

DEPARTMENT OF AGRICULTURE (DOA)

- CLOSING DATE** : **20 February 2026 at 16:00**
- NOTE** : 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. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools.
- 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.
- POST** : DEPUTY DIRECTOR: ADMINISTRATION SUPPORT: Reference: 3/3/1/45/2025
- SALARY** : R896 436 per annum (Level 11) (All-inclusive remuneration package to be structured in accordance with the rules for MMS)

- CENTRE** : Directorate: Office of the Chief Information Officer: Gauteng (Pretoria)
- REQUIREMENTS** : 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.
- DUTIES** : **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.
- EE TARGET** : African Male, Coloured Female and Persons with Disability.
- ENQUIRIES** : Ms Tsoiso Sehoole Tel: (012) 319 6196
- CLOSING DATE** : **20 February 2025 at 16:00**
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DDASrecruit452025@nda.gov.za.
- POST** : **SCIENTIST PRODUCTION GRADE – A: REFERENCE: 3/3/1/41/2025**
- SALARY** : R 761 157 per annum (OSD) (All-inclusive package to be structure in accordance with the OSD rules)
- CENTRE** : Directorate: Genetic Resources: Gauteng (Pretoria)

REQUIREMENTS : Applicant must be in possession of a Grade 12 Certificate and BSc (Hon) in Agricultural Science or Botanical Science or Biological Science. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. **Job Related Work Experience:** Three (3) years' post qualification natural scientific experience. **Job Related Knowledge:** Plant Breeders' Rights Act. UPOV Convention. Plant morphology. Plant taxonomy/systematics. Plant Breeding. **Job Related Skills:** Computer skills. Problem solving skills, Communication (oral & written) skills. Planning and organization skills. Research skills. Plant variety evaluations. The candidate will be required to work under harsh environmental conditions, travelling nationally and internationally. A valid Driver's license.

DUTIES : **Develop and implement relevant systems, and procedures in terms of the Plant Breeder's Rights Act, and DUS reports from evaluation centres for Agricultural, Vegetables, Fruit and Ornamental Crops.** Verifying new applications forms for completeness, accuracy and relevant fees paid; notify applicants of outstanding issues, before PT registration numbers are issued and opening of files facilitated. Check proposed denominations to be valid by consulting PBR registers, Varietal Lists, UPOV PLUTO database & CPVO database. Draft letters of acknowledgement for Registrars' signatures, signed letters forwarded to relevant official for filling and posting and facilitate submission of application forms and propagation material, where applicable, to the relevant evaluation centres. Receive DUS reports, verify that all required documentation is correct for approved varieties, issues ZA registration numbers and draft PBR certificates and rejection letters for the Registrar's signatures. Facilitate purchasing of DUS reports when applicable. DUS reports, signed PBR certificate and rejection letters forwarded to the relevant official for filling and posting. **Provide scientific data, information, and advice with regard to the registration of varieties in terms of Plant Breeder's Rights Act.** Provide clients with scientific support and advice related to application forms, technical questionnaires, and any requested information pertaining to application and granting of PBRs. Develop working relations with clients base and other directorates regarding varieties under consideration for Plant Breeder's Rights. Provide relevant information for updating on the Department of Agriculture (DoA) website. Compile and submit relevant PBR statistics (TWP documents and WIPO) to the Registrar for verification and submission thereof to relevant bodies. Compile information requested in terms of PAIA and submit to Registrar for further processing. **To perform scientific regulatory function in relation to the administration of the PBR Act.** Participate in consultations on South Africa's accession to the UPOV 1991 Convention. Develop SOP's for approval. Provide technical support in drafting amendments to regulations (e.g. tariffs and declarations) and facilitate publication thereof. Provide technical support in drafting of new regulations for the PBR Amendment Act. **Research and development in relation to the management of Plant Breeders's Rights.** Ensure proper management of registers. Enter the application details of the new application in the register. Enter new information with regard to any changes in status of the applications in the register. Provide updated register to the Registrar for verification. Send the electronic registers to both the Registrar and the evaluation centres quarterly. Compile and review scientific information as per required format for each publication and provide draft publication to the Registrar for editing. Distribute relevant publications to stakeholders. Upload updated merged database online onto PLUTO. **Human Capital Management.** Mentor, train and develop candidates scientists and other officials to promote skills/knowledge transfer. Monitor administrative services in order to ensure effectiveness and efficiency admin operations with regard to PBR. Manage performance of staff relating to the updating and maintenance of relevant databases. Manage the development of staff.

EE TARGET : Africans and Indian Males and Coloured Females, and persons with disability.

ENQUIRIES : Mr Madzinge Tel: (012) 319 6084

CLOSING DATE : **20 February 2026** at 16:00

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- POST** : SCIENTIFIC TECHNICIAN PRODUCTION - GRADE A (X3 POSTS):
Reference: 3/3/1/42/2025
- SALARY** : R 391 671 per annum (OSD)
- CENTRE** : Directorate: Food Safety and Quality Assurance: Western Cape (Stellenbosch)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of legal compliance. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking.
- DUTIES** : **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. Preparation 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 technical 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 customise operational procedures. **Conduct research and development.** Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop 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 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.
- NOTE** : This is a readvertisement, applicants who applied previously need to reapply.
- EQUITY TARGET** : Africans and Coloured males and African and Coloured females and Persons with disability.
- ENQUIRIES** : Dr A Seepe Tel: (012) 319 6126
- CLOSING DATE** : **20 February 2025 at 16:00**
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email STPGrecruit422025@nda.gov.za.
- POST** : SCIENTIFIC TECHNICIAN PRODUCTION - GRADE A: Reference:
3/3/1/43/2025
- SALARY** : R 391 671 per annum (OSD)

- CENTRE** : Directorate: Food Safety and Quality Assurance: Western Cape (Stellenbosch)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. Minimum of 3 years post qualification technical (scientific) experience. **Job related knowledge:** Knowledge of legal compliance. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. **Job related skills:** Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking.
- DUTIES** : **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. Preparation 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 technical 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 customise operational procedures. **Conduct research and development.** Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop 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 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.
- NOTE** : This is a readvertisement, applicants who applied previously need to reapply.
- EE TARGET** : Africans and Coloured males and African and Coloured females and Persons with disability.
- ENQUIRIES** : Ms X Tlali Tel: (021) 809 1643
- CLOSING DATE** : **20 February 2025 at 16:00**
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email STPGrecruit432025@nda.gov.za.
- POST** : SENIOR ADMINISTRATIVE OFFICER (VARIOUS COMPONENTS):
Reference: 3/3/1/44/2025
- SALARY** : R397 116 per annum (Level 8)
- CENTRE** : Chief Directorate: Natural Resources and Disaster Management: Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management (NQF 6). Minimum of 2 years'

experience in administration 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.

DUTIES : **Provide financial management services.** Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify transport and subsistence, sundry and overtime payments. **Administer the procurement of goods and services.** Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. **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. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. **Administer asset.** Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials

EE TARGET : African, Coloured and Indian Males and Persons with disabilities are encouraged to apply.

ENQUIRIES : Ms Lydia Bosoga Tel: 012 319 7675 / 7308

CLOSING DATE : **20 February 2026** at 16:00

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POST : SUPPLY CHAIN CLERK: LOGIS (SUPERVISOR) Reference: 3/3/1/46/2025

SALARY : R325 101 per annum (Level 7)

CENTRE : Directorate: Demand and Acquisition Management: Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Supply Chain Management environment. Basic knowledge of supply chain duties, practices as well as the ability to collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Planning and organise skills. Computer literacy (SCM Systems). Interpersonal relations. Communication skills (verbal and written). Time Management. Numerical skills. Customer relations. Ability to supervise and people management.

DUTIES : **Supervise and render asset management clerical services.** Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. **Supervise and render demand and acquisition clerical services.** Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system.

Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. **Supervise and undertake logistical support services. Check, place and verify orders for goods.** Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. **Supervise human resources / staff.** Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

EE TARGET : Africans, Coloureds and Persons with disability.

ENQUIRIES : Ms IM Molopyane Tel: (012) 312 8659

CLOSING DATE : **20 February 2025 at 16:00**

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