

ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 20 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. 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 04/01

: **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/3/1/45/2025**
Directorate: Office of the Chief Information Officer

SALARY

: R896 436 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 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.

ENQUIRIES : Ms Tsotso Sehoole Tel No: (012) 319 6196
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

NOTE : EE Target: African Male, Coloured Female and Persons with Disability.

POST 04/02 : **SCIENTIST PRODUCTION GRADE – A REF NO: 3/3/1/41/2025**
 Directorate: Genetic Resources

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

CENTRE : 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