

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 16 October 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 position of Campus Manager Ref No: 3/3/1/49/2026 advertised in the Public Services Vacancy Circular no 24 of 2026 was published with the incorrect EE Targets; the correct EE Targets are African Males and Females, and persons with disability. Therefore, the submission of job applications will be accepted from 25 September 2026 until 09 October 2026 at 16:00 through the same application channels published under the Public Service Vacancy Circular 24 dated 10 July 2026.

Withdrawal of Advertisement: The post of Senior Security Officer (reference: 3/3/1/83/2026), which was published in the Public Service Vacancy Circular number 32 dated 04 September 2026, closing 18 September 2026, has been withdrawn.

OTHER POSTS

<u>POST 35/01</u>	:	<u>ICT SYSTEM ADMINISTRATOR (UNIX/LINUX AND WINDOWS) REF NO: 3/3/1/87/2026</u> Directorate: ICT Service Delivery and Operations
<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 a National Diploma in Information Technology/Computer Science (NQF Level 6). Minimum three 3 years relevant experience in IT, of which at least one (1) year should be in a Unix/Linux server environment. Job-Related Knowledge: Unix/ Linux and Windows Server administration and management. Active Directory and Group Policy. Exchange administration. Microsoft 365 and Entra ID administration. Hyper-V virtualisation. Knowledge of hardware and software troubleshooting. Server monitoring and performance management. DHCP, DNS and TCP/IP. File and print. Job Related Skills: Experience on server operating systems, including installation, configuration and maintenance. Cloud services and hybrid infrastructure management. Automation and scripting. Good collaborative skills and ability to work well within a team. Attention to detail. Drive and critical thinking. Technical Competence. A Valid driver's license.
<u>DUTIES</u>	:	Maintain Hardware and Software Infrastructure: Provisioning of Unix/ Linux and Windows server infrastructure and support. Unix/Linux and Windows Server Maintenance. Active Directory Administration. Microsoft 365 and Entra ID administration. Troubleshooting and monitoring both Unix/Linux and Windows server environments. Ensure ICT governance and risk management. Research Future Trends and Technologies: Testing new Hardware and Software in the market. Research new trends in market and make recommendations. Zero Trust Security. AI and Predictive Analytics, Machine Learning, internet of things etc. Contribution in Projects: Rollout of special projects. Investigate and plan software and hardware projects.
<u>ENQUIRIES</u>	:	Ms M Nemutendani Tel No: (012) 319 6154 / 6195
<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 ICTSArecruit87@nda.gov.za
<u>NOTE</u>	:	EE Target: African Females and persons with disability.
<u>POST 35/02</u>	:	<u>SENIOR AGRICULTURAL SCIENTIST (SENIOR LECTURER) REF NO: 3/3/1/88/2026</u> Directorate: Grootfontein Agricultural Development Institute
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Eastern Cape (Middelburg)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Science Degree (BSc) in Agriculture (Animal Science). Minimum of 3 years' experience in the higher education environment. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service. Knowledge of Government policies and priorities in terms of Agriculture. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). A strong knowledge of the subject area combined with a broad subject background enabling contributions to teaching programmes. Job related skills: Computer skills. Good knowledge of the subject field. Supervisory and management skills. Formal training and presentation skills/facilitation skills. Willingness to work extended hours. The ability to work proactively and under pressure. The ability to work efficiently and effectively at all times. A valid driver's licence. Willingness to travel.
<u>DUTIES</u>	:	Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards which would, inter alia, include the following: Determine the training needs of clients and industrial role players (Liaise with relevant agricultural role players). Identify gaps in the curriculum, review and develop appropriate interventions, e.g. course material / study guides. Compile a curriculum. Ensure alignment of course material with requirements set for academic institutions and practical requirements. Participate in peer reviewing of study material and presentations. Prepare syllabus guides, lesson plans and presentation of practical, theoretical and/or

short courses in accordance with the set timetable. Ensure that assessment and moderation of assessments take place in accordance with the required standards (e.g. Higher Education Quality Committee standards). Develop and implement a capacity-building plan. Conduct classes which would, inter alia, include the following: Conduct classes which would, inter alia, include the following. Prepare practical and theoretical lecturing material and study aids. Present lectures and tutorials. Maintain discipline during classes. Compile question papers and memorandums for assessments. Grade answer sheets, papers and assignments. Statistical analysis of results. Invigilate during exams and tests as required. Support students through an advisory and consultative role. Moderation of exams as required. Present short courses / vocational training to Higher Education and Training (HET), Further Education and Training (FET) students and other stakeholders. Liaise with industry at various platforms on different aspects of vocational training. Prepare practical material and study aids. Present practical classes and assessment. Provide oversight, guidance, mentoring and assistance to students and other stakeholders in the planning (strategic, operational, fodder flow and financial) and management (day-to-day livestock operations, data collection and marketing) of production units (mini farms). Provide oversight to students / stakeholders in the collection, processing and interpretation of data of the production unit. Ensure the provision of sufficient quantity and quality of practical training material and equipment (fleeces, livestock, equipment, etc.). Oversee and conduct applied information research on production units: Do desktop research on subject matter. Identify relevant new information and technology for incorporation in course material. Present findings of research at relevant platforms. Provide verbal and written advice and assistance to farmers in subject field. Perform and oversee administrative and extracurricular functions which would, inter alia, entail the following: Give input towards policy. Involved with planning regarding academic, facilities, financial and other related issues. Compilation of timetables. Perform and oversee administration in terms of classes e.g. attendance registers, student records, exam results etc. Serve on various committees (e.g. subject academic committees etc.). Compile and submit monthly and quarterly reports. Human resource responsibility including: Supervise subordinates. Development of subordinates. Maintain discipline. Plan and prioritise work of subordinates. Performance management. Monitor expenditure and utilisation of assets. Comply with the Public Service prescripts.

<u>ENQUIRIES</u>	:	Mr T Cebani Tel No: (049) 802 6605
<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 SASrecruit88@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males, Coloured Females and persons with disability
<u>POST 35/03</u>	:	<u>HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION</u> <u>REF NO: 3/3/1/89/2026 (X4 POSTS)</u> Directorate: Human Resource Administration (12 Months Fixed Term Contract)
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Must be in possession of grade 12 certificate and National Diploma in Human Resource Management (NQF 6). The candidate must have a minimum of 1 year experience in Recruitment and Selection Environment. Job Related Work Experience: Knowledge of recruitment and selection prescripts and legislation. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Employment Equity Act. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Job Related Skills: the applicant must have good communication (verbal and written). Good interpersonal relations. Ability to communicate well with people at different level. Planning and organising skills. Problem solving skills. Good telephone and email etiquette. Presentation and facilitation. Report writing. Record keeping. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A Valid Driver's License.
<u>DUTIES</u>	:	Ensure the advertisement of vacant and funded posts. Ensure that duly completed and approved application to fill a Post Form is attached. Ensure that job description or job evaluation results are attached. Ensure that employment equity targets are attached. Draft advertisement in line with the approved job

profile. Send draft advertisement to line manager for sign off before placement. Submit documents to advertising section for placement. Provide effective advisory service on recruitment and selection. Ensure adherence and compliance to R&S policy and prescripts. Administer the arrangement of shortlisting's and interviews. Provide technical advisory services during shortlisting's and interviews. Implement recommendations of the selection committee members. Draft appointment submission for approval. Conduct personnel suitability checks on recommended candidates. Issue appointment letters and regret letters. Provide assistance during recruitment and selection information sessions. Respond to all related enquiries. Meet with clients on daily operational issues. Write submissions and letters on matters related to recruitment and selection. Represent the unit at various transformation forums in the Department. Rendering secretariat services during shortlisting and interviews. Provide effective interpretation on legislations, policies and directives. Provide inputs on the amendment of policies and procedures. Draft written responses to line functionaries on functional areas to enhance correct implementation of recruitment and selection processes and practices. Follow up on vacancies with a view to reduce the vacancy rate and turnaround time to fill a post. Provide training on recruitment and selection policies and prescripts. Maintain and update database with statistics on the filling of posts. Maintain and provide statistical information on recruitment and selection. Update and maintain recruitment and selection vacancy databases. Control, maintain and monitor databases set up to monitor recruitment and selection activities.

ENQUIRIES : Mr Godfrey Matloga Tel No: (012) 319 9416
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email HRPrecruit89@nda.gov.za

POST 35/04 : **SENIOR LABORATORY ASSISTANT REF NO: 3/3/1/86/2026**
 Directorate: Inspection Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape: Stellenbosch
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate. A Minimum of 3 years relevant experience in Laboratory and Horticulture. Job Related Knowledge: Knowledge of the Public Service and Departmental prescripts /policies. Agricultural Product Standards Act 119 of 1990, Liquor Products Act 60 of 1989. Job Related Skills: Knowledge and application of the Laboratory quality systems. 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. Efficient 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 timeous Ness. Computer skills, application/usage of computer software. Alert and troubleshooting skills. Administrative and organisational skills Language capabilities with regard to the understanding of quality system documentation. Planning and organising abilities. Self developmentally inclined. Team building. Trainings skills/give guidance. Extended working hours. Handling of hazardous chemicals. Valid driver's license and the ability to drive.

DUTIES : Prepare samples and perform routine analysis for the determination of i.e. chemical residues / dairy / processed food/liquor products composition components (quality control) which would, inter alia, entail the following; Labelling of samples. Collecting/taking samples for preparation (i.e. fruit, vegetables, grain and or other agricultural products / processed foods bread, dried fruit, fruit juice, honey vinegar). Preparation of sample material by e.g. weighing, drying, cutting etc. Preparation of media (eliza kits). Preparation and staining of smears. Preparation of stains, buffers and reagents. Visual inspection and collection of infected material if applicable. 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 / sterilise glassware and equipment. Clean laboratory facilities. Clean glassware and laboratory equipment. Perform administrative and related functions which would inter alia, entail the following: Inventory control of equipment and consumable for equipment. Recordkeeping and updating of the identified register (i.e. Register book, sample referral, sample received, record of results, inventory of standards, reagents and chemicals, waste removal). Assist with invoicing of analyses. Comply with health and safety regulations.

ENQUIRIES : Mr T. Pongolo Tel No: (021) 809 1640.
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SLArecruit86@nda.gov.za

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

POST 35/05 : **DRIVER/MESSENGER REF NO: 3/3/1/90/2026**
 Directorate: Animal Health

SALARY : R201 093 annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Grade 10/ABET qualification and Valid Code 8 Drivers license. Must have a minimum of seven months relevant experience Job related knowledge: Knowledge of the city (ies) in which the function will be performed. Job related Skills: Organising skills. Well organised. Good communication and interpersonal skills. Basic Literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES : Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the departmental / branch or any other component within the department related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

ENQUIRIES : Ms Celia Maluleke Tel No: (012) 319 7475
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DMrecruit90@nda.gov.za

NOTE : EE Targets: African Males, and persons with disability.