

**DEPARTMENT OF AGRICULTURE (DOA)**

<b><u>CLOSING DATE</u></b>	:	22 May 2026 at 16:00
<b><u>NOTE</u></b>	:	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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> 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. 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**

<b><u>POST 15/01</u></b>	:	<b><u>SENIOR AGRICULTURAL ECONOMIST REF NO: 3/3/1/27/2026</u></b> Directorate: International Trade Promotions
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R605 742 per annum (Level 10) Gauteng: Pretoria Applicant must be in possession of a Grade 12 certificate and a 4-year Bachelor's degree in Agricultural Economics or a 3-year Bachelor's degree plus an Honours degree in Agricultural Economics / Economics. Job Related Work Experience: Minimum of three (3) years' supervisory experience in an agricultural trade / economic environment. Job Related Knowledge: Knowledge of Public Finance Management Act. Computer literacy. Knowledge of economics and financial (advanced) analytical techniques. Planning and

- organizing. Project Management. Job Related Skills: Computer skills. Statistical Skills. Advanced Negotiation Skills. Advanced Communication Skills. Advanced Presentation Skills. A valid driver's license.
- DUTIES** : Monitor the implementation of the SADC FTA and SACU Agreement. Prepare and attend interdepartmental meetings, SADC Free Trade Area and SACU trade meetings/negotiations when required. Attend to industry's trade enquiries under these Agreements. Draft and present industry (Agricultural Trade Forum) reports (monthly, quarterly report, briefing papers) where required. Advice on trade relations with countries in Africa. Monitor bilateral agricultural trade with African countries. Advice on trade policies, non-tariff barriers and regulations. Monitor African countries policies through the WTO Trade Policy Reviews. Participate in SADC-COMESA-EAC Tripartite Free Trade Area (T-FTA) negotiations / meetings. Consult with industry and provide technical inputs in the preparation for the Tripartite FTA negotiations / meetings. Prepare and participate in the interdepartmental meetings, SACU Consultations and AfCFTA Trade meetings / negotiations when required. Conduct trade analysis on T-FTA countries. Provide reports to management and industry (ATF) where required. Participate in African Continental FTA negotiations. Consult with industry and provide technical inputs in the preparation for the African Continental FTA negotiations when required. Prepare and participate in the interdepartmental, SACU consultations and AfCFTA trade meetings / negotiations when required. Conduct trade analysis on AfCFTA countries. Represent the DoA and the sector in the National Implementation Committee
- ENQUIRIES APPLICATIONS** : Mr S Mazibuko Tel No: (012) 319 8189
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SAErecruit27@nda.gov.za](mailto:SAErecruit27@nda.gov.za)
- NOTE** : EE Target: African, Coloured Males and White Females and Persons with disability.
- POST 15/02** : **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SYSTEMS ADMINISTRATOR REF NO: 3/3/1/30/2026**  
Directorate: ICT Service Delivery Operations
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)  
: Gauteng: Pretoria  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science. Minimum of 3 years Microsoft server environment experience. Job related knowledge: Knowledge of server operating systems. Knowledge of hardware and software troubleshooting. Understanding of Information Technology Infrastructure. Job related skills. Communication skills. Good collaborative skills and ability to work well within a team. Attention to details. Drive and Critical thinking. Technical Competence. A Valid driver's licence.
- DUTIES** : Maintain Hardware and Software Infrastructure: Provisioning of ICT infrastructure and infrastructure support. Server Maintenance. User account management. Ensure ICT governance and risk management. Exchange management. Research Future Trends and Technologies: Testing new hardware and software in the market. Research new trends in the market. Make recommendations and advice on new trends/ technologies. Research AI, Robotics, Machine Learning, internet of things etc. Contribution in Projects: Rollout of special projects. Investigate and plan software and hardware projects.
- ENQUIRIES APPLICATIONS** : Ms M Nmutandani Tel No: (012) 319 6154/6195
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [ICTSArecruit30@nda.gov.za](mailto:ICTSArecruit30@nda.gov.za)
- NOTE** : EE Target: Coloured Females and Persons with disability.
- POST 15/03** : **BUSINESS DEVELOPER REF NO: 3/3/1/29/2026**  
Directorate: Small Businesses Development
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)  
: Gauteng: Pretoria  
: Applicant must be in possession of a Grade 12 certificate and a Degree in Agricultural Economics / Economics / Business Management / Financial Management. Job Related Work Experience: Minimum of two (2) years' experience in agricultural economics environment with exposure to the agricultural business environment. Job Related Knowledge: Knowledge of

BBBEE Act and related legislation. Knowledge of National Integrated Small Enterprise Development (NISED) and related legislation. National Small Business Amendment Act. Companies Act. Cooperative Act. Public Finance Management Act. Batho Pele Principles. Job Related Skills: Computer skills (MS Office). Team Leadership, Creativity. High level of integrity. Strong leadership and supervisory skills. Analytical skills. Strong work ethics. Good interpersonal skills. Negotiation Skills. Ability to work independently and under pressure. Planning and execution skills. Management of human resources. Acceptance of responsibility. Extensive travel. Work extended hours. A valid driver's license.

**DUTIES**

: Provide inputs in drafting policy, frameworks and guidelines for developing SMMEs/Cooperatives in the DoA sector. Conduct research and analysis. Undertake research on national, sectoral, and international best practices to inform the development of policies, frameworks, and guidelines for supporting SMMEs and cooperatives. Participate in stakeholder consultations. Take part in consultation processes, workshops, and technical engagements to provide structured inputs and feedback on draft policies and frameworks. Contribute to policy and framework development. Provide written and technical inputs into the drafting of policies, frameworks, and operational guidelines to ensure alignment with departmental mandates and strategic priorities. Monitor and report in implementation progress. Prepare and submit progress reports on the implementation of approved policies, frameworks, and guidelines, outlining achievements, gaps, challenges, and recommendations for improvement. Coordinate and harmonize SMME support interventions in DoA. Ensure internal stakeholders for consultation and alignment. Initiate communication with relevant branches and directorates within the Department of Agriculture to schedule consultations aimed at securing buy-in, clarifying roles, and gathering inputs on the coordination and harmonization approach. Participate in internal engagement platforms. Attend scheduled meetings, working sessions, and technical forums to present and discuss the coordination concept, gather feedback, and ensure shared understanding across departmental units. Conduct information gathering and analysis. Collect and review existing departmental documents, initiatives, performance reports, and operational tools to understand current SMME support approaches, identify overlaps, and highlight opportunities for improved and coordination. Align policy and strategic instruments. Review and align financial and non-financial policies, guidelines, and strategies related to SMME support to ensure consistency, reduce fragmentation, and promote standardized support delivery across departmental branches. Contribute to the development of real-time data management system for SMMEs. Facilitate stakeholder engagement on data system requirements. Organise and coordinate engagements with relevant stakeholders to understand their existing data management systems, including processes for data collection, storage, analysis and reporting. Evaluate existing information and define system requirements. Assess and analyse information gathered from various directorates to determine functional, technical and business requirements for a real-time agricultural SMME data management system. Engagement with the Directorate ICT for technical guidance. Participate in consultations with the Directorate for ICT to obtain guidance on system architecture, feasibility, standards and integration requirements. Contribute to the business case development. Provide inputs into the design and drafting of a business case that justifies the implementation of a real-time data management system for agricultural SMMEs, including expected benefits, costs, risks, and resource needs. Advocate for the development of SMMEs and Cooperatives in the DoA. Participate in strategic engagements. Attend meetings, conferences, and stakeholder engagements to advocate for and gather information on SMME and cooperatives development priorities, challenges, and opportunities. Disseminate information internally. Share relevant insights, updates and information with colleagues across the Department to strengthen awareness and promote coordinated support for SMMEs and cooperatives. Support capacity building initiatives. Provide capacity-building support to SMMEs and cooperatives, including facilitation of business plan development training and relevant advisory services when required.

**ENQUIRIES  
APPLICATIONS**

: Mr J Smit Tel No: (012) 319 8158  
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [BDrecruit29@nda.gov.za](mailto:BDrecruit29@nda.gov.za)

**NOTE**

: EE Target: African Females and Persons with disability.

- POST 15/04** : **HANDYMAN REF NO: 3/3/1/31/2026**  
Grootfontein Agricultural Development Institute (GADI)
- SALARY** : R170 226 per annum (Level 03)  
**CENTRE** : Eastern Cape: Middelburg  
**REQUIREMENTS** : Applicants must be in possession of Grade 9 or NQF level 1 qualification. 1-2 years relevant experience in farm and or fence making work. Competency Certificate in fence making is recommended. Job Related Knowledge: knowledge of Public Service and Departmental prescripts/ policies. General farm work. Using hand tools. Cleaning of buildings. Cleaning of equipment and tools. Harvesting of lucerne. Storing of feed. Erecting of fences. Job Related Skills: Good communication skills. Planning. Interpersonal skills.
- DUTIES** : Render maintenance of office buildings: Conduct regular building and equipment inspections. Report breakage. Defects, problems etc. Report and/ or attend to electrical, plumbing, carpentry, renovations, painting and replacement problems. Render maintenance of farm equipment and infrastructure: Conduct repair works to fences, water systems, furniture, equipment and tools. Inspect fencing and repair as required. Safekeeping of maintenance tools and supplies. Detect and repair leaks and broken pipes as required. Construct and maintain farm structures as needed (e.g. hail shelter, tractor shade ports, frames to support trials, etc). Conduct routine farm work: Install irrigation pipes and pumps. Dig trenches. Combating veldt fires. Perform elementary agricultural tasks like weeding, irrigation and sowing. Maintain gardens, recreation grounds, paddocks and irrigational lands. Assist with general maintenance: Removal and dumping of refuse. Cleaning of gutters. Sweeping of roads and parking areas. Washing and cleaning of official fleet. Cleaning of buildings and cleaning of building and machines.
- ENQUIRIES** : Mr Thabo Molekwa Tel No: (049) 802 6633  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [HMrecruit31@nda.gov.za](mailto:HMrecruit31@nda.gov.za)
- NOTE** : EE Target: Africans and Persons with disability.
- POST 15/05** : **HOUSEHOLD AID REF NO 3/3/1/32/2026 (X4 POSTS)**  
Grootfontein Agricultural Development Institute (GADI)
- SALARY** : R170 226 per annum (Level 03)  
**CENTRE** : Eastern Cape: Middelburg  
**REQUIREMENTS** : Applicants must be in possession of Grade 10 or ABET qualification. Appropriate experience in cleaning up services. Job Related Knowledge: Food Service Aid. Basic Hygiene. Cleaning experience. Job Related Skills: Verbal and written communication skills. Professional personal presentation. Confidentiality. Ability to work under pressure. Problem analysis and decision making. Confident and independent. Ability to work long hours. Confidentiality. Integrity and honesty. Friendly and adaptability. Accuracy.
- DUTIES** : Maintaining general hygienic environment: Follow hygiene and safety directives in the food service unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Ensure compliance to Occupational Health and safety Act. Assist in providing a safe work environment by sweeping or mopping as needed. Provide food service aid: Wash dishes, microwaves and refrigerators. Clean equipment used in the preparation of food. Maintain work area and equipment in a clean, hygienic, and orderly condition. Collect, deliver, transport, and place waste in a bin as needed. Render food service in the boardroom: Prepare and arrange food and water to employees during meetings for the boardroom. Distribute food and water to employees during meetings for the boardroom. Manage boardroom utensils and any other equipment. Retrieve eaten food from the boardroom. Set up, deliver and serve at special catering functions during meetings.
- ENQUIRIES** : Mr Thabo Molekwa Tel No: (049) 802 6633  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [HArecruit32@nda.gov.za](mailto:HArecruit32@nda.gov.za)
- NOTE** : EE Target: Africans and Persons with disability.