

ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 06 February 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. 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. 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 02/01

: **SENIOR PERSONAL ASSISTANT REF NO: 3/3/1/36/2025**
Directorate: Office of The Director General

SALARY

: R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS

CENTRE
REQUIREMENTS

: Gauteng (Pretoria): Head Office
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management / Public Administration / Office Management and Technology/ Public Management. Minimum of 3 years' experience in relevant environment. Job related knowledge: Knowledge of frontline customer care. Knowledge of Public Sector policies and procedures. Knowledge of

meeting procedures. Understanding of the manner in which the office of the Director General operates. Job related skills: Ability to communicate well with a variety of people. Organising skills, Computer skills and Interaction skills. A valid driver's licence.

DUTIES

: Schedule engagements of the Director General. Manage and maintain the manual diary of the Director General. Coordinate high level meetings on behalf of the Director General with other government Departments and stakeholders. Develop, update and circulate the departmental year calendar. Render administrative support services to the Director General. Manage all travel arrangements of the Director General. Ensure that subsistence and travel claims are finalised. Render support to Director General in the Pretoria and Cape Town offices. Manage emails of the Director-General. Coordinate external and internal meetings. Ensure that Information Technology equipment's and infrastructure of the Office of the Director General functions effectively and efficiently. Stay abreast of applicable prescripts and procedure to ensure efficient and effective support to the Director General. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes that apply in the Office of the Director General. Coordinate the budget for the Office of the Director General and handling of petty cash requests. Facilitate, plan oversee and drive the timely and accurate preparation of the budget of the Office of the Director General in line with Public Finance Management Act (PFMA), Treasury Regulations and strategic priorities weekly, monthly and quarterly. Compile Demand Management Plan (DMP), Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Compile various submissions / memoranda and responses in relation to the disbursement function. Oversee effective, efficient, and economical utilization of the Director General's funds. Provide leadership and management in the Private Office. Maintain a professional environment in the Private Office. Coordinate and manage the quality of work in the Private Office. Monitor and manage the daily attendance register. Ensure the development of performance agreements and assessment reports. Facilitate all training requirements and activities. Facilitate recruitment processes. Maintain accurate leave records.

ENQUIRIES APPLICATIONS

: Ms Alicia Stevens Tel No: (012) 312 9667
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPArecruit362025@nda.agric.za.

NOTE

: Africans and Persons with disability.

POST 02/02

: **ASSISTANT DIRECTOR: INFORMATION CENTRE REF NO: 3/3/1/32/2025**
Directorate: Knowledge, Information and Records Management

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
: Gauteng (Pretoria): Head Office
: Applicants must be in possession of a Bachelor's degree / National Diploma in Information Management / Information Science (NQF level 6). Minimum of three (3) years' experience. Job related knowledge: Basic knowledge of agriculture and related fields. Client information needs. Library stock. International library standards and procedure. Standards for library organization and administration. Applicable computer software and databases. Information retrieval. Departmental and other applicable policies. Financial matters. Human resource management matters. Job related skills: Planning and organizing, Computer literacy. Problem solving. Project management. Analytical thinking. Interviewing. Interpersonal relations. Verbal and written exchange of information. Tact and diplomacy. Creativity. A valid driver's license. Manage the rendering of information services to internal and external clients: Interpret and give guidance on library and information procedures and standards. Promote marketing of the library. Client orientation and customer focus: Deal with and /or assist with general enquiries. Advise other directorates on library and information matters. Deal with service providers and evaluate their products. Manage the creation of bibliographic records and maintenance of catalogues: Assist in management of cataloguing new additions to the library stock. Assist in management of classification of new stock. Assist in management of allocation of subject headings to new stock. Assist in management of allocation of shelf numbers to new stock. Assist in management of compilation of electronic asset register as required by supply

DUTIES

: Manage the rendering of information services to internal and external clients: Interpret and give guidance on library and information procedures and standards. Promote marketing of the library. Client orientation and customer focus: Deal with and /or assist with general enquiries. Advise other directorates on library and information matters. Deal with service providers and evaluate their products. Manage the creation of bibliographic records and maintenance of catalogues: Assist in management of cataloguing new additions to the library stock. Assist in management of classification of new stock. Assist in management of allocation of subject headings to new stock. Assist in management of allocation of shelf numbers to new stock. Assist in management of compilation of electronic asset register as required by supply