

DEPARTMENT OF AGRICULTURE (DOA)**CLOSING DATE**
NOTE

: 18 September 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. All shortlisted candidates, for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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.

MANAGEMENT ECHELON**POST 32/01**

: **CHIEF AUDIT EXECUTIVE REF NO: 3/3/1/81/2026**
Branch: Office of the Director-General

SALARY

: R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE

: Gauteng: Pretoria

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree or Advanced Diploma in Internal Auditing / Risk Management / Financial Management / Law (LLB) / Forensic Investigation (NQF Level 7). Membership of the Institute of Internal Auditors South Africa (IIA SA). Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Job related work experience: Minimum of five (5) years' experience at a senior managerial level (auditing, project management, financial and operational management. Project management. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project Management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Written and verbal communication skills. Interviewing skills. Analytical and problem-solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and Control assessment skills. A valid driver's licence. Ability to travel and work irregular hours.

DUTIES

: Manage the compilation of the Internal Audit and Forensic Investigations strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis: Manage the development and updating of methodologies, policies and procedures in line with the best practise and the International Standards of the Institute of Internal Auditors (IIA) and the Association of Certified Fraud Examiners (ACFE) Professional Standards on an annual basis. Manage the compilation of the Chief Directorate's strategic plan and operational plan by April each year. Manage the compilation of the Chief Directorate's Internal Audit operational and process risk registers by April each year. Manage the compilation of the Internal Audit Strategic 3-year Rolling and Annual Internal Audit Plans by April each year. Coordinate with other internal and external service assurance providers to ensure proper risk coverage and to minimise duplication of effort. Manage the compilation of the Forensic Investigations Comprehensive and Annual Case Management Registers by April each year. Manage the implementation of the Internal Audit and Forensic Investigations strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis: Manage the achievement of the Chief Directorate's strategic and operational objectives on a continuous basis and report progress to the Director-General on a monthly basis. Manage the achievement of the Chief Directorate Internal Audit risk register action plans on a continuous basis and report progress to the Director-General on a monthly basis. Manage the achievement of the Internal Audit Strategic 3-year Rolling and Annual Internal Audit Plan's deliverables on a monthly basis and report progress to the Audit Committee and the Director-General on a quarterly basis. Manage the achievement of the Forensic Investigations Comprehensive and Annual Case Management Registers on a monthly basis and report progress to the Audit Committee and the Director-General on a quarterly basis. Manage the performance of Quality Assessment reviews on the annual internal audit plans projects on a continuous basis, the annual Internal Quality Assessment Review and the five yearly External Quality Assessment Review and report the results of the annual and five yearly reviews to the Audit Committee and Director-General. Manage the reliance of the Audit-General of Soth Africa on the work performed and reports issued by the Internal Audit and Forensic Investigations Directorates on a monthly basis and report progress to the Audit Committee and the Director-General on an annual basis. Manage the implementation of the Internal Audit Report's Action Plans and the Forensic Investigations Report's Recommendations by line management on a quarterly basis: Manage the requests for progress reports from line management on the implementation of action plans on all internal audit reports and implementation of recommendations on all forensic investigation reports on a quarterly basis. Manage the analysis of the line management's status of implementation of action plans of Internal Audit Reports and recommendations of Forensic Investigations Reports and clarification of statuses with line managers on a quarterly basis. Manage the preparation of progress reports on the implementation of management action plans and recommendations presentations to the Audit Committee and Director-General on a quarterly basis. Manage the co-ordination of the Audit Committee Meetings and Audit Committee In-committee Meetings on a continuous basis: Manage the contracts and payments of the Audit Committee Members on a continuous

basis. Manage the co-ordination and secretariat function of the Audit Committee meetings and Audit Committee In-committee meetings as per the Audit Committee annual work plan. Manage the co-ordination of the Audit Committee meetings with the Minister as per the Audit Committee annual work plan. Manage the Audit Committee In-committee meetings with the departmental management, the AGSA and the Chief Directorate Internal Audit as per the Audit Committee annual work plan. Manage the Chief Directorate Internal Audit's resources: Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES
APPLICATIONS

: Ms K Kgang Tel No: (012) 319 7331
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CAErecruit81@nda.gov.za

OTHER POSTS

POST 32/02

: **DEPUTY DIRECTOR: HUMAN RESOURCE POLICY (REF NO: 3/3/1/82/2026)**
Directorate: Human Resource Administration

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 a National Diploma (NQF 6) in Human Resource Management/ Public Management/ Public Administration. Minimum of 3 years' experience at junior management level in HR Policy environment. Job related knowledge: Knowledge of Human Resource Policies. Knowledge of Human Resource Prescripts. Job related skills: Communication skills (verbal and written). Strategic planning and leadership. Presentation and facilitation skills. Conceptual skills and human relations. Policy drafting (Report writing). Negotiations and consultation with relevant key stakeholders. Computer literacy skills. Problem solving skills. A valid driver's licence. Ability to travel and work irregular hours.

DUTIES

: Monitor HR Policies developed, reviewed, aligned, facilitated and implemented in the Department. Identify policies to be developed/ amended and aligned. Undertake gap analysis/ identify problems/ challenges/ research and best practices as and when required. Compile/ draft policies. Request inputs/ comment from stakeholders. Consider and consolidate inputs/ comment. Finalise draft policy. Consult policy at relevant forums (components, task teams, labour, DBC, management meetings). Finalise policy for consideration for approval from management (prepare memorandum/presentation). Assist and manage implementation of policy (communication). Monitor HR Delegations regarding PSA and PSR developed/ reviewed and implemented in Department. Identify HR functions to be delegated in accordance with prescripts/ legislation. Compile/ draft delegations. Request inputs/ comment from relevant stakeholders. Consider and consolidate inputs/ comment. Compile and finalise draft delegations (set of Delegations). Consult draft delegation at relevant forums if necessary. Finalise delegations for consideration for approval from management (prepare memorandum/ presentation). Assist and manage implementation of delegations (communication). HR Policies advocated to ensuring consistent implementation and application in the Department. Issue/ distribute approved policy. Arrange information sessions to advocate relevant policy (via Teams, Zoom or venue). Prepare/compile presentation on matter. Issue/distribute ICM with details of the session. Render/ assist/deal/advise on issues/matters and cases. HR Delegations advocated to ensure consistent implementation and application throughout the Department. Issue/ distribute approved/ amended delegations. Arrange information sessions to advocate relevant delegations (via Teams, Zoom or venue). Prepare/ compile presentation on matter. Issue/ distribute ICM with details of the session. Render/ assist/ deal/ advise on issues/ matters and cases. Manage and deal with HR related administrative functions/ activities/ tasks/ requests/ instructions as requested/ instructed by Management. Render/ assist/ deal/ advise on issues/ matters and cases as and when required. Analyse/ do research and obtain relevant prescripts. Consult relevant role players (Labour, legal, relevant Component). Compile

		response/ memorandum for consideration/ approval. Communicate approval/ advise/ outcome of decision.
<u>ENQUIRIES</u>	:	Mr C Mathebula Tel No: (012) 319 7322
<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 DDHRPrecruit82@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males and Persons with disability.
<u>POST 32/03</u>	:	<u>SENIOR SECURITY OFFICER REF NO: 3/3/1/83/2026</u> Directorate: Vetting, Screening and Special Investigations
<u>SALARY</u>	:	R237 453 annum (Level 05)
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of grade 12 certificate. Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Must have a minimum of three (3) years security experience Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment. Knowledge of security incident reporting and recording procedures. Knowledge of the powers, duties and responsibilities of security officers in terms of applicable legislation, policies, standards and procedures. Knowledge of prescribed security Legislation (e.g. Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, Occupational Health and Safety Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays). Valid driver's license.
<u>DUTIES</u>	:	Supervise the security functions performed by the security officers, ensuring adherence to department security policies. Allocate duties to security officers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Develop and manage duty rosters, shift schedules and overtime arrangements in accordance with operational requirements and applicable prescripts. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g., X-Ray machines, Walk-through metal detectors, security lights and etc.). Report faulty, damaged or non-functional security equipment and systems to the relevant supervisor or responsible unit. Supervise human resources/staff. Allocating work. Check, verify and update documentation/registers (leave forms, EPMDS, overtime). Updating work plans and performance standards. Performance assessment. Staff development. Manage export admin office to ensure effecting Wine Online support services. Ensure that incidents are properly recorded in occurrence books, incident registers and other prescribed records. Review security camera footage upon receipt of an authorised request and in accordance with approved procedures. Identify, respond to and report security breaches, incidents, and other irregularities. Monitor and provide support in case of emergencies. Inspect and verify occurrence books, registers and other prescribed security records to ensure that they are accurately and consistently maintained. Ensure that unauthorised persons and dangerous or prohibited objects do not enter departmental buildings or premises. Conduct security inspections and ensure that all access points and designated areas are properly secured and locked after hours. Ensure that the movement of equipment, assets, documents, and other items into and out of departmental premises is properly authorised and controlled. Administrative and related functions. Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leaves and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets. Supervise all control room activities. Ensure that control room personnel perform their duties in accordance with approved procedures and security prescripts. Report all incidents and any identified non-compliance relating to security prescripts.

ENQUIRIES
APPLICATIONS

Review of footages upon request through proper procedure. Update all registers for the incidents observed.

: Mr Thabo Maila Tel No: (012) 312 8627
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSOrecruit83@nda.gov.za

NOTE

: EE Targets: Coloured Males and African Females, and persons with disability.