

DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	05 May 2026 at 16:00
<u>NOTE</u>	:	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

<u>POST 13/01</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT, FLEET AND TRAVEL MANAGEMENT</u> <u>REF NO: 3/3/1/16/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Successful applicants must be in possession of a Degree/ National Diploma in Transport Management/ Public Administration/ Business Administration/ Purchasing Management/ Supply Chain Management/ Logistics Management.

	Minimum of 3 year's experience in Transport, Fleet and Travel Management environment on salary level 9. Job related knowledge: Public Finance Management Act (PFMA). Public Service Regulations. Basic Accounting Systems (BAS). Treasury regulations. Government Transport Policies. Job-related skills: Computer Literacy. Presentation Skills. Communication Skills (Verbal and Written). Planning and organizing Skills. Financial Skills. Analytical Skills. Management Skills. Interpersonal Skills. Valid driver's license. Ability to work under pressure.
<u>DUTIES</u>	: Manage travel operations: Manage the travel system. Ensure that processes are in place. Attend to travel requests and bookings. Establish and maintain good relationships with suppliers. Approve trip authorizations received from clients. Manage after hours and emergency travel services. Manage fleet and subsidized vehicles: Manage the fleet and subsidized vehicles. Manage the maintenance of the fleet register and records. Coordinate the withdrawal of services with financial services providers. Oversee inspection on vehicles, accidents, thefts and disposal of vehicles. Manage the license disk and number plates of departmental vehicles. Manage the utilisation of departmental, subsidized and hired vehicles. Manage traffic fines of the DOA. Approve trip authorizations received from clients. Manage special events and conferences: Ensure the facilitation of support during departmental events and conferences. Verify delegates during accreditation process. Manage the transportation of delegates. Manage the EMS (after hours) services. Manage payments for Travel and Transport Companies, Bank, etc: Manage the receipt of invoices, verification and processing of invoices. Ensure valid invoices are paid within 30 days with receipt of invoices. Manage the transactions for journal processing. Monitor the documents sent to internal control and payables. Manage the reconciliation of payments. Provide remittance advice, disbursements and list of invoices paid to the travel agents and bank, etc. Liaise with the travel management company and the bank regarding the travel account. Financial reporting: Manage the monthly reporting of the 30 days report. Prepare, submit and report on accruals and payables. Review the disclosure notes relating to transport and travel before submitting to Management. Attend to request for information and audit findings raised by Auditor General.
<u>ENQUIRIES</u>	: Mr Roewyn Danster Tel No: (012) 312 8360
<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 DDTFTMrecruit16@nda.gov.za
<u>NOTE</u>	: EE Target: Africans and Persons with disability.
<u>POST 13/02</u>	: <u>ASSISTANT DIRECTOR: TRANSPORT, FLEET AND TRAVEL MANAGEMENT REF NO: 3/3/1/17/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Gauteng: Pretoria
<u>REQUIREMENTS</u>	: Applicants must be in possession of a National Diploma in Transport Management/ Public Administration/ Purchasing Management/ Supply Chain Management/ Logistics Management. Minimum of 3 years' experience in transport, fleet and travel management environment at least on a Senior Officer Level (SL8). Job related knowledge: Public Finance Management Act. Public Service Regulations. Basic Accounting System (BAS). Government transport policies. Job-related skills: Computer skills. Report writing skills. Communication skills. Interpersonal skills. Financial skills. Analytical skills. Problem solving skills. Ability to work under pressure and in a team. A Valid drivers' license.
<u>DUTIES</u>	: Manage travel operations: Ensure that processes and systems are in place. Monitor performance of the appointed suppliers. Establish and maintain good relationship with suppliers. Attend to travel request from clients. Liaise with travel agent. Authorise payments manually. Manage GG/departmental and subsidized vehicles: Maintain an updated asset register and vehicle files. Coordinate the withdrawal of services with financial service providers. Monitor inspections conducted on vehicles. Authorise trip request by clients. Liaise with G-Fleet for license disk and distribute to Provincial Offices. Manage special events and conferences: Facilitate logistical support of departmental special events and conferences. Sourcing venue and accommodation facilities. Manage travel and transport of the delegates. Provide assistance in the

		management of EMS services. Check delegates during accreditation process. Authorise payments for Travel Management company and credit card, etc: Keep record of invoices received by the department. Monitor the account by updating distribution list. Ensure valid invoices are paid within 30 days. Reconciliation of accounts. Provide support and report to management and client offices: Provide and submit 30 days payment report to financial accounting and reporting. Verify and submit Accruals and payables. Compile age analysis and travel agent report to management. Provide advice and guidance to staff. Provide remittances and disbursement reports to the Suppliers.
<u>ENQUIRIES</u>	:	Ms Amanda Le Roux Tel No: (012) 312 8438
<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 ADTFTMrecruit17@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males, Coloured Males and Persons with disability.
<u>POST 13/03</u>	:	<u>AGRARIAN REFORM SPECIALIST REF NO: 3/3/1/21/2026</u> Directorate: Small-Holder Farmers Support
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and Degree in Agriculture (NQF Level 7). Minimum of 2 years relevant experience in agriculture economics / food security / developmental research. Job related knowledge: Knowledge of food security policies, strategies and programmes. Public Finance Management Act (PFMA). Project management. Job related skills: Facilitation skills. Project Management. Planning. Initiative. Interpersonal skills. Problem-solving abilities. Interpretation of findings. Analytical skills. Computer literacy. Report writing skills. A valid driver's licence. Extended working hours.
<u>DUTIES</u>	:	Facilitate the design of programmes for food security and smallholder development. Coordinate the identification and design of programmes for food security and smallholder development across the country and the value chain. Conduct needs analysis for food security programmes and smallholder producers across the country. Coordinate the implementation of food security and smallholder development programmes. Interact with provinces, districts, and local municipalities towards implementation of food security and smallholder development programmes. Provide advisory services on food security programmes and smallholder development programmes. Facilitate the implementation of food security policies and frameworks for smallholder producers. Monitor and evaluate food security programmes in the provinces. Monitor the progress of smallholder producers funded by the departmental and other programmes. Ensure the alignment of departmental plans and programmes / projects in the provinces. Identify risk and challenges in the implementation of food security and smallholder development producers' support. Provide inputs in the development of guidelines for food security and smallholder development programmes. Facilitate and coordinate analytical, synthesized reports.
<u>ENQUIRIES</u>	:	Mr P Ramolotja Tel No: (012) 319 8219
<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 ARSrecruit21@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males, White Females and Persons with disability.
<u>POST 13/04</u>	:	<u>FORENSIC INVESTIGATOR REF NO: 3/3/1/19/2026</u> Sub-Division: Forensic Investigation
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Forensic Investigations / Law / Auditing. Minimum of two (2) years of experience in Forensic Investigations. Job related knowledge: The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic Investigations methodologies and procedures. Job related skills: Written and verbal communication skills. Interviewing skills. Analytical skills. Problem-solving skills. Conflict management skills. Interpersonal skills. Computer skills.

<u>DUTIES</u>	:	Perform the Planning of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Planning Phase Deliverables of the Forensic Investigations Directorate's preliminary review 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 Deputy Director: Forensic Investigations on a weekly basis. Perform the Execution of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Investigation Phase Deliverables of the Forensic Investigations Directorate's preliminary review 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 Deputy Director: Forensic Investigations on weekly basis. Perform the Reporting of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Reporting Phase Deliverables of the Forensic Investigations Directorate's preliminary review 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 Deputy Director: Forensic Investigations on a weekly basis. Perform the Closure of the preliminary review of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic audit software of the Closure Phase Deliverables of the Forensic Investigations Directorate's preliminary review 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 Deputy Director: Forensic Investigations on a weekly basis.
<u>ENQUIRIES</u>	:	Ms K Govender Tel No: (012) 309 8735
<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 Flrecruit19@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males and Persons with disability.
<u>POST 13/05</u>	:	<u>AUDITOR: FINANCIAL AUDIT REF NO: 3/3/1/20/2026</u> Sub-Division: Financial Audit
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Auditing. Minimum of one (1) year credible and applicable experience (financial management, financial accounting, auditing). Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based financial audit methodologies and procedures. Job related skills: Written and verbal communication skills. Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Computer skills. Business process analysis skills. Risk and control assessment skills.
<u>DUTIES</u>	:	Plan the financial audit projects allocated to the employee. Organise opening meetings with clients. Attend opening meetings and compile minutes thereof. Prepare pre-audit survey (gathering background information e.g. acts, policies and procedures, legislations, previous audit reports and any other information related to the audit). Prepare a detailed system description which documents the entire process to be audited. Attend and participate in risk workshop with the audit client to identify and rate the audit risks per sub-process. Deliberate on the controls pertaining to each risk identified and produce a risk report. Conduct analytical reviews to identify patterns, trends etc in order to guide your sampling plan. Prepare audit programme to test the adequacy and effectiveness of the controls identified. Update teammate project file (ensure teammate is updated with all planning documents). Execute the defined scope of the financial audit projects allocated to the employee. Select a sample from the population. Prepare working papers. Execute the audit procedures according to the approved audit programme. Prepare the following documents

		whenever necessary: Document control sheet. Incomplete or missing documents. Factual correctness sheets. Collect audit evidence for each finding raised. Prepare finding sheets with relevant recommendations. Discussion of findings raised with relevant officials. Update teammate project file (ensure teammate is updated with all fieldwork documents including finding sheets). Report on the results of execution of the financial audit projects allocated to the employee. Participate in the compilation of the stream reports. Participate in the deliberation of the final report with audit manager and the audit client. Closure of the audit project. Organise closing meetings with clients. Prepare and discuss Audit Project Performance Evaluation. Complete the finding register. Update teammate project file (align findings raised and working papers to the final stream and Audit Committee reports).
<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 AFAreruit20@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males and Persons with disability.
<u>POST 13/06</u>	:	<u>BURSARY OFFICER REF NO. 3/3/1/21/2026 (X2 POSTS)</u> Directorate: Sector Education and Training
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Successful applicants must be in possession of a minimum of 3-year (NQF6) Diploma or B-Degree in Administration / Public Administration /Public Management /Office Management/ Management Assistant. Minimum of 2 years of experience in bursary administration, information management, database management and working with students in institutions of higher learning. Valid Driver's Licence. Job related knowledge: Project management, Monitoring and Evaluation, Skills Development Act, SAQA Act, Further Education and Training Qualification Act. Job related skills: Facilitation & Project Management skills, Planning, Initiative, Interpersonal skills and Problem solving.
<u>DUTIES</u>	:	Render recruitment and selection of department's bursary holders. Conduct needs analysis annually to identify and prioritize skills in agriculture and produce annual bursary adverts. Facilitate the advertisement of bursary opportunities in the national print and electronic media. Distribute the advert and posters to the relevant stakeholders (Provincial Departments of Agriculture, municipalities, ARC, High School, Tertiary Institutions, community libraries, labour regional office, internet/intranet and members of the public). Conduct response handling on bursary application and execute the following: Receive, sort and capture application forms in response to the advert. Draft and send regret and acknowledgement letters and request outstanding documents. Conduct preliminary selection using the 14 points system of all relevant applications and prepare files for the selection committee. Organize and carry out all logistical arrangement to host the National Bursary Committee (NBC) meeting which finalizes bursary awards. Compile a comprehensive list of successful candidates approved by the selection committee. Prepare bursary award letters for new bursary holders in various fields of studies and informed candidates about the success of the bursary application. Coordinate the signing of bursary contracts by successful candidates. Respond to telephone queries and appeal letters from members of the public including emails and physical visits. Inform various institutions about new and current bursaries. Render administration and information management services. Create and continuously update files for each bursary holder with relevant documents. Populate and update databases: such as database of all beneficiaries, database of discontinued and suspension of studies, database of National Bursary Committee (NBC). Prepare financial guarantee letters for old bursary holders who are continuing with their studies, bursary reinstatement letters and bursary extension letters. Prepare and send confirmation list of all bursary holders of institution of learning. Compile fees structure per institution hosting DoA bursary holders and process payments of tuition, accommodation, books, meals and monthly allowance. Continuously analyse and verify the students accounts. Monitor expenditure of bursary funds by beneficiaries and compile monthly and quarterly reports thereof. Reconcile on monthly basis amount paid to institutions as per drawdown schedule of payments done by NFSAS against the approved fees structure. Compilation of

reports. Receive, verify and process invoices payments of bursary funds to high school bursary holders. Compile Annual Report on the implementation of the External Bursary Scheme. Compile briefing reports of bursary awards. Compile ToRs of the bursary monitoring meetings. Compile minutes of the meetings. Compile and package necessary information (evidence) required by Auditor-General during auditing period. Conduct bursary monitoring meetings. Execute all logistical arrangements for bursary monitoring meeting (arrange venues, transport, invitation, agenda, documents etc). Conduct monitoring meetings at institutions of higher learning where DoA bursary holders are registered. Orientation meetings to check settlement of new bursary holders and to ensure that they have all resources. Group monitoring meetings to address bursary holders on cross cutting issues like External Bursary Policy and procedures, do's and don'ts, what is covered by the bursary etc. Meetings with financial aid officers at institutions of higher learning and principals of schools to verify if bursary funds paid is used for the purpose it is meant for. Facilitate job / experiential placement of bursary holders within the department and with the relevant industries. Compile a list of bursary holder who need experiential / internship training or vacation work annually. Advise bursary holders to develop job search skills such as CV writing and job interview skills. Lobbying with employers from the sectors to recruit DoA completing bursary holders. Link bursary holders with companies and organisations after completion of studies. Provide secretarial support and general administrative support during interviews conducted to appoint completing bursary holders.

ENQUIRIES
APPLICATIONS

: Mr Phillemon Mathebula Tel No: (012) 319 7843
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Borecruit21@nda.gov.za

NOTE

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