

DEPARTMENT OF AGRICULTURE (DOA)**CLOSING DATE**
NOTE

: 30 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, 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 Service (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**POST 37/01**

: **DEPUTY DIRECTOR: HR POLICY REF NO: 3/3/1/94/2026**

: (This is a re-advertisement; candidates who previously applied are encouraged to re-apply)

: Directorate: Human Resource Administration

SALARY

: R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS).

CENTRE
REQUIREMENTS

: Gauteng: Pretoria

: Applicants must be in possession of a Grade 12 certificate and a National Diploma (NQF 6) in Human Resource Management/ Public Management/ Public Administration. Minimum of 3 years' experience at junior management level in HR Policy environment. Job related knowledge: Knowledge of Human Resource Policies. Knowledge of Human Resource Prescripts. Job related

DUTIES

skills: Communication skills (verbal and written). Strategic planning and leadership. Presentation and facilitation skills. Conceptual skills and human relations. Policy drafting (Report writing). Negotiations and consultation with relevant key stakeholders. Computer literacy skills. Problem solving skills. A valid driver's licence. Ability to travel and work irregular hours.

: Monitor the development, review, alignment, and implementation of human resource policies in the department. Identify policies to be developed/ amended and aligned. Undertake gap analysis/ identify problems/ challenges/ research and best practices as and when required. Compile/ draft policies. Request inputs/ comment from stakeholders. Consider and consolidate inputs/ comment. Finalise draft policy. Consult policy at relevant forums (components, task teams, labour, DBC, management meetings). Finalise policy for consideration for approval from management (prepare memorandum/presentation). Assist and manage implementation of policy (communication). Monitor Human Resource policies to ensure consistent implementation and application in the department. Identify HR functions to be delegated in accordance with prescripts/ legislation. Compile/ draft delegations. Request inputs/ comment from relevant stakeholders. Consider and consolidate inputs/ comment. Consult relevant role players (Labour, legal, relevant component). Compile and finalise draft delegations (set of Delegations). Consult draft delegation at relevant forums if necessary. Finalise delegations for consideration for approval from management (prepare memorandum/ presentation). Assist and manage implementation of delegations (communication). Advocate Human Resource policies to ensure consistent implementation and application in the department. Issue / distribute approved policy. Arrange information sessions to advocate relevant policy (via Teams, Zoom or venue). Prepare/compile presentation on matter. Issue / distribute DOACOMMS with details of the session. Render / Assist / deal / advise on issues / matters and cases. Develop human resource plan in the department. Examine the department's strategic plan. Benchmark with other organisations. Compile HR Plan and its implementation plans. Submit HR Plan and its implementation plans. Submit HR Plan to the delegated authority for approval. Submit HR Plan to DPSA by 30 June as required. Ensure the alignment of the HR plan to address the gap between the demand and supply of human resources. Conduct workforce analysis and identify gaps (qualitative and quantitative). Identify human resource priority issues to determine the gaps. Conduct environmental scan internally and externally to determine trends that are likely to impact on HR planning. Compile monthly, quarterly and annual reports. Manage the review and alignment of HR plan to Medium Term Expenditure Framework (MTEF). Analyse performance and forecast future expenses. Determine available budget and capacity to implement HR plan.

ENQUIRIES APPLICATIONS

: Mr C Mathebula Tel No: (012) 319 7322
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDHRPrecruit94@nda.gov.za

NOTE

: EE Target: Africans, Whites, Indians and Persons with Disability

POST 37/02

: **SCIENTIST PRODUCTION GRADE-A: REF NO 3/3/1/97/2026**
Directorate: Food Safety and Quality Assurance

SALARY

: R791 604 per annum, (OSD), (all-inclusive package structured in accordance with the OSD rules)

CENTRE REQUIREMENTS

: Gauteng: Pretoria
: Science degree (BSc)(Hon) in Food Sciences / Food Technology or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Job Related Work Experience: Minimum of three (3) years post-qualification experience. Job Related Knowledge: Applicants must have knowledge of Public Service and Departmental prescripts/policies. Public Finance Management Act (PFMA). Agricultural Products Standard Act 119 of 1990. International agreements, conventions and bilateral agreements relating to sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import requirements. Job Related Skills: Programme & project management. Scientific methodologies. Research & development. Knowledge of legal compliance. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgment. Presentation skills. Mentoring. Decision

DUTIES

making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organising. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.

: Develop and implement methodologies, systems and procedures. Evaluate, Compile and amend regulations, product standards, policies, guidelines with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified agricultural products destined for export, import and local markets and ensure that these are in compliance with international food safety and quality requirements. Obtain inputs from industry and other relevant role players with regard to the drafted product standards, policies, procedures and guidelines. Draft/amend regulations, export standards and requirements for local and imported agricultural products. Identify food safety and quality risks by monitoring international standards, best practices, and local conditions. Conduct a needs assessment and evaluate the results thereof. Compile draft legal framework and publish a government gazette notice to invite comments. Coordinate the publication of approved regulations in the government gazette. Improve internal processes by providing inputs into the drafting of policies and/or guidelines on the interpretation of the relevant Act and assisting with and reviewing of the implementation thereof by other divisions. Perform scientific analysis and regulatory functions. Provide technical advice and guidance on the interpretation and application of the legislative framework to stakeholders. Provide inputs in the drafting of policies and guidelines on the Agricultural Products Act (APS Act) and the implementation thereof by other divisions. Evaluate labels and / or marking requirements for agricultural products and make recommendations. Conduct import and export risk assessment on agricultural products and issue certification documentation accordingly. Process applications for dispensations, registrations, etc. Obtain, evaluate and disseminate information on international trends to local industries to keep them informed of new trends/requirements. Manage and maintain databases and information related to the following: registrations and /or cancellation of labels for the export of agricultural products, maximum residue limits (MRLs) for processed products, etc, destined for export, newly published regulations, import and export standards, notices and draft regulations and standards for gathering public comments, and Standard Operating Procedures. Research and Development. Liaise with national and international stakeholders, industry role players, other departments and DoA officials on technical matters related to food safety and quality assurance. Obtain, evaluate, update and disseminate the relevant international information to keep South African (SA) industries and other divisions informed of new trends/requirements. Participate in the formulation of SA's positions in international meetings with regard to the harmonisation of food safety and quality assurance issues. Provide inputs (technical and scientific) on resolutions, guidelines, scientific papers, technologies, and production practices to ensure compliance with national and international food safety and quality requirements for agricultural products in terms of South Africa's membership to international standard-setting bodies (e.g, United Nations Economic Commission for Europe, Codex Alimentarius Commission, and Organisation for Economic Co-operation and Development etc.) Coordinate and participate in local meetings, workshops, seminars relevant to food quality and sanitary matters. Human Capital and Development. Mentor, train and develop staff in order to promote skills/knowledge transfer. Supervise scientific work and processes. Manage the performance and development of staff.

ENQUIRIES APPLICATIONS

: Dr Mbulaheni Mutengwe Tel No: (012) 319 6121
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPrecruit97@nda.gov.za

NOTE

: EE Targets: African Males and Indian Females, and persons with disability.

POST 37/03

: **SENIOR AUDITOR: FINANCIAL AUDIT REF NO: 3/3/1/95/2026**
Directorate: Performance and Financial Audit

SALARY CENTRE

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

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6). Minimum of 2 years' experience in Financial Auditor. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based internal audit methodologies and procedures and software. Job related skills: Communication skill (written and verbal). Interviewing skills. Analytical skills. Problem-solving skills. Computer literacy. Business process analysis skills. Risk and control assessment skills. A valid driver's license.
<u>DUTIES</u>	:	Perform the Planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the Planning Phase Deliverables of the performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Assistant Director: Financial Audit on a weekly basis. Perform the Execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the execution phase deliverables of the performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Assistant Director: Financial Audit on a weekly basis. Perform the defined scope of the Reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the execution phase deliverables of the performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Assistant Director: Financial Audit on a weekly basis. Perform the Closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the execution phase deliverables of the performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Assistant Director: Financial Audit on a weekly basis
<u>ENQUIRIES</u>	:	Mr B Zwane Tel No: (012) 309 8753
<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 SAFArecruit95@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males and Persons with disability.
<u>POST 37/04</u>	:	<u>LAND USE OFFICER REF NO 3/3/1/98/2026</u> Directorate: Land and Soil Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 certificate and a National Diploma within Agriculture disciplines (NQF Level 6). A minimum of one (1) year experience. Job related knowledge: Public Service Regulations. PFMA. CARA. SALA. PDALA. Natural agricultural resources of South Africa. Natural resources / environmental legislation. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Law enforcement. Interpretation skills. Problem solving. Analytical skills. Negotiations skills. Listening skills. Computer literacy. Report writing. Valid driver's license. Working extended hours and travelling.
<u>DUTIES</u>	:	Promote the preservation and sustainable development of agricultural land. Assist with the development of norms and standards. Provide technical inputs on SALA / PDALA assessment criteria. Provide technical inputs on the development of PDALA Regulations. Promote the preservation of agricultural land by municipalities and other stakeholders. Review and update list of properties to be excluded from SALA / PDALA. Implement regulatory, technical, strategic and administrative frameworks. Conduct desktop analysis to provide technical inputs on the evaluation of SALA / PDALA applications, including compilation of maps. Determine land use status: agricultural land / non-

agricultural land and nature of applications. Consult applicable legislations concerning land use. Review applications to ensure compliance with land use guidelines and legislations. Compile technical evaluation reports for the review of SALA / PDALA applications based on the desktop analysis and technical interpretation in relation to the application details. Submit applications to committee with recommendations to make determinations about application based on the guidelines, norms and standards. Present applications to the evaluation review committee for consideration by the Delegate of the Minister. Maintain a record of applications progress for applications under review. Provide monthly reports on hectares retained or lost and related statistical information on land used related applications. Verify completeness of new applications. Update the Helpdesk and related operational systems. Draft monthly progress reports. Assess, interpret and create maps, aerial photography and satellite images of Agricultural land. Collaboration with relevant spheres of government and affected stakeholders involved with the administration of land use. Apply technical and legislative and compliance in responding to land use and related enquiries. Advise stakeholders / applicants on procedures, norms and standards on land use matter related to SALA / PDALA to ensure compliance to the legislations. Attend to enquires of public, professional land surveyors, planning community and attorneys. Participate with demarcation of agricultural land with municipalities and departments responsible for municipalities and traditional areas. Participate in intergovernmental and other stakeholders' forums. Advise and take remedial actions on the land use matters. Human Capital Development. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.

**ENQUIRIES
APPLICATIONS**

: Dr S Shikwambana Tel No: (012) 319 7563
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email LUOrecruit98@nda.gov.za.

NOTE

: EE Targets: African, Coloured, White Males and Indian Females, and persons with disability.

POST 37/05

: **SENIOR AGRICULTURAL REGISTRATION OFFICER: REF NO: 3/3/1/99/2026**
Directorate: Agriculture Inputs Control

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annual (Level 08)
: Gauteng: Pretoria
: Applicant must be in possession of a Grade 12 certificate and National Diploma or B-Degree in Public Management / Public Administration / Office Administration / Business Administration / Business management (NQF 6). Must have a minimum of two (2) years relevant experience of administration in the regulatory environment. Job-Related Knowledge: Knowledge of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act No.36 of 1947 together with its regulations and standard operating procedures. Public Service Regulations, Procurement procedures. Regulations relating to agricultural inputs, pest control operators and sterilizing plants. Public Finance Management Act (PFMA), Planning and organizing. DPSSA HR policies and prescripts. Job Related Skills: Supervisory skills, Planning and executions, Good interpersonal skills, Problem solving skills, Computer literacy, report writing, Ability to communicate well with people at different levels. Customer services skills, Telephonic etiquette, Motivational skills, Innovative thinking and Communication skills (verbal & written). The candidate must be willing to work extended hours and be in a possession of a valid driver's license.

DUTIES

: To coordinate and oversee the provision of administrative services in the registration of agricultural inputs in line with relevant legislations. Manage the registration of agricultural remedies applications in terms of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No. 36 of 1947). Respond to routine enquires with both the internal and external stakeholder. Develop and ensure maintenance of information databases and records management system. Verify the correctness of the registration documents issued to stakeholders. Compile correspondence to clients and external and internal stakeholders in relation to the registration applications. Compile statistical information/reports relating to the registration applications. Liaise with the Agricultural Management Advisors or Registrar for processing of registration applications. Represent the unit at the stakeholder liaison

meetings. Oversee and provide general financial administrative support for registration of Agricultural Inputs. Facilitate payment to service providers for service rendered. Ensure that the prescribed registration application fees are paid as per the regulations. Locate and verify the payment of application received. Verify and reconcile the revenue collected through ledger notices. Provide support in the review of tariffs for services offered by the directorate. Facilitate the refunding of overpayments or duplicate revenue. Assist auditors with audit process in the directorate. Process minor Agricultural Inputs registration applications. Receive and verify documentation for minor applications (e.g. renewal of products, products name changes and product ownership changes). Ensure that the correct prescribed tariffs are paid. Approve minor applications and issue certificate accordingly. Staff Supervision. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.

<u>ENQUIRIES</u>	:	Mr David Motloi Tel No: (012) 319 6889
<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 SAROrecruit99@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males and African, Coloured and Indian Females, and persons with disability.
<u>POST 37/06</u>	:	<u>ADMINISTRATION CLERK: LOSSES & CLAIMS REF NO: 3/3/1/96/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 certificate. No experience required. Job related knowledge: Knowledge of basic accounting principles. 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: Good verbal and written communication skills. Planning and organisation skills, Computer literacy. Interpersonal relations. Flexibility and Ability to work within a team.
<u>DUTIES</u>	:	Administration of losses and claims. Conduct compliance review on losses and claims invoices. Ensure cases files are opened, labelled correctly and with supporting documents. Conduct investigations of losses and claims by liaising with different stakeholders. Follow-up timeously on any outstanding information. Compile memos to Legal Services to obtain a legal opinion. Maintain and update registers for losses and claims. 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. Provide personnel administration clerical support services within the component. Perform leave administration for component. Serve as Local Transport Control Officer. 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.
<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 ACLCreruit96@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males, Coloured Males, Indian Females and Persons with disability.