

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 20 March 2026 at 16:00

NOTE : 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. Communication will be limited to shortlisted candidates only. 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 08/01 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/3/1/59/2025**

SALARY : R468 459 per annum

CENTRE : Demand and Acquisition Management: Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a National Diploma in Supply Chain Management / Purchasing Management / Public Management / Public Administration / Financial Management (NQF level 6). Minimum of 3 years' supervisory experience in the Demand and Acquisition environment. Job-related knowledge: Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Job-related skills: Computer literacy Skills, Problem Solving skills, Communication Skills (verbal and written), Organizing skills and interpersonal skills. Ability to work in a team and work under pressure. A Valid divers' license.

DUTIES

: Administer the Departmental demand management plan: Facilitate and prepare communicate for submission of DMPs, Analyse, advise and verify development of demand management plan for all offices, facilitate, analyse, advise and verify consolidated demand management plan, facilitate approval of the clients demand management plan, submit verify consolidated demand management plan. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template, check (engage) and analyse the information, confirm availability of budget, check alignment against strategic and other objectives, consolidate into procurement plan and table for approval by the accounting officer. Facilitate the industry analysis of service provider: Analyse and verify analysis of registered suppliers versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to clients. Provide advice in nomination of bid specification and evaluation committee members (Term of reference). Facilitate and coordinate approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meeting. Align terms of reference, pricing, schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (Terms of contracts, transversal contracts, bulk procurement and direct sourcing (Sourcing Strategies). Coordinate (Synergise), review, research, analyse and plan the procurement needs of the department: Research the relevant identified needs (in line with the SC strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interprets and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Supervise employees to ensure and effective demand management service and undertake all administrative functions required regarding financial and HR administration, this would inter-alia entails the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES
APPLICATIONS**

: Mr Roewyn Danster Tel No: (012) 312 8360
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ADDMrecruit582025@nda.gov.za

NOTE

: EE Target: African Male, Coloured Male and persons with disability.

POST 08/02

: **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO:
3/3/1/59/2025**

Directorate: Diversity Management and Transformation Strategies

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Gauteng (Pretoria)
: A minimum qualification of a Bachelor's degree in Social Work or Psychology (NQF7). Registration with the South African Council for Social Service Professions (SACSSP) as a social worker or the Health Professions Council of South Africa (HPCSA) for psychologists. Minimum of 3 years' Supervisory experience in Employee Health and Wellness. Job related knowledge: Counselling. Quality assurance. Initiative. Planning and execution. Job related skills: Communication (verbal and written). Strategic planning and leadership. Presentation and facilitation. Report writing. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Ability to work irregular hours. A valid driver's license.

DUTIES

: Design and coordinate employee health and wellness services and programmes: Coordinate the provision of psych-social, individual and organisational wellness services related to employees, their immediate family members and contacts. Render specialised interventions within 72 hours /72 hours in the case of trauma management and diffusion. Provide support to peer counsellors. Compile sessional report. Conduct management and supervisory consultations. Conduct needs assessment and analysis for redress: Coordinate and facilitate awareness and education of EHWM policies through marketing. Develop workshop material, Employee Health and Wellness training and support. Coordinate and implement sport and recreation

management and nutrition initiatives: Co-ordinate awareness and education on nutrition and physical wellness programmes. Develop articles on physical wellness and nutrition and circulate on DOACOMMS. Compile DPSA reports, operational planning: Ensure compliance with statutory requirements in line with the DPSA EHMW and due dates. Participates in the consolidation of compliance documents.

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 ADEHWrecruit592025@nda.gov.za
NOTE : EE Target: All candidates who previously applied are encouraged to reapply. Applications are invited from persons of all races and genders, including persons with disabilities. Only applicants registered with one of the two councils will be considered.

POST 08/03 : **CHIEF MONITORING ANALYST REF NO: 3/3/1/60/2025**
Directorate: Monitoring

SALARY : R468 459 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a National Diploma / Degree in Agriculture, Statistics, Auditing, Commerce, Public Administration / Management, Business Administration / Management (NQF6) and other related qualification. Minimum of 2 years of proven experience in performance monitoring, auditing, evaluation, Project and programme management, strategic planning preferably in agricultural environment. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system, policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. DPME regulations. Performance auditing. Project and programme management. Quality improvement. Ability to customize and package information to user requirements. Job related skills: Computer literacy. Analytical and research skills. Communication and interpersonal skills. Presentation skills. Problem solving skills. Report writing skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Coordinate organisational performance analysis against predetermined objectives: Analyse departmental performance environment. Assess alignment of departmental monitoring approaches to the departmental and overall government environment. Act as a depository of analysed information to enhance proactive decision making towards achievement of set goals. Identify the gaps and advise on possible remedial actions. Support the process of implementing improvement plans. Coordinate analysis on organisational performance reporting: Analyse departmental reporting processes. Advise on areas needing strengthening regarding reporting of non-financial performance. Analyse ways in which Monitoring unit can be influential in all areas of non-financial performance reporting including administrative performance management processes. Advice on areas of reporting needing improvements. Advice on management of consolidated reporting system for complete accountability. Analyse state of performance controls and inform continuous improvements to satisfy prescribed performance standards for accountability and transparency: Analyse state of performance controls for adequacy. Identify areas of excellence within and through bench marking for replication. Identify areas of weaknesses / non-compliance and support implementation of improvements reforms. Test the effectiveness of the systems (databases, data collection tools, template, reporting system etc.), to prevailing performance culture and environmental. Assess the audit trends against state of performance and advise on monitoring areas needing improvements. Provide possible remedial action for possible consideration. Continuously ensure the maintenance of adequate response of DOA systems to legislations. Use analysis findings to inform agenda on capacity building/advisory to achieve improved organisational performance: Use analyses findings to identify capacity building gaps. Contribute to formulation of capacity building interventions. Engage management to formalise addressing identified knowledge gaps through monitoring approaches and practices. Analyse state of improvements due to capacity building interventions. Support use of analysis findings to proactively overcome challenges, develop guiding documents and tools and enhance management decision making process: Analyse the dependency of planning methodology and practices in monitoring approaches and practices. Analyse the dependency of programme and project

management methodology in performance monitoring approaches and practices. Analyse contribution of other dependencies including administrative performance management and support services to institutional performance management. Provide possible remedial action for possible consideration. Monitor implementation of improvement plans and advise where further improvements are required.

ENQUIRIES : Mr Evans Kgasago Tel No: (012) 321 8068
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CMAreruit602025@nda.gov.za
NOTE : EE Target: Africans and Persons with disabilities.

POST 08/04 : **MONITORING ANALYST REF NO: 3/3/1/61/2025**
Directorate: Monitoring

SALARY : R468 459 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a National Diploma / Degree in Agriculture, Statistics, Auditing, Commerce, Public Administration / Management, Business Administration / Management (NQF6) and other related qualification. Minimum of 2 years of proven experience in performance monitoring, auditing, evaluation, Project and programme management, strategic planning preferably in agricultural environment. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system, policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. DPME regulations. Performance auditing. Project and programme management. Quality improvement. Ability to customize and package information to user requirements. Job related skills: Computer literacy. Analytical and research skills. Communication and interpersonal skills. Presentation skills. Problem solving skills. Report writing skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Coordinate Provincial Department of Agriculture (PDAs) and Public Entities (PEs) performance analysis against predetermined objectives: Analyse PDAs and PEs performance environment. Assess alignment of PDAs and PEs monitoring approaches to the overall government performance management environment. Act as a depository of analysed information to support evidence-based and proactive decision making towards achievement of set goals. Identify the gaps, risks, systemic challenges and advice on possible remedial actions. Support the implementation and monitoring of performance improvement plans. Conduct trend and comparative analyses across quarters and entities to identify persistent performance patterns and emerging risks. Provide analysis on Provincial Department of Agriculture (PDAs) and Public Entities (PEs) performance reporting: Analyse PDAs and PEs reporting processes for adequacy, consistency and compliance. Advise on areas needing strengthening regarding reporting of non-financial performance. Analyse ways in which Monitoring unit can be influential in all areas of non-financial performance reporting including administrative performance management processes. Advise on areas of reporting requiring improvement, including indicator definitions, data sources, and evidence requirements. Advise on management of consolidated reporting system for complete accountability. Compile consolidated quarterly and annual PDAs and PEs non-financial performance reports. Maintain an audit-ready repository of listings, including submission dates, and supporting documentation. Develop, maintain, and update standardised annual performance workbooks consolidating quarterly reported performance for all Provincial Departments and Public Entities respectively. Analyse state of performance controls and inform continuous improvements to satisfy prescribed performance standards for accountability and transparency: Analyse state of performance controls for adequacy. Identify areas of excellence within and through bench marking for replication. Identify areas of weaknesses / non-compliance and support implementation of improvements reforms. Test the effectiveness of the systems (databases, data collection tools, template, reporting system etc.), to prevailing performance culture and environmental. Assess the audit trends against state of performance and advise on monitoring areas needing improvements. Implement risk-and findings-based project verification processes informed by findings, internal audit outcomes, performance trends, and management concerns. Provide possible remedial action for possible consideration. Ensure continuous alignment of monitoring systems with

legislative and regulatory requirements. Use analysis findings to inform agenda on capacity building/advisory to achieve improved organisational performance: Use analyses findings to identify capacity building gaps. Contribute to formulation of capacity building interventions. Engage management to formalise addressing identified knowledge gaps through monitoring approaches and practices. Analyse state of improvements due to capacity building interventions. Support use of analysis findings to proactively overcome challenges, develop guiding documents and tools and enhance management decision making process: Analyse the dependency of planning methodology and practices in monitoring approaches and practices. Analyse the dependency of programme and project management methodology in performance monitoring approaches and practices. Analyse contribution of other dependencies including administrative performance management and support services to institutional performance management. Develop or contribute to guiding documents, tools, and templates to address recurring performance challenges. Provide possible remedial action for possible consideration. Monitor implementation of improvement plans and advise where further improvements are required.

ENQUIRIES APPLICATIONS : Mr Evans Kgasago Tel No: (012) 321 8068
 : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email MArecruit612025@nda.gov.za

NOTE : EE Target: Africans and Persons with disabilities.

POST 08/05 : **SENIOR SUPPLY CHAIN PRACTITIONER: TRANSPORT, FLEET AND TRAVEL MANAGEMENT REF NO: 3/3/1/62/2025**
 Directorate: Demand and Acquisition Management

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Gauteng (Pretoria)
 : Applicants must be in possession of a National Diploma in Transport Management/ Public Administration/ Purchasing Management/ Supply Chain Management/ Logistics Management. Minimum of 2 years' experience in Supply Chain Management and in particular Transport and Fleet Management. Job related knowledge: Public Finance Management Act. Treasury Regulations. Basic Accounting System (BAS). Departmental SCM procedures and policies. Job related skills: Computer literacy. Management skills. Good interpersonal skills. Good verbal and written communication skills. Teamwork. Ability to work under pressure. A Valid divers' license.

DUTIES : Render transport and travel payment services: Receive, verify, reconcile and compile supplier's invoices. Distribute invoices to compilers. Verify captured invoices for compliance and accuracy before payment. Capture payments and journals on BAS. Register invoices and manage the distribution lists received from Travel Management Companies. Report 30-day payments. Compile accruals and payables for financial statements purposes. Maintain vehicles register: Maintain record of vehicle allocations per province and /or responsibilities. Identify vehicles due for withdrawal and/ or due for auction. Update register as per allocations of vehicles or replacements. Record keeping of daily allocation of vehicles and fuel cards. Perform vehicles verification and spot checks: Monitor the pre and post inspections on vehicles during allocations. Conduct annual (twice per year) inspections in the province. Ensuring regular maintenance and service as per manufactures manual/handbook. Ensuring that vehicle licenses are renewed. Ensure effective management of assets: Monitor compliance with the National and Departmental Transport Policies in respect of vehicle utilisation, allocations and maintenance. Report abuse or deviations by users. Liaison with service providers – e.g. fleet, standard bank etc.

ENQUIRIES APPLICATIONS : Ms Amanda Le Roux Tel No: (012) 312 8438
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSSPTFTrecruit622025@nda.gov.za

NOTE : EE Target: Africans, Coloured Female and Persons with disabilities.

POST 08/06 : **FINANCE CLERK: SALARIES AND PAYABLES REF NO: 3/3/1/63/2025 (X2 POSTS)**
 Chief Directorate: Financial Management

SALARY : R228 321 per annum

- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
 : Grade 12. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Planning and organising skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.
- DUTIES** : Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice. Process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Mr Bruce Segodi Makwela Tel No: (012) 312-8877
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FCSPrecruit632025@nda.gov.za
- NOTE** : EE Target: African Male and Persons with disabilities.
- POST 08/07** : **FINANCE CLERK: DEBTORS REF NO: 3/3/1/64/2025**
 Chief Directorate: Financial Management
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
 : Gauteng (Pretoria)
 : Grade 12. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Planning and organising skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.
- DUTIES** : Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice. Process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Ms J Mthimunye Tel No: (012) 312-8879
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FCDrecruit642025@nda.gov.za
- NOTE** : EE Target: Africans and Persons with disabilities.