

**DEPARTMENT OF AGRICULTURE (DOA)**

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| <b><u>CLOSING DATE</u></b> | : | 24 July 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 completion 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**

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| <b><u>POST 24/01</u></b>   | : | <b><u>CAMPUS MANAGER REF NO: 3/3/1/49/2026</u></b><br>Directorate: Inspection Services   |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)  |
| <b><u>CENTRE</u></b>       | : | Western Cape (Stellenbosch)  |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Administration (NQF6). A Minimum of 3 years supervisory experience in infrastructure support. Job Related Knowledge: Knowledge of the Public Service Regulations and departmental policies, prescripts resolutions, delegations and instruction relating to financial /personnel matters. Administrative Public Finance Management Act (PFMA). Administration procedures. Procurement directives and procedures. EPMDS. Capital Works Programme (Major and minor) Human resource matters. Job Related Skills: |

- Ability to communicate well and interact with people at different levels. Planning skills. Management and organising. Creativity. Interpersonal skills. Analytical skills. Listening skills. Computer Literacy. Report writing skills. Budgeting/Financial management.
- DUTIES** :
- Management of infrastructure projects and programmes support services. Coordinate and monitor the-day to-day maintenance programmes and expenditure thereof with regards to fixed assets on the campus. Facilitate/coordinate/compile needs assessment and maintenance schedules with regards to capital works (major and minor capital projects). Develop, implement and monitor action plans regarding projects and routine activities as well as risk management. Provide advice on and ensure adherence to public service and departmental policies and prescripts e.g. PFMA, supply chain management, record management, housing and office administration, transport, human resources etc. Ensure the provision of adequate accommodation, housekeeping, transport, record management. Maintenance, telecom, security and driver/messenger to the campus. Manage financial, procurement and assets management. Provide support regarding to the provision and budgeting and the monitoring of expenditure. Identify losses and report incidents accordingly (loss control). Assist manager with auditing of all official internal register (i.e. asset registers, maintenance and project registers transport registers and logs etc). Ensure management of fleet of departmental vehicles, subsidized vehicles and government garages and report accordingly. Coordinate, monitor and control the movement, maintenance and safeguarding of assets. Human Resource administration and development support services. Oversee and monitor HRM related matters. Filling of vacancies. Training and development of personnel. Performance management (EPMDS). Managing discipline in the division. Ensure capacity and development of staff. Information Management. Ensure the dissemination of information in the component. Ensure the filling, storing and safekeeping of documents. Develop and maintain the relevant databases. Ensure the development of electronic and manual filing systems for the component. Handle customer queries and complaints regarding the campus.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr N. Africander Tel No: (021) 809 1625
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [CMrecruit49@nda.gov.za](mailto:CMrecruit49@nda.gov.za)
- NOTE** :
- EE Target: African Males, Coloured Males, White Females and Persons with disability.
- POST 24/02** :
- SENIOR SAFETY OFFICER REF NO: 3/3/1/50/2026**  
Directorate: NARYSEC College
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R413 001 per annum (Level 08)
- Eastern Cape (Middelburg)
- Applicants must be in possession of a National Diploma in Safety Management (NQF level 6). Minimum of two (2) years' relevant experience in safety management. Job Related Knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Job Related Skills: Computer Literate. Communication skills. Facilitation skills. Report writing skills. Presentation skills. Liaison skills. Interpersonal relations.
- DUTIES** :
- Manage operations to achieve planned outcomes: Conduct frequently safety and security risk assessment. Identify potential hazards. Implement control measures. Proactively prevent hazardous conditions. Implement OHS policies and programs. Identify and record all security risk and breaches to inform decision making. Identify and classify security breaches: Consider all possible security risk. Maintenance of the database of all security breaches. Provide regular reports pertaining risk and security breaches. Provide regular reports pertaining risk and security breaches. Provide advice and guidance on safety and security measures: Attend to all safety related enquiries. Advise management about safety measures and potential security risks. Provide awareness campaign on safety, risks and security matters. Manage the deployment of security personnel on the premises: Determine security needs of the college. Developing work schedules and task allocation. Ensure that all entry points are guarded. Facilitate the safekeeping and issuance of keys to all

facilities: Ensure the proper storage of keys. Attend to Lost or Stolen Key incidents. Ordering repairs for damaged locks and lost keys. Oversee installations and maintenance of new locks. Record and investigate incidents to determine causes of lost keys. Respond to routine and emergency calls lock and unlock offices.

- ENQUIRIES** : Mr Themba Cebani Tel No: (049) 802 6604
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SSOrecruit50@nda.gov.za](mailto:SSOrecruit50@nda.gov.za)
- NOTE** : EE Target: Africans and Persons with disability.
- POST 24/03** : **SENIOR DRIVER OPERATOR REF NO: 3/3/1/51/2026**  
Directorate: Infrastructure Support  
Re-advertisement, candidates who applied previously are encouraged to re-apply.
- SALARY** : R201 093 per annum (Level 04)
- CENTRE** : Limpopo (Modimolle)
- REQUIREMENTS** : Applicants must be in possession of a NQF level 3 qualification (Grade 10 certificate). Five (5) years driving, operating and drilling experience. Job Related Knowledge: Safety: Standards prescribed in terms of statute. Tools: The correct use of tools and equipment. Keep inventory and maintain equipment. Job Related Skills: Good communication skills. Judgement skills. Excellent hearing and vision. A valid driver's licence Code EC and operating certificate.
- DUTIES** : Render production services i.t.o. drilling and construction services. Produce boreholes and construct agricultural infrastructure according to specification and recognized standards. Preparation of access roads at construction and drilling sites. Construct, erect and repair existing and new disease control fence. Drilling, testing and repair of existing boreholes. Operating specialized drilling and earthmoving equipment. Transport, load and offload material, goods and equipment. Transportation of officials. Application of safety and precautionary measures. Ensure maintenance of drilling and construction equipment. Ensure compliance with OHS act. Service construction and drilling equipment according to schedule. Quality assures serviced and maintained equipment. Cleaning and lubrication of machinery and equipment. Inspect and maintain equipment and report defects. Perform administrative and related functions. Keep and maintain job record/register. Keep log sheets of vehicles, drilling and earthmoving-equipment and machines.
- ENQUIRIES** : Mr Koos du Plessis Tel No: (012) 846 8535 or Ms P Tsebe at (067) 418 8264
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SDOrecruit51@nda.gov.za](mailto:SDOrecruit51@nda.gov.za)
- NOTE** : EE Target: African Females and Persons with disability.