Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration/Public Management/Business

		Administration/Business Management (NQF 6). Minimum of 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Analytical skills. Problem solving skills. Financial management skills and Report writing skills.
<u>DUTIES</u>	:	Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify transport and subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials
<u>ENQUIRIES</u>	:	Dr M Mutegwe Tel No: (012) 319 6321
<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 SAOrecruit262025@nda.agric.za
<u>NOTE</u>	:	African and Coloured males and African and Coloured females and Persons with disabilities are encouraged to apply.
<u>POST 01/06</u>	:	<u>LIQUOR PRODUCT REGISTRATION CLERK REF NO: 3/3/1/28/2025</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Western Cape (Stellenbosch Office)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. A certificate in Wine will be an added advantage. One (1) year relevant administration experience. Job Related Knowledge: Departmental policies and prescripts. Procurement procedures. Quality assurance practices. Cultural diversity. Knowledge of wine cultivars and different types of liquor products as defined in the Act. Job Related Skills: Literacy skills. Computer literacy skills. Planning and Organisation. Communication skills. Planning and organizing skills. Telephone etiquette. Customer service. Problem solving skills. Basic interpretation of legislation. Ability to drive. Valid Drivers' license. Extended working hours.
<u>DUTIES</u>	:	Provide administration support service in the registration of liquor for import and export. Register, capturing, processing, and maintain on Wine Online of export and import documentation as per legislation requirements. Verify the documentation for compliance with procedures and processes. Print approved documents and invoice export documents. Collate and compile statistical data. Register and conduct preliminary evaluation of labels in terms of legislative prescripts to enable logging of liquor products samples for submission to the laboratory. Compare and validate the South African Wine Industry Information System (SAWIIS) in terms of the legislative prescripts of the Wine of Origin Scheme. Address Laboratory Information Management System (LIMS) and SAWIS interface errors where applicable to enable certificate information to flow between the various linked databases in order to facilitate the issue of export certificates as required by the Act. Assist with the maintenance of the vinothèque and discarding of samples according to set periods. Compile the wine tasting list and conduct the presentation of the sensorial evaluation of

liquor products to ensure compliance with the minimum quality and food safety requirements of the Liquor Products Act and export country standards. Transport samples to the Wine and Spirit laboratory and liaise with the laboratory with regards to logging of samples. Provide a helpdesk function and user support with regards to the Wine Online electronic certificate system. Provide advisory services and user support with regards to the Wine Online electronic certificate system. Provide advisory services to clients, assignees and other divisions regarding import process and procedures in terms of Liquor Products Act. Maintain the Wine Online (WOL) helpdesk function (i.e., problem solving, maintenance and update of database information, answering and responding to queries). Provide support to officials with the validation of export certificates, the basic interpretation of import and export guidelines and procedures and to provide inputs to policy formulation. Identify and resolve blacklisted clients on WOL to ensure adherence to legislative prescripts. Provide support in the update and maintenance of the database and information related to the following: Registration or cancellation of A and B codes for liquor products in terms of Regulation 40 of the Act. Invoicing of A and B code numbers. Provide administration support services in the registration of liquor operators, maintain and improve internal business processes. Receive and process applications. Verify application information received. Capture information and allocate a registration number. Print and submit the certificate for verification and signature. File documentation and maintain information databases. Effective operation of switchboard and ensuring relief services at switchboard. Report/ escalate and follow up on problems with fax machine and copier. Adhere to waste management and occupational health and safety requirements. Maintain/ update asset register.

ENQUIRIES : Ms WJ Hanekom Tel No: (021) 809 0037
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email LPRCrecruit282025@nda.agric.za

NOTE : African Males and persons with disability are encouraged to apply.

POST 01/07 : **CHIEF AUXILIARY SERVICES OFFICER REF NO: 3/3/1/31/2025**
 Directorate: Genetic Resources

SALARY : R269 499 per annum (Level 06)
CENTRE : Gauteng (Pretoria): Roodeplaat
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate with Biology as a passed subject.

DUTIES : Manage candidate seed and standard varieties submitted. Prepare information sheet for each variety received. Capture data from information sheet into relevant database. Forward seed and information sheet to relevant official. Manage and record all seed into relevant database. Update and maintain database of seed number allocations and seed removed. Load all updated database into the local network. Liaise with offices of the Registrars and seed companies. Compare information on Variety Listing (VL) and Plant Breeders' Rights (PBR) Register with information in databases. Communicate with respective offices regarding any seed/variety discrepancies. Send requests for new seed sources to companies. Process seed samples received for trade and post control. Assist with the typing of seed labels. Assist with labelling of seeds. Monitor that all seed cooling equipment is functioning at the correct temperature. Check all seed cooling systems regularly. Report any malfunction of the seed cooling system to relevant official.

ENQUIRIES : Mr SJ Ndlazi Tel No: (012) 319 6086
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CASOMrecruit312025@nda.agric.za

NOTE : African Males and African Females and persons with disability are encouraged to apply.

POST 01/08 : **ADMINISTRATIVE CLERK REF NO: 3/3/1/27/2025**
 Chief Directorate: Food Safety and Quality Assurance

SALARY : R228 321 per annum (Level 05)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well

as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES

: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. 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 attendance register of the component. Arrange travelling and accommodation. 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.

ENQUIRIES
APPLICATIONS

: Dr M Mutegwe Tel No: (012) 319 6321
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACrecruit272025@nda.agric.za

NOTE

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