

DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	07 August 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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.

MANAGEMENT ECHELON

<u>POST 26/01</u>	:	<u>DIRECTOR: INTERNATIONAL TRADE PROMOTIONS REF NO: 3/3/1/58/2026</u> Directorate: International Trade Promotions This is a readvertisement; applicants who applied previously are encouraged to reapply.
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be

**CENTRE
REQUIREMENTS**

structured in accordance with the rules for Senior Management Services (SMS).

- : Gauteng: Pretoria
- : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advance Diploma (NQF 7) in Agricultural Economics / Trade / Development Economics. 5 years' experience at middle/senior managerial level in Agricultural economics / Agricultural trade / International trade. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of the Government policies and priorities in terms of Agriculture. Understanding of the Government's international relations policy framework. Understanding of Government's vision in terms of international forum and the Intergovernmental Relations framework. Knowledge and understanding of the Agricultural sector, Public Administration, various structures and programmes (SADC, NEPAD, AU, UN). Understanding of relevant regional conventions and protocols. Understanding of diplomatic protocol. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Job Related Skills: Financial management. Strategic Capability and Leadership. Programme and Project Management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change management. Extended working hours. Travel (Including international travel).

DUTIES

- : Manage economic research and provide regular policy briefs to management. Conduct research on economic issues and disseminate research findings through technical reports and briefing documents. Compile, analyse, and report data to explain economic phenomena and forecast market trends. Formulate recommendations, policies or plans to guide DoA interventions. Monitor international trends on agricultural commodity markets and provide briefs to management. Manage the development of international relations and trade (bilateral and multilateral) policies related to agriculture. Manage the analysis and development of policies and advice bilateral trade. Manage the analysis and development of policies and advice multilateral trade. Provide inputs with regards to the signing of trade agreements. Provide the necessary documentation for stakeholder consultations. Manage the implementation of international trade (bilateral and multilateral) policies and agreements related to structure. Implement obligations in terms of trade agreements. Monitor the implementation of trade agreements by the Department. Facilitate, co-ordinate and support the implementation of international trade agreements and policies. Monitor the implementation of trade policy and trade obligations by other trading partners. Facilitate, coordinate and guide the support of international relations with governments, organisations and forums in the Americas, Australasia, Europe and Middle East. Facilitate, co-ordinate and guide the sector participation in multilateral forums and Rome based agencies. Manage, undertake and support trade negotiations, in order to improve international access and contribute towards fair trade rules. Manage the preparations of policy discussion documents to inform South Africa's international trade in agriculture (including cross cutting e.g non-tariff barriers). Manage the preparation of negotiating positions for the relevant bilateral and multilateral trade negotiations. Co-ordinate and manage research that forms the basis for negotiation of treaties. Undertake, manage and support trade negotiations regarding agriculture. Represent the Department in international trade fora. Undertake and manage support negotiation of bilateral agreements. Manage the provision of trade intelligence to the agriculture sector. Provide input with regards to the development of export and import policies and regulations. Manage the preparation of and collaborate with the DTI in compiling economic impact assessments of international trade policies on procedures, exporters and consumers. Co-ordinated and manage research into foreign trade policies and best practice. Provide advice and recommendations on research outcomes. Manage, co-ordinated and guide international and multilateral relations with governments, organisations and forums in the UN Americas, Australasia, Europe and Middle East. Manage, negotiate and implement the bilateral Agreements with South-South and North-South regions. Manage, negotiate and implement Multilateral agreements relating to agriculture.

		Support the participation of the department in at the World Trade Organisation and Official Development Assistance Programme, as well as implementation of global norms and standards by International Organisations.
<u>ENQUIRIES</u>	:	Ms K Komape Tel No: (012) 319 7331
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DITPrecruit58@nda.gov.za
<u>POST 26/02</u>	:	<u>SCIENTIFIC TECHNICIAN GRADE A-C REF NO: 3/3/1/59/2026</u> Chief Directorate: Inspection and Quarantine Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (all-inclusive package to be structured in accordance with OSD)
<u>CENTRE</u>	:	North-West: Buffelspoort
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Biological Sciences or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. A minimum of 3 years post qualification technical (Scientific) experience. Job Related Knowledge: Programme and Project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job Related Skills: Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Prepare for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. Perform scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conceptualise and development of scientific equipment. Equipment review. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Human Capital and Development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Mr T. Pongolo Tel No: (021) 809 1640
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STGrecruit59@nda.gov.za
<u>NOTE</u>	:	African, Coloured, Indian Males and Coloured, White Females and persons with disability.
<u>POST 26/03</u>	:	<u>ADMINISTRATION CLERK (SUPERVISOR) REF NO: 3/3/1/60/2026</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R338 106 annum (Level 07)
<u>CENTRE</u>	:	Western Cape: Stellenbosch
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. A Certificate in wine will be an added advantage. Job Related Work Experience: Three (03) years administration experience in Wine Online certification system and user

		support. Job Related Knowledge: Departmental policies and prescripts. Relevant regulations of the Liquor Production Act, 1989 (Act No 60 of 1989). Knowledge of wine cultivars and different types of liquor as defined in the Liquor Products Act. Knowledge of export and import procedures, compositional and labelling requirements of the Liquor Products Act. Procurement procedures. Quality assurance practices. Cultural diversity. Job Related Skills: Ability to communicate well and interact with people at different levels. Integrity and discretion. Filing of documentation. Issuing of invoices. Wine Online help desk support and client liaison. Registration, processing and issuing of export and import documentation. Knowledge of wine cultivars and different types of liquor. Ability to interpret the Act and regulations. Data capturing and typing skills. Planning and execution. Management and Organising. Interpersonal skills. Problem solving skills. Analytical skills. Listening Skills. Computer literacy. Valid driver's licence and the ability to drive. Training of Wine Online users. Acceptance of responsibilities. Quality of work. Self-discipline. Communication. Teamwork. Attitude. Computer literacy. Report writing. A valid driver's license. Extended working hours.
<u>DUTIES</u>	:	Maintain control of exported and imported liquor products. Registration, data capturing and processing of import/export documentation on Wine Online. Issuing documentation. Maintain records on Wine Online. Problem solving in Wine Online. Invoicing. Preparing statistical reports. Handling enquiries. Capturing and linking consignees/branches. Correcting LIMS interface errors. Registering exporters/importers. Maintaining registration information. Overseeing sample registration, discarding samples and vinothèque records. Resolving sample registration issues. Issuing compliance letters. Stakeholder Liaison. Providing advisory services to clients, external and Internal stakeholders. Training personnel and clients. Maintaining Wine Online helpdesk. Answering and resolving queries. Validating export certificates. Interpreting import/export procedures. Identifying and resolving blacklisted clients on WOL to ensure adherence to legislative prescripts. Registration/cancellation of A and B codes for liquor products in terms of Regulation 40 of the Act. Verifying and oversee invoicing processes. Supervise and provide financial and supply chain administration and technical line admin support services in the component. Provide information required for shifting into the correct item codes on the budget. Assist with financial management of budget / 25% expenditure per quarter. Budget assistance. Ensuring proper allocation of expenditure and monitor expenditure targets. Verifying invoices. Overseeing procurement processes. Maintaining financial records and asset registers. Assist with monthly and quarterly import and export reports. Oversee adherence to waste management and health and safety requirements. Ensure effectively filed documentation. Supervise human resources/staff. Allocating work. Check, verify and update documentation/registers (leave forms, EPMDs, overtime). Updating work plans and performance standards. Performance assessment. Staff development. Manage export admin office to ensure effecting Wine Online support services.
<u>ENQUIRIES</u>	:	Ms Wendy Jonker Hanekom Tel No: (021) 809 0374
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACSrecruit60@nda.gov.za
<u>NOTE</u>	:	EE Targets: African Males, and persons with disability.
<u>POST 26/04</u>	:	<u>SENIOR LABORATORY ASSISTANT REF NO: 3/3/1/61/2026</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape: Stellenbosch
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 certificate. Job Related Work Experience: Three (03) years appropriate experience. Job related knowledge: Knowledge of Public Service and Departmental prescripts/ policies. Agricultural Product Standards Act, Act 119 of 1990. Liquor Products Act, Act 60 of 1989. Job related skills: Knowledge and application of the laboratory quality system. Knowledge of work-related policies and procedures. Laboratory techniques and safety. Problem solving techniques. Effective communication. Provisioning Administrative system (chemicals, equipment etc.). Data processing. Applicable relevant analytical techniques. Effective managing of stores and ordering of miscellaneous stores. Use of relevant laboratory and office equipment. Manual dexterity. Communication capabilities. Insight capabilities

in the application of quality assurance documentation. Accuracy, thoroughness and timeousness. Computer skills, application/usage of computer software. Code 08 Drivers license. Alert and troubleshooting skills. Administrative and organisational skills. Language capabilities with regard to the understating of quality system documentation. Planning skills. Self-developmental inclined, Ability to work in a team. Training skills/give guidance. Willingness to work extended hours. Handling of hazardous chemicals.

DUTIES : Prepare samples and perform routine analysis for the determination of chemical residues / liquor products composition components (quality control): Labelling of samples. Collecting/taking samples for preparation (fruits, vegetables and or other agricultural products). Preparations of sample material by weighing, drying, cutting etc. Preparation of stains, buffets and reagents. Visual inspection and collection of infected material if possible. Perform extractions and basic analyses of samples. Record analyses results. Storage of samples. Packing and / or transport samples. Assist in decontamination and disposal of used samples. Removal of waste. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Perform verification and calibration on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Clean laboratory facilities. Clean glassware and laboratory equipment. Perform administrative and related functions. Inventory control of equipment and consumables of equipment. Record keeping and updating of identified registers (registration book, samples referral, samples received, records of results, inventory of standards, reagents, chemicals, waste removal). Assist with invoicing of analyses. Comply with health and safety regulations, Mentoring of Laboratory Assistants.

ENQUIRIES : Ms Xoliswa Tlali Tel No: (021) 809 1643
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SLArecruit61@nda.gov.za

NOTE : EE Target: African Males and Females and Persons with disability.

POST 26/05 : **ADMINISTRATION CLERK REF NO: 3/3/1/63/2026**
 Directorate: Cooperatives

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng: Pretoria
REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms Sibusisiwe Matanda Tel No: (012) 319 8143

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACrecruit63@nda.gov.za .
<u>NOTE</u>	:	EE Target: African Males and Persons with disability.
<u>POST 26/06</u>	:	<u>ADMINISTRATION CLERK REF NO: 3/3/1/62/2026</u> Directorate: Inspection and Quarantine Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Free State: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Electronically and manually record data / Update registers and statistics. Provide a reception / switchboard service and handle routine enquiries. Make photocopies and receive or send facsimiles. Provide monthly photocopier readings to stakeholders and log repairs. Provide monthly notice of receipts for photocopier. Report building maintenance/accommodation matters. Handle incoming and outgoing mail and packages to various stakeholders as required. Keep and maintain the filing system for the component. Provide a secretarial service to draft agenda and take minutes, arrange meetings, venues and accommodation and travel arrangements. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Update and maintain the relevant databases. Compile and submit the relevant reports, memos and submissions as required. Keep and maintain a Key Control Register. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of office items and contracts. Stock control of office stationery, toiletries/cleaning material, face value forms, assets and uniforms and issue inventory. Keep and maintain the asset register of the component. Administer movement and disposal of assets of the component. Draft reports for assets and loss control as necessary. Assist with the verification of asset reports for the various divisions for the quarterly asset report. Assist with the coordination of losses for the quarterly loss report. Provide personnel administration clerical support services within the component. Process and record Application for leave and maintain a leave register for the component. Keep and maintain personnel records in the component. Compile and maintain attendance register of the component. Handle enquiries, e.g. leave, termination, appointments, PMDS, Performance Agreement, etc. Provide advice and guidance to officials regarding human resources matters. Submit training documentation and maintain training records. Provide financial administration support services in the component. Financial administration support services. Assist with the budget by providing information, capturing and updating expenditure for the component. Facilitate payment for goods and services. Administer, check and verify S&T claims and advances, update the S&T claim and Advance control register and personnel record. Handle telephone accounts and petty cash for the component. Check and verify cell phone and 5G applications and upkeep of the database and cell phone register. Check and verify overtime claims and update the overtime register. Generate invoicing and weekly invoice registers and monthly invoice reconciliations. Monthly payment and reconciliation of the courier account. Provide stakeholders with invoices and other account-related information. Render transport administrative support services. Coordinate the utilisation of government vehicles. Issue trip authorisations and garaging applications to officials, manage and control issuing of vehicles and petrol cards. Conduct inspections of vehicles. Verify driver's licenses of officials before issuing departmental vehicles. Ensure vehicles are serviced and / or maintained according to the requirements. Report damage to vehicles. Coordinate the repair of vehicles (resulting from accidents, breakdowns, etc). keep record of

log sheets, trip authorisations, verify Wes Bank transaction reports, etc. Arrange travelling and accommodation. Completing a accident report, loss reports and other transport related reports.

ENQUIRIES
APPLICATIONS

: Mr Kuben Naidoo at 082 881 2262
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACrecruit62@nda.gov.za.

NOTE

: EE Target: African, Indian, White Males and Indian Females and Persons with disability.