

DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	05 June 2026 at 16:00
<u>NOTE</u>	:	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 SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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

<u>POST 17/01</u>	:	<u>PARLIAMENTARY AND CABINET SUPPORT REF NO: 3/3/1/33/2026</u> Office of the Minister
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng: Pretoria Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Political Science / Business Administration (NQF level 6). Minimum of 3 years experiences in relevant working environment. Job related knowledge: Knowledge of ministerial operations. Knowledge of the political and parliamentary processes in South Africa. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Job related skills: Computer literacy, Communication skills

- (verbal and written), Report writing skills, Negotiating skills and Interpersonal skills. A valid driver's licence. Ability to work within a team.
- DUTIES** :
- Monitor events in Parliament to identify matters that have bearing on the Executive Authority. Peruse document like minutes of committees and cluster committees and monitor meetings of legislative structures to identify matters that have a bearing on the Executive Authority. Liaise with structures like portfolio and standing committee on matters that have a bearing on the Executive Authority and brief Departments on decisions taken. Monitor events in cabinet to identify matters that have a bearing on the Executive Authority. Peruse documents like minutes of Cabinet and Cluster Committees and monitor meetings of the executive structures to identify matters that have a bearing on the Executive Authority. Liaise with structures, by attending meetings, like Cluster and Cabinet Committees. Render an efficient and effective Parliamentary services. Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament / the legislature and ensure departmental representation in parliamentary events. Compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. Gazette and table draft bills emanating from the portfolio of the executive authority. Provide advice and support in terms of policy and procedure to the Department in respect of key parliamentary events, like the tabling of the budget vote of the Executive Authority. Co-ordinate and control movements between the Pretoria and Cape Town Offices for parliamentary sessions. Manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town. Manage the movement of households to and from Cape Town. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain up to date with regard to the applicable prescripts / policies and procedures that apply to his / her work terrain. Remain abreast with the procedures and processes applicable to the Executive Authority.
- ENQUIRIES APPLICATIONS** :
- Ms Kgomoiso Kgang Tel No: (012) 319 7194
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email PCSrecruit33@nda.gov.za
- NOTE** :
- EE Target: African Males and Persons with disability.
- POST 17/02** :
- FARM FOREMAN REF NO: 3/3/1/34/2026**
Directorate: Grootefontein Agricultural Development Institute (GADI)
- SALARY CENTRE REQUIREMENTS** :
- R237 453 per annum (Level 05)
Eastern Cape: Middelburg
- Applicants must be in possession of Grade 12 certificate or equivalent. Minimum of 2 years experience in management of agronomics and horticultural crops trials. Job Related Knowledge: Farming practices. Farm equipment. Safety standards. Management of stores. Job Related Skills: Organizing. Planning. Team building. Problem solving. A valid driver's license.
- DUTIES** :
- Organise, supervise, and assist with the execution of activities in respect of crop production: Field identification. Soil cultivation and preparation. Sowing and planting of all trials. Irrigation of trials. Manual and mechanical weed control. Harvesting of produce. Organise, supervise and assist with the general maintenance activities of grounds and infrastructure: Maintenance of fences. Maintenance of hail shelter. Maintenance of roads. Maintenance of building, stores, greenhouses and cold rooms. Maintenance of irrigation system. Organise, supervise, and assist with the execution of general routine activities: Firefighting and prevention. Cleaning of facilities. Disposal of farm waste material. Care for equipment e.g. cleaning, oiling, sharpening etc. Cleaning and washing of vehicles. Loading/off-loading. Perform all administrative and related functions: Ensure proper recording and filing of relevant farm records / farm inventory (farm equipment) i.e. farm inventory status report. Loss/damage reports completed and submitted to relevant office. Register of all losses of assets and tools used for farm work updated. Ensuring proper recording and submission/filing of relevant HR records such as: Leave records, Performance Agreements, Personnel attendance register and Exit interviews etc.
- ENQUIRIES APPLICATIONS** :
- Mr Thabo Molekwa Tel No: (049) 802 6633
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FFrecruit34@nda.gov.za

- NOTE** : EE Target: Africans, White Males and Persons with disability.
- POST 17/03** : **SECRETARY REF NO: 3/3/1/35/2026**
Directorate: Plant Health
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: Gauteng: Pretoria
: Applicants must be in possession of a Grade 12 Certificate (NQF 4). No experience required. Job related knowledge: Knowledge of the relevant legislation/policies/prescripts and procedure. Telephone etiquette. Basic knowledge of financial administration. Job related skills: Sound organizational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyze documents situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Ability to work long extended hours.
- DUTIES** : Provide secretarial / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. Fax machine and photocopiers. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and employees in the unit. Identify venues, invite role players, organise refreshments, set up schedules for meetings and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters such as leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items such as stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to the work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Mr Jan Hendrik Venter Tel No: (012) 319 6384
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Srecruit35@nda.gov.za
- NOTE** : EE Target: African Males and Persons with disability.
- POST 17/04** : **TRACTOR DRIVER REF NO: 3/3/1/36/2026**
Directorate: Grootfontein Agricultural Development Institute (GADI)
- SALARY CENTRE REQUIREMENTS** : R170 226 per annum (Level 03)
: Eastern Cape: Middelburg
: 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)
- DUTIES** : 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.

- ENQUIRIES** : Mr Thabo Molekwa Tel No: (049) 802 6633 or Dr Loraine Van Den Berg Tel No: (049) 802 6740
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email TDrecruit36@nda.gov.za
- NOTE** : EE Target: Africans and Persons with disability.
- POST 17/05** : **CLEANER REF NO: 3/3/1/37/2026 (X2 POSTS)**
Directorate: Grootfontein Agricultural Development Institute (GADI)
- SALARY** : R144 024 per annum (Level 02)
- CENTRE** : Eastern Cape: Middelburg
- REQUIREMENTS** : Applicants must be in possession of ABET qualification. No previous experience required. Job Related Knowledge: None. Job Related Skills: None.
- DUTIES** : Provide Cleaning services: cleaning offices corridors, elevators and boardrooms by dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins, Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by cleaning of basins. Wash and keep stick of kitchen utensils. Cleaning the restrooms by refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and Maintain cleaning materials and equipment: Report broken cleaning machines and equipment. Cleaning of machines (vacuum cleaners etc.) and equipment after. Request cleaning materials.
- 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 Crecruit37@nda.gov.za
- NOTE** : EE Target: African Male, Coloured Male, Indians, Whites and Persons with disability.