ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 03 July 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 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.
ERRATUM: Please note that the advertisement of Scientific Production post under Ref No. 3/3/1/40/2026 published in the Public Service Vacancy Circular 20 dated 12 June 2026 was published with incorrect job title, the correct job title is Scientist Production. The department wishes to apologise for any inconveniences this might have caused.

OTHER POSTS

POST 21/01 : **SECRETATIAT PRACTIONER REF NO: 3/3/1/42/2026**
Branch: Office of the Director-General

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate and a National Diploma in Office Management and Technology / Business Administration / Public Administration / Administration/ related qualification. A minimum of 2

years relevant experience in corporate secretariat environment. Job related knowledge: Protection of Personal Information Act (POPIA). Promotion of Access to Information Act (PAIA). Public Service Regulations. Department's policies and relevant procedures. Treasury Regulations. Basic Accounting System (BAS) system. Minimum Information Security Standards (MISS). Secretariat and governance process. Job related skills: Computer literacy. Minute-taking and report-writing skills. Interpersonal skills. Organising and planning skills. Communication skills (verbal and written). Analytical Skills. Problem-solving skills. Financial Management Skills. Time Management and ability to meet deadlines. Attention to details and accuracy. Ability to work under pressure as well as the willingness to work irregular hours. Ability to work in a teamwork and confidentiality. Travelling extensively. Coordination skills. A valid driver's license.

DUTIES : Render logistical arrangements for top and executive management meetings. Completion of supply chain prescribed forms before the procurement of goods and services. Follow-up on quotations requests of catering and venues for top management an executive meeting. Coordinate receipt of order number form supply chain management. Evaluate services and goods procured. Coordinate audiovisual and Information Communication Technology (ICT) requirements for meetings. Set up boardrooms for executive management meetings. Ensure safekeeping of the recording equipment (laptop, microphone and data projector). Liaise with Directorate: Facilities Management to ensure maintenance and cleaning of boardrooms (Agriculture Place DG's boardroom and Imbizo) for executive and top management meetings, i.e., maintenance of air conditioning, power supply, etc. Render administrative and secretariat support service to different committees and fora. Coordinate and schedule top and executive management meetings and workshops. Compile and distribute meeting packs (Agenda, Minutes, discussion documents, etc) to members for relevant platforms within agreed timelines. Liaise with internal and external stakeholders regarding meeting arrangements and submissions. Confirm attendance and maintain attendance registers for top management and executive meetings. Attend meetings and record accurate decisions-actions list and minutes emanating from the relevant committees. Compile, edit and submit first draft minutes for review by the Assistant Director/ Deputy Director/ Director before circulating to members. Follow up on implementation of decisions and actions from the relevant committees weekly. Compile status reports upon receipt of feedback on implementation of decisions/ actions. Consolidate status reports from the relevant committees monthly/ quarterly. Submit minutes to the relevant committees for adoption. Submit the adopted minutes for approval by the relevant Chairpersons. Render Governance and Compliance Support. Ensure compliance with the TORs for top management and executive meetings and other relevant governance frameworks. Provide procedural advice to chairpersons and committee members. Maintain confidentiality of sensitive information and documents. Ensure proper record-keeping of approved minutes and maintain electronic and manual filing of documents for top and executive management meetings. Draft correspondence, memoranda and reports where required. Provide support in responding to Request for Information (RFIs) within the required deadlines.

ENQUIRIES : Ms Amanda Mda Tel No: (012) 319 7020

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Sprecruit42@nda.gov.za

NOTE : EE Target: African Male and Persons with disability.

POST 21/02 : **SENIOR ADMINISTRATIVE OFFICER REF NO:3/3/1/43/2026**
Branch: Office of the Director-General

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : 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). 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.
DUTIES	:	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. Checking draft minutes for accuracy against recording or notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
ENQUIRIES	:	Ms Kholofelo Mathye Tel No: (012) 312 9367/ 0724605123
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAOrecruit43@nda.gov.za
NOTE	:	EE Target: African Male and Persons with disability.