

**DEPARTMENT OF AGRICULTURE (DOA)****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.

**OTHER POSTS****POST 07/01**

: **SCIENTIST PRODUCTION - GRADE A: REF NO: 3/3/1/57/2025 (X2 POSTS)**  
Directorate: Inspection and Quarantine Services

**SALARY**

: R761 157 per annum (OSD) (All-inclusive salary package to be structure in accordance with OSD rules)

**CENTRE**

: Western Cape: Stellenbosch

**REQUIREMENTS**

: The applicant must be in possession of Grade 12 (Matric) certificate. Science degree (BSc)(Hon) or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification natural scientific experience. Job Related Knowledge: Applicants must have knowledge of legal compliance: Agricultural Pests Act,

1983 (Act No. 36) and applicable regulations: Plant Improvement Act, 1976 (Act No 53); and International Standards for phytosanitary measures- IPPC & WTO/SPS. Public Finance Management Act (PFMA). Knowledge of Public Service and Departmental prescripts/ policies. Quarantine procedures and protocols. Good agricultural and laboratory practices. Relevant legislation and regulations, norms and standards. Export and import procedures and policy. A valid driver's license. Job Related Skills: Programme & project management. Scientific methodologies and models. Research & development experience. Knowledge of legal compliance. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgement. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organization. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.

**DUTIES** : Develop and implement methodologies, systems and procedures for the detection pests and post entry quarantine of plants. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Perform scientific analysis and regulatory functions in the area of plant quarantine. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters. Human Capital and 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 and development of staff.

**ENQUIRIES** : Mr Theo Pongolo: Tel: (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 [SPGrecruit572025@nda.agric.za](mailto:SPGrecruit572025@nda.agric.za).

**NOTE** : African Males and Females, and persons with disability are encouraged to apply.  
**CLOSING DATE** : 13 March 2026 at 16:00

**POST 07/02** : **SCIENTIST PRODUCTION GRADE A REF NO: 3/3/1/51/2025**  
 Directorate: Plant Production

**SALARY** : R761 157 per annum (OSD) (All-inclusive package to be structure in accordance with the OSD rules)

**CENTRE** : Gauteng: Pretoria

**REQUIREMENTS** : BSc (Hon) in Plant Production/Botany (plant/seed morphology, taxonomy, physiology. Compulsory registration with SACNASP as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification natural scientific experience. Prior experience with usage of laboratory apparatus. Additional advantages include the attendance of the Seed Science Course hosted by the University of Pretoria and successful completion of the practical seed testing methods and techniques examination. Job Related Knowledge: Applicants must have knowledge of seed testing and seed technology practice within the scope of seed science (nomenclature, morphology, taxonomy, physiology). Taxonomy skills for seed identification. Scientific methodologies and models. Research and development. Technical report writing. International seed testing processes and methodologies (ISTA). Quality Assurance Systems (ISTA accreditation standard). Operation and maintenance of laboratory apparatus and equipment. Analytical and scientific interpretation, i.e. mathematical and statistical calculation of results. Policy development and analysis of relevant departmental policies and prescripts e.g.

<b><u>DUTIES</u></b>	: Plant Improvement Act. Data analysis. Job Related Skills: Computer skills (MS Office) Identify specialist assets for the OSTL based on needs (seed collection). Work well in an individual capacity as well as part of the team. Ability to train internal personnel as well as external stakeholders. Professional oral and written communication skills. Planning and organizational skills. Knowledge and operation of laboratory apparatus. Numeracy, mathematical and statistical skills. Problem solving skills. Analytical skills. Ability to work effectively and efficiently.
	: Develop and implement methodologies, systems and procedures. Perform scientific function that require interpretation in the absence of an established framework i.e. interpretation of the International Seed Testing Association (ISTA) rules. Identify and consolidate needs for methodologies, policies, systems and procedures in the Quality Assurance System (QAS). Identify gaps and development appropriate interventions regarding the activities of seed sampling with Directorate: Inspection Services and/or other offices. Monitor the maintenance, calibration and operation of seed testing equipment. Provide scientific support and advice. Provide scientific data, information and advice as requested by the seed industry and review scientific publications. To perform scientific analysis and regulatory functions to promote standardization in the seed industry. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedure related to seed testing. Conduct basic and applied research. Research/literature studies to improve expertise in the seed related field. Publish and present research findings and liaise with relevant bodies/councils on seed science-related matters. Human Capital and Development. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice in accordance with ISTA rules and Quality Assurance System. Supervise scientific work processes. Manage the performance and development of staff.
<b><u>ENQUIRIES</u></b>	: Ms A Kistnasamy Tel: 012 319 6034
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email <a href="mailto:SPGrecruit512025@nda.gov.za">SPGrecruit512025@nda.gov.za</a> .
<b><u>NOTE</u></b>	: EE Target: Coloured and White Females, and persons with disability.
<b><u>CLOSING DATE</u></b>	: 13 March 2026 at 16:00
<b><u>POST 07/03</u></b>	: <b><u>CONTROL AGRICULTURAL LEGISLATION INSPECTOR REF NO: 3/3/1/52/2025</u></b> Directorate: Agricultural Inputs Control
<b><u>SALARY</u></b>	: R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	: Western Cape: Stellenbosch
<b><u>REQUIREMENTS</u></b>	: Bachelor of Science (Bsc) Degree in the field of Agriculture. Good manufacturing practice training at any higher learning institution will be added advantage. Job Related Work Experience: Minimum of three (3) years' experience. Job Related Knowledge: Public Finance Management Act, The Public Service Act, Document tracking system, Relevant computer training, Relevant act and International Agreements, Regulations/Standards, Customer Services, Financial Management and Meeting procedures, Evaluation of Products: Computers Networks, Supervision of Personnel and related matters. Job Related Skills: Good interpersonal skills, Ability to communicate well with people at different levels, Planning and organizing skills, Ability to motivate people/subordinates, Good telephone etiquette, Ability to act with tact and discretion, Interpretation of relevant legislation, Identification of shortcomings in legislation. Training/guide of personnel in performance of their task, Communication (written & verbal), Negotiating/Influencing, Budgeting and application of funds, Public Speaking, Problem Solving, Conflict resolution and management, Information management, Identification and planning, Relevant computer software (MS Office), Supervision of personnel & related matters. Chairing of meetings. Extended working hours. The candidate must be willing to travel and be in a position of the Driver's license, Ability to work under pressure.
<b><u>DUTIES</u></b>	: Ensure compliance and enforcement in the region. Monitor and analyse inspection activities in the region. Develop and interpret intervention strategies. Conduct spot checks and verify compliance. Attend scientific local and

international conferences on agricultural inputs. Seizure of illegal products. Recommend high level cases for prosecution. Conduct the samples testing. Monitor and evaluate the sampling procedure. Screen non-compliance reports in terms of risk. Lead GMP (Good Manufacturing Practices) audit of manufacturing facilities. Recommend the closure of non-complying facilities. Monitor and ensure preservation of all evidence. Monitor and inspect imports. Guidance, interpretations and applying legislation, regulations and policies. Ensure that traceability system is in place for record purposes. Direct and advice on investigation conducted. Advice the Register and Executives on the deficiencies of the legislation and its prescripts. Put systems and procedures in place to ensure client adherence to legislation, regulations and procedures. Conduct risk analysis in the region. Ensure and monitor the implementation of intervention strategy and action plan. Conduct risk assessment and facilitate pets control operations. Develop/review guidelines, Standard Operating Procedures (SOP) and regulations. Conduct risk analysis. Develop intervention strategy and action plan. Conduct monitoring and evaluation. Develop awareness campaign and information sessions programs. Ensure that capacity building and awareness rising to internal and external stakeholders are conducted. Ensure that raids are conducted at points of interest (railways stations, taxi rank and other informal markets,) Ensure the distribution of awareness materials. Represent the department at stakeholder meetings (Industrial, various departments, directorates, and farmers organisation). Manage and monitoring complaints, investigation, and prosecution processes. Ensure the screening, categorisation, and prioritization of complaints according to their level of risk. Analyse all complaints and enquiries. Develop corrective measures and ensure that system is updated. Prosecution of the outcome of inspections where there is contravention. Monitor and ensure that all complaints and enquiries are attended to. Investigate high level advice. analyse court cases and provide advice. Lead the prosecution through NPA, State Attorneys on matters going for trials in courts. Liaise/attend meeting with other government departments (Health, SARS, SAPS, etc.), non-governmental institutions and relevant stakeholders. Supervision of Staff. Allocation and ensure quality of work. Ensure capacity and de4velopment of staff. Ensure proper utilization of equipment.

**ENQUIRIES  
APPLICATIONS**

: Mr Gift Moncho Tel: (012) 319 7169  
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email [CALIrecruit522025@nda.gov.za](mailto:CALIrecruit522025@nda.gov.za).

**NOTE  
CLOSING DATE**

: EE Target: African Males and Persons with disability.  
 : 13 March 2026 at 16:00

**POST 07/04**

: **SENIOR AGRICULTURE REGISTRATION OFFICER (REF NO: 3/3/1/53/2025)**  
 Directorate: Agriculture Inputs Control  
 This is a readvertisement and applicants who applied previously need to reapply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 per annum (Level 08)  
 : Gauteng (Pretoria)  
 : Applicant must be in possession of a Grade 12 certificate and National Diploma or B-Degree in Public Management or Administration / Office Administration (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. DPSA 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.

- ENQUIRIES** : Mr David Motloi, Tel: (012) 319 6889
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email [SAROrecruit532025@nda.gov.za](mailto:SAROrecruit532025@nda.gov.za).
- NOTE** : EE Target: African, Coloured, Indian, White Males and African, Coloured and White Females, and persons with disability.
- CLOSING DATE** : 13 March 2026 at 16:00
- POST 07/05** : **PERSONAL ASSISTANT: REF NO 3/3/1/54/2025**  
Chief Directorate: Legal Services
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : National Diploma in Secretarial/Office Administration/ Management (NQF6). A minimum of three (3) years' experience in rendering a support service to senior management. Job Related Knowledge: Applicants must have knowledge on the relevant legislation/policies/prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Job Related Skills: Sound organizational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication, Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours.
- DUTIES** : Provides a secretarial/receptionist support services to the Manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded to, in the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Do filing of documents for the manager and the unit where required. Collect and analyses information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents

like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES** : Ms Kanthi Nagiah Tel: 0661163174  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email [PArecruit542025@nda.gov.za](mailto:PArecruit542025@nda.gov.za).  
**NOTE** : EE Target: African Males and Persons with disability.  
**CLOSING DATE** : 13 March 2026 at 16:00

**POST 07/06** : **GENERAL TECHNICAL ASSISTANT REF NO 3/3/1/55/2025**  
 Directorate: Plant Production

**SALARY** : R269 499 per annum (Level 06)  
**CENTRE** : Gauteng: Pretoria (Roodeplaat)  
**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate with Life Sciences (Biology) and Mathematics Literacy as passed subjects. Job Related Work Experiences: No working experience required. Job Related Skills: Seed testing knowledge. Seed science (morphology, taxonomy, physiology). International seed testing processes and methodologies. Quality assurance practices. Laboratory safety measures. Communications skills. Planning and organising skills.

**DUTIES** : Conduct physical purity analysis. Asses physical status of samples, weight and report. Apply appropriate dividing technique, weight, and report. Interpret purity technical requirements for the applicable seed kind (Pure Seed Definition). Apply the PSD to conduct analysis procedures. Study other seed if found and observe seed characteristics according to familiarities. Compare seed with identification literature and confirm comparison with seed in reference collection. Describe, weight and report results. Package components for record purposes and additional testing. File laboratory report in specified area. Report non-conformances and incidents. Conduct germination test, i.e planting and evaluation: Planting: Verify and interpret the applicable planting requirements for the seed kind. Prepare containers and substrate according to prescribed method. Apply appropriate dividing technique for obtaining a planting work sample. Position seed in/on substrate, complete planting procedure and place into correct germination apparatus (temperatures specific). Report planting details on germination work sheet. File laboratory in specified area. Report non-conformances and incidents. Evaluation: Verify and interpret the applicable technical seedling evaluation criteria for the seed kind. Report any general observations. Apply technical judgement to assess the physical appearance of the replicate. Group seedlings and left over seed according to prescribed categories. Report number of seedlings and left over seed per group / category and described abnormalities on germination work sheet. Finalise test or extent incubation period when required according to ISTA Rules. File laboratory report in specified area. Reporting of non-conformances and incidents. Conduct test related to seed analysis, other than purity analysis and germination test as required for quality determination. Verify seed kind. Read, interpret and apply test technical methodology applicable to test type as requested. Consult relevant officials, if required. Report results on work sheet. File laboratory report in

specified area. Report non-conformances and incidents. Implement quality assurance system, occupational health and safety measures and good laboratory practices. Maintaining and calibration of apparatus. Maintaining tidiness of work area/surfaces. Apply health and safety measures in accordance with legislation and prescribed procedures e.g. make use of Personal Protection Equipment. Apply rules and standards for handling, packing, filing, and storage to maintain quality of samples and documents. Filing of records / documents. Report of non-conformances and incidents.

**ENQUIRIES** : Ms A Choco Tel: 012 319 6311  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email [GTAreruit552025@nda.gov.za](mailto:GTAreruit552025@nda.gov.za).

**NOTE** : EE Target: African, Coloured and White Males and persons with disability.  
**CLOSING DATE** : 13 March 2026 at 16:00

**POST 07/07** : **ADMINISTRATION CLERK: REF NO 3/3/1/56/2025**  
Directorate: Land Use and Soil Management

**SALARY** : R228 321 per annum (Level 5)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: 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: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

**DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. 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.

**ENQUIRIES** : Ms E van Dyk Tel: (012) 319 7558  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email [ACreruit562025@nda.gov.za](mailto:ACreruit562025@nda.gov.za)

**NOTE** : EE Target: African and White Males and Persons with disabilities.  
**CLOSING DATE** : 13 March 2026 at 16:00