

DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	23 October 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, 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

<u>POST 36/01</u>	:	<u>ICT SPECIALIST (BUSINESS ANALYST) REF NO: 3/3/1/85/2026</u> Directorate: ICT Solution Development
<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 a National Diploma in Computer Science / Information Technology (NQF level 6). Minimum of 3 years supervisory experience in business case and business requirement specification (BRS) development. Job related knowledge: Business Process Re-engineering (6 SIGMA). Business System Analysis. Business Process Modelling (IDEF, BPEL, BPML). Functional design and user requirement specifications (UML). Business case development. Basic finance

		and accounting. Understanding of the Application Development Process (SDLC). Working knowledge of BPM Toolsets such as Case Wise or ARIS. Job related skills: Computer literacy, good grooming and presentation skills, good telephone etiquette, Good organisational skills, good people skills, High level of reliability, Communication skills (verbal and written). Team worker skills. Facilitation skills. Presentation skills. Planning and organising skills. Project Management skills. Ability to work under pressure. Teamwork. A valid driver's license.
<u>DUTIES</u>	:	Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for ICT programmes/projects within the agreed frameworks. Prepare for requirements elicitation. Conduct JAD sessions. Documents elicitation. Review /confirm documented requirements. Circulate document for formal sign-off. Map business processes and audit business systems. Map As-Is business processes. Conduct Gap-Analysis. Map To-Be business processes. Review/Confirm documented processes. Prepare business cases for systems development programmes/projects. Understand Business objectives. Conduct business impact analysis/stakeholder analysis. Schedule initial briefing session with all relevant stakeholders. Obtain High-Level functional requirements. Understand High-Level Business processes. Research/investigate solution options. Obtain Financials. Review/Confirm documented Business Case. Circulate Business Case for sign-off. Perform transversal business systems analysis. Assess Requirements against Transversal System. Assess organisational readiness. Define transition requirements. Prepare solution validation assessment. Develop Master Systems/ICT Plans. Conduct evaluation of existing ICT environment. Perform Gap Analysis between current environments & desired departmental strategic vision. Identify, evaluate & recommend future state technologies to modernize ICT environment. Draft Master Systems Plan. Review/Confirm MSP. Circulate MSP for sign-off.
<u>ENQUIRIES</u>	:	Ms T Schoole Tel No: (012) 319 6527
<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 ICTSrecruit85@nda.gov.za
<u>NOTE</u>	:	EE Target: Coloured Male, African Female, Indian Female and persons with disability
<u>POST 36/02</u>	:	<u>LAND ADMINISTRATIVE OFFICER REF NO: 3/3/1/91/2026</u> Directorate: Small-Holder Farmers Production
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Agriculture (NQF Level 6). Minimum of two (2) years' relevant experience in Land or Land Reform Administration. Job Related Knowledge: Computer literacy. Analytical skills. PFMA. Planning and organizing. Project Management. Job Related Skills: Facilitation skills. Project Management. Planning. Initiative. Interpersonal skills. Problem solving abilities. Interpretation of findings. Analytical. Computer literacy. Report writing skills. Drivers' license. Extended working hours.
<u>DUTIES</u>	:	Facilitate the disposal of Agricultural State Land: Identify the repossessed farm by Debt Management. Appoint the caretaker to look after the farm. Facilitate the Evaluation of farm to determine the productive market value. Advertise the farm through local media. Facilitate the appointment of the successful candidate. Prepare the lease agreement. Provide Infrastructure support: Ensure the proper maintenance and caretaking of farms. Conduct inspection on farms to determine the condition. Conduct needs analysis to check the gaps and what is needed. Eradication of poisonous plants. Construction of gabions and fire breaks. Rehabilitation of dams. Render advisory services to inter-governmental departments and clients on land management matters: Attend to state land queries from inter-governmental departments and clients. Attend to parliamentary queries through the ministerial office. Provide farming advise to leases/ clients. Facilitate the rental collection and other departmental levies: Send monthly statements to leases. Make follow up on none paying leases. Liaise with finance with regard to verification of payments. Facilitate the eviction of none complying leases. Refer none paying leases to legal services. Maintenance of database: Update provincial and state land database. Update

		asset management database. Update the new developments in the farm. Update job creation and applicant database
<u>ENQUIRIES</u>	:	Mr R Tuckeldoe Tel No: (012) 319 8496
<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 LAOrecruit91@nda.gov.za
<u>NOTE</u>	:	EE Target: Whites, Coloured Females and persons with disability.
<u>POST 36/03</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: GOVERNANCE REF NO: 3/3/1/92/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management / Financial Accounting / Cost Accounting / Financial Management / Internal Auditing. Minimum of 2 years' experience in finance and governance administrative 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.
<u>DUTIES</u>	:	Pre and post compliance review of payment batches. Conduct compliance review on payment batches. Clear communication of queries to client offices where discrepancies are identified. Maintain a register of both complainant and non-compliant payment batches. Monthly and quarterly. Coordination of audit inputs: Receive, analyse and distribute request for information (RFI) for external audit. Receive, analyse and distribute audit queries and follow up timeously. Update the RFI and Audit Findings registers. Attend Audit Steering Committee meetings. Attend to queries from Internal Audit. Monthly and quarterly reporting. 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. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer the procurements of goods and services. Compile, manage and maintain of the Departmental Management Plan inputs. Compile, manage and maintain of Procurement Plan inputs. Serve as a budget coordinator.
<u>ENQUIRIES</u>	:	Ms Kholofelo Mathye Tel No: (012) 312 9367
<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 SAOGrrecruit92@nda.gov.za .
<u>NOTE</u>	:	EE Target: African Female and Persons with disability
<u>POST 36/04</u>	:	<u>ADMINISTRATIVE OFFICER: LOSSES & CLAIMS REF NO: 3/3/1/93/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R338 107 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management / Public Finance / Financial Accounting / Financial Management. Minimum of 1 year experience in losses and claims administration. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, 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 and financial management skills.
<u>DUTIES</u>	:	Administration of losses and claims. Conduct compliance review of losses and claims invoices. Conduct investigations of losses and claim by liaising with different stakeholders. Compile and /or review memos to Legal Services to obtain a legal opinion. Ensure that legal opinions are implemented. Maintain and update registers for losses and claims. Provide input in the review of policies and Standard Operating Procedures. Conduct awareness within the

department on losses and claims. Monthly and quarterly reporting. Clearing of suspense account. Compile journals to clear the Damage Vehicle Suspense Account. Prepare reconciliation of processed journals to Losses & Claims Registers for accuracy and completeness. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / reviewing of the operational plan. Compile various submissions / memoranda and responses. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Compile, manage and maintain the Procurement Plan.

ENQUIRIES
APPLICATIONS

: Ms Kholofelo Mathye Tel No: (012) 312 9367
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email AOLCrecruit93@nda.gov.za

NOTE

: EE Target: African Male and persons with disability