

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 24 August 2026 at 16:00

: 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.

ERRATUM: The Department of Agriculture wishes to inform the public about the withdrawal of the advertisement for two (02) positions. Chief Director: Cooperatives Development with Ref No: 3/3/1/67/2025, advertised in the Public Service Vacancy Circular 11 dated 27 March 2026, and Scientific Technician Production Grade A with Ref No: 3/3/1/37/2026, advertised in the Public Service Vacancy Circular 18 dated 29 May 2027. The Department likes to apologise for any inconvenience this withdrawal might cause.

OTHER POSTS

<u>POST 28/01</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/3/1/66/2026</u> Directorate: Stakeholder and Intergovernmental Relations
<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</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at junior management level in administration environment. Job related knowledge: Knowledge of Supply Chain Management process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act. Knowledge on Departmental transversal system (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Knowledge of legislation, policies and procedure: The Constitution, Good governance and Batho-Pele principles, Public Finance Management Act, Public Service Regulations, Government decision making processes, Government systems and structures. Job related skills: Planning and organising skills. Analytical skill. Document management skills. Office management skills. Financial Management skills. Interpersonal skills. Computer skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Communication skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.
<u>DUTIES</u>	:	Manage the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Manage the administration support services. Coordinate the development/reviewal of operational / strategic plan. Oversee logistical arrangements. Manage office accommodation. Manage registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Oversee the drafting of minutes and signing off where applicable. Manage the procurement of goods and services. Manage the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly, and annual reporting on SCM related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Manage compliance with regards to the implementation, interpretation and application of administration policies. Promote adherence to policies such as Public Finance Management Act, Procurement, Human Resource, Transport and Records management policies. Develop administrative policies procedures and provide inputs for policy development. Manage the coordination of human resources support services. Manage all training requirement and activities. Manage the component equity plan and ensure vacancies are filled accordingly. Manage recruitment process. Manage leave record. Ensure that quarterly and annual Employee Performance Management and Development System evaluations for the component are done.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Chris Khonkwane at (069) 007 9989 Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDASrecruit66@nda.gov.za
<u>NOTE</u>	:	EE Target: African Female and Persons with disability.
<u>POST 28/02</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 3/3/1/67/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistics Management/ Supply Chain Management/ Public Management (NQF Level 6). Minimum of 3 years' supervisory level in Asset

Management. Job related knowledge: Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations. Broad Based Black Economic Empowerment. LOGIS (Logistic Information Systems). BAS (Basic Accounting System). BAUD (Asset Register System) Modified Cash Standards. Accounting Manual for Departments. Job related skills: Leadership skills. Management skills, Computer skills, Project Management skills and a valid driver's license.

DUTIES :

Promote correct implementation of sound asset management practices. Inform, guide and advise departmental employees on asset management matters. Contribute to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Monitor and review the progress of the asset verification. Compile and manage the asset verification in the Department. Capture asset information on the inventory list (room list) of the asset holder and in the relevant registers. Issue assets and inventory list (room list) list of asset holders. Ensure the movement of assets in the register. Monitor assets for physical condition, utilization functionality and financial performance. Manage the bar coding of all movable assets. Approve of the movable asset register updates. Manage the disposal of assets in the department. Manage the disposal and transfer of assets process in the department. Supervise the receipt and issue of all movable assets in the department. Perform quantity and quality control. Ensure that assets are removed from the register after approval. Compile memorandums and reports on the disposals to the Disposal Committee. Ensure correct financial reporting. Manage the additions and reconciliation process between BAS and the Asset Register. Ensure journals are requested to amend misclassifications. Prepare financial information for financial statement purposes. Supervise employees to ensure sound physical asset management. This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advise and lead supervisors regarding all aspects of the work. Manage performance, conduct and discipline of supervisors. Ensure that all supervisors are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES :

APPLICATIONS :

Ms R Goolam Tel No: (012) 312 8395

Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ADAMrecruit67@nda.gov.za

NOTE :

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

POST 28/03 :

SENIOR SUPPLY CHAIN PRACTITIONER: DEMAND MANAGEMENT REF NO: 3/3/1/70/2026
Directorate: Demand and Acquisition Management

SALARY :

CENTRE :

REQUIREMENTS :

R413 001 per annum (Level 08)
Gauteng (Pretoria)

Applicants must be in possession of a National Diploma in Purchasing Management / Supply Chain Management / Public Administration (Management) / Logistics / Business Management (Administration). Minimum of 2 years' experience in Demand Management and Acquisition Management environment. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Departmental SCM procedures and policies. Job related skills: Computer literacy. Interpersonal skills. Administrative skills. Written and verbal communication skills. Supervisory skills. Ability to work in a team. Working under pressure. A Valid divers' license.

DUTIES :

Administer departmental requests: Source quotations. Compile comparative schedule. Check compliance. Implement and maintain effective systems and procedures for supplier's registration and accreditation: Guide and assist with the registration and accreditation of suppliers databased of National Treasury. Administer budget and administrative tasks for bid committee division: Source proposal from suppliers. Manage the invitation of quotation from the database and update the database for suppliers. Draft and package the submission to the Bid Committee for proposal. Prepare comparative schedule in terms of the preferential procurement policy. Framework Act and regulations. Maintain an efficient and effective system of procurement of goods and services: Compile

		reports. Manage the spreadsheet of the request: Compile a spreadsheet. Update and distribute spreadsheet to clients.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Goolam Tel No: (012) 312 8395
	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSCPDMrecruit70@nda.gov.za
<u>NOTE</u>	:	EE Target: African Male and Female and Coloured female and Persons with disability.
<u>POST 28/04</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER: BIDS REF NO: 3/3/1/69/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Gauteng (Pretoria)
	:	Applicants must be in possession of a Degree/National Diploma in Purchasing Management/ Supply Chain Management/ Public Administration (Management) / Logistics / Business Management (Administration). Minimum of 2 years' experience in Demand Management and Acquisition Management environment. Job-related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Departmental SCM procedures and policies. Job-related skills: Computer literacy. Interpersonal skills. Administrative skills. Written and verbal communication skills. Supervisory skills. Ability to work in a team. Working under pressure. A valid diver's license.
<u>DUTIES</u>	:	Implement standard operating procedures, SC policy and delegations of authority in bids unit: Adhere to the SCM prescripts for all bidding processed. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Render Bids administration: Render advisory and secretariate services to appointed specification and bid evaluation committee meetings. Prepare bud documents. Partake and ensure adherence to SCM prescripts during specification meetings. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance checks on bid proposals received. Arrange and attend evaluation sessions. Prepare bid evaluation reports. Present bid evaluation reports to Bid Adjudication Committee (BAC). Prepare management information, statistics and reporting on Bids: Provide weekly reports on progress of projects. Update the bid register. Undertake all administration functions required with regard to financial and human resource administration: Supervise staff. Ensure that the unit's procurement is undertaken in line with the Demand Management Plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Goolam Tel No: (012) 312 8395
	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSCPBrecruit69@nda.gov.za
<u>NOTE</u>	:	EE Target: African Male and Female and Coloured female and Persons with disability.
<u>POST 28/05</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO: /3/1/68/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Gauteng (Pretoria)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistic Management/ Supply Chain Management/ Public Management (NQF Level 6). Minimum of 2 years' experience working in Asset Management. Job-related knowledge: Knowledge of Treasury Regulations. Knowledge of Public Finance Management Act. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Knowledge of Departmental SCM procedures and policy. Knowledge of Asset management prescripts and procedures. Job related skills: Communication skills (verbal and written), Management skills, Interpersonal skills, Organising skills, Teamwork, Working under pressure, LOGIS, A valid driver's license.
<u>DUTIES</u>	:	Ensure effective management of assets. Conduct training in assets management. Provide support to client offices. Ensure compliance with Departmental asset management policies and procedures. Maintain the departmental asset register. Compile and maintain asset register in the Department. Ensure bar coding of assets. Capture newly acquired asset

according to the set standard. Ensure movement of assets is properly recorded and processed. Retire assets from the asset register due to disposals, thefts and losses. Reconcile between asset register and BAS on monthly basis. Ensure effective filling system of all asset management records. Perform assets verification and spot checks. Verify assets of the Department annually. Ensure spot checks quarterly. Reconcile assets on the floor with the asset register according to the verification plan. Identify obsolete and redundant assets for disposal as per standards. Recommend redundant assets for disposal. Maintain the barcoded asset system/register. Ensure that all procured assets are barcoded for identification purposes. Keep proper register for barcoding. Conduct backups. Provide monthly, quarterly and annual reports for financial reporting.

**ENQUIRIES
APPLICATIONS**

: Ms R Goolam Tel No: (012) 312 8395
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSCPAMrecruit68@nda.gov.za

NOTE

: EE Target: African Male and Female and Coloured female and Persons with disability.

POST 28/06

: **SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO: 3/3/1/71/2026**
Directorate: Demand and Acquisition Management

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistic Management / Supply Chain Management / Public Management (NQF Level 6). 1 year experience working in Asset Management. Job related knowledge: Knowledge of Treasury Regulations. Knowledge of Public Finance Management Act. Knowledge of Supply Chain Management and Government Asset Policy. Knowledge of BAS systems. Knowledge of LOGIS (Asset Register). Job related skills: Communication skills (verbal and written), Supervisory skills, Good interpersonal relations skills, Time management skills, Organizing and office administration skills, Computer Literacy, Report writing skills. Report writing skills, Teamwork, Working under pressure, Record keeping skills, People management skills, Monitoring and evaluation skills, Negotiation and conflict resolution skills, Customer focus skills and Computer literacy skills. A valid driver's license.

DUTIES

: Ensure effective management of assets. Conduct training in assets management. Provide support to client offices. Ensure compliance with Departmental asset management policies and procedures. Maintain the departmental asset register. Compile and maintain asset register in the Department. Ensure bar coding of assets. Capture newly acquired asset according to the set standard. Ensure movement of assets is properly recorded and processed. Retire assets from the asset register due to disposals, thefts and losses. Reconcile between asset register and BAS on monthly basis. Ensure effective filling system of all asset management records. Perform assets verification and spot checks. Verify assets of the Department annually. Ensure spot checks quarterly. Reconcile assets on the floor with the asset register according to the verification plan. Identify obsolete and redundant assets for disposal as per standards. Recommend redundant assets for disposal. Maintain the barcoded asset register. Ensure that all procured assets are barcoded for identification purposes. Maintain a proper barcode register. Administer the departmental asset register.

**ENQUIRIES
APPLICATIONS**

: Ms R Goolam Tel No: (012) 312 8395
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SCPAMrecruit71@nda.gov.za

NOTE

: EE Target: African Male and Female and White Male and Persons with disability.

POST 28/07

: **VETTING INVESTIGATOR REF NO: 3/3/1/72/2026**
Directorate: Vetting, Screening and Special Investigation
Re-advertisement, candidates who applied previously are encouraged to re-apply

SALARY

: R338 106 per annum (Level 07)

<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of grade 12 Certificate. A Bachelor's Degree / National Diploma in Security Risk Management, Police Science and Policing (NQF6). Must obtain a Top Security Clearance within a year of appointment. Minimum of 2 years of experience in the field of security vetting. Job related knowledge: Knowledge on security vetting administration. Extensive knowledge in general administration. Job related skills: Communication skills, Facilitation skills, Computer literacy, Report writing skills, Presentation skills, Listening skills and Interpersonal relations skills. A valid driver's licence and willingness to travel on a regular basis.
<u>DUTIES</u>	:	Conduct vetting fieldwork investigations. Gather relevant information. Conduct proper analysis and quality checks on the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Liaise regularly with State Security Agency (SSA), South African Police Service (SAPS), South African Secret Service (SASS), Defence, Department of Home Affairs and other critical stakeholders for advice and assistance to obtain additional information. Administer vetting files and reports.
<u>ENQUIRIES</u>	:	Mr Mandla Mnguni Tel No: (012) 319 7127
<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 Vlrecruit72@nda.gov.za
<u>NOTE</u>	:	EE Target: African Male and Female and Persons with disability.