agriculture
Department:
Agriculture
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : **22 December 2025 at 16:00**

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 (submitted prior to appointment). 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.

POST : SCIENTIST PRODUCTION - GRADE A: Reference: 3/3/1/19/2025

SALARY	:	R761 157 per annum (OSD) (All-inclusive salary package to be structure in accordance with OSD rules)
CENTRE	:	GAUTENG (PRETORIA): HEAD OFFICE
DIRECTORATE	:	AGRICULTURAL INPUTS CONTROL
REQUIREMENTS	:	The applicant must be in possession of Grade 12 (Matric) certificate. BSc (Hon) in Agriculture with Soil Nutrition as a major subject. 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 regulatory experience. Job Related Knowledge: Applicants must have expertise and experience in the interpretation of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act, 1947 (Act No. 36) together with its regulations and guidelines. Job Related Skills: Programme & project management. Scientific methodologies and models. Ability to research and develop independently. Legal compliance. Data analysis (high level analytical skills). Computer applications (MS Office Software- Word, Excel and Power Point). Technical report writing (ability to prepare and present complex reports). Customer services skills. Communication skills (verbal and written). Drivers' license. Presentation skills. Ability to work under pressure. Extended working hours / overtime may be required.
DUTIES	:	Develop and implement methodologies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures by developing administrative and compliance regulations and SOP's. Identify gaps and develop appropriate interventions by developing guidelines and conducting training workshops. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework by writing technical reports. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Perform scientific analysis and regulatory functions. Conduct analysis of scientific data during the evaluation of applications to register animal feeds, fertilizer and pesticides. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customize scientific models and techniques by contributing to the technical aspects of regulations. Compile technical reports. Research and Development. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research/literature studies to improve expertise by reading technical publications. Publish and present research findings. Liaise with relevant bodies/councils, industries, government departments and other stakeholders on science and regulatory 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. Customer Service Management.
NOTE	:	African and White Males, and persons with disability are encouraged to apply.
ENQUIRIES	:	**Mr MJ Mudzunga:** Tel: (012) 319 6502
CLOSING DATE	:	**22 December 2025** at 16:00
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SPrecruit192025@nda.agric.za.
POST	:	SCIENTIST PRODUCTION - GRADE A: Reference: 3/3/1/20/2025

SALARY	:	R761 157 per annum (OSD) (All-inclusive salary package to be structure in accordance with OSD rules)
CENTRE	:	WESTERN CAPE (STELLENBOCH OFFICE)
DIRECTORATE	:	INSPECTION AND QUARANTINE SERVICES
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. Diagnostic procedures. Good 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 organizational. 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 and identification of pests of phytosanitary importance. 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.
NOTE	:	African Males and Females, and persons with disability are encouraged to apply.
ENQUIRIES	:	Mr Theo Pongolo**:** Tel: (021) 809 1640
CLOSING DATE	:	**22 December 2025** at 16:00
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SPrecruit202025@nda.agric.za.
POST	:	ASSISTANT DIRECTOR: SENIOR MANAGEMENT SERVICES (SMS) Reference: 3/3/1/13/2025

SALARY	:	R468 459 per annum (Level 09)
CENTRE	:	GAUTENG **(**PRETORIA): HEAD OFFICE
DIRECTORATE	:	HUMAN RESOURCE ADMINISTRATION: GAUTENG (PRETORIA)
REQUIREMENTS	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in the field of Human Resource Management (NQF 6). Minimum of 3 years' experience in Human Resource Management environment. Job related knowledge: Public Service Act. Public Service Regulations. Public Finance Management Act. Human Resource (HR) matters. Reporting procedures. Compilations of management reports. Labour relations. Supervisory skills and competencies. Human Resource Administration (HRA) policies and practices. Public Service Reporting. Computer base HR information systems. Job related skills: Communications (verbal and written) skills. Strategic planning and leadership skills. Interpersonal skills. Problem solving skills. Conflict resolutions skills. Interpretation skills. Analytical skills. Presentation and facilitation skills. Report writing skills. People management skills. Administrative skills. Customer focus skills. Computer literacy. Valid Divers' license. Working irregular hours.
DUTIES	:	Supervise the allocated resources of the Sub Directorate. Ensure capacity and development of employees. Evaluate and monitor performance of employees. Monitor and ensure proper utilization of equipments and reporting thereof. Provided HR advisory to line managers on HR compensations management, HR service benefits and conditions. Provide advisory services and respond to all enquiries received, in line with the government's legislative frameworks and the Department's policies and directives to the Department's line functionaries and SMS members. Know and apply legislation, policies and procedures. Ensure proper maintenance of all relevant databases. Conduct regular workshops with line functionaries regarding service benefits and conditions. Administer the administration of the capturing of appointments/acting appointments of SMS members on the PERSAL System. Ensure that HR systems and processes are in place to enable HR support to SMS members. Assist in the management and quality assurance of the source documents submitted and approve. Know and apply legislation, policies and procedure. Administer and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counteroffers etc.). Ensure compliance with the legislative frameworks. Quality assure and manage the submission of documents on the relevant systems. Approve. Plan and facilitate the administration of conditions of service and service benefits for SMS members. Administer leave and termination of services. Administer allowances (e.g. housing, overtime, long service). Provide advice with regard to service benefits and conditions.
NOTE	:	Coloured Males and Coloured, Indian, White Females and persons with disability are encouraged to apply.
ENQUIRIES	:	Ms Sharon Waverley Tel: (012) 312 9758
CLOSING DATE	:	**22 December 2025 at 16:00**
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email ASDSMSrecruit132025@nda.agric.za.
POST	:	CHIEF MONITORING ANALYST: Reference: 3/3/1/14/2025
SALARY	:	R468 459 per annum (Level 9)
CENTRE	:	GAUTENG **(**PRETORIA): HEAD OFFICE
CHIEF DIRECTORATE	:	PLANNING, MONITORING AND EVALUATION

REQUIREMENTS	:	Applicants must be in possession of a Bachelor's Degree / National Diploma in Agricultural Science, Agricultural Economics, Statistics, Auditing, Public Administration / Management (NQF6). Minimum of 3 years of proven experience in performance monitoring, evaluation, Project and programme management, strategic planning preferably in agricultural environment. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. DPME regulations, Performance auditing, Project and programme management, Quality improvement, Ability to customize and package information to user requirements. Job related skills: Computer literacy, Analytical and research skills, Communication and interpersonal skills, Presentation skills, Problem solving skills, Report writing skills. A valid driver's licence. Willingness to travel and work irregular hours.
DUTIES	:	Coordinate organisational performance analysis against predetermined objectives. Coordinate analysis on organisational performance reporting. Analyse state of performance controls and inform continuous improvements to satisfy prescribed performance standards for accountability and transparency. Use analysis findings to inform agenda on capacity building/advisory to achieve improved organisational performance. Support use of analysis findings to proactively overcome challenges, develop guiding documents and tools and enhance management decision making process.
NOTE	:	Coloured, Indians, White Males and Females, and persons with disability are encouraged to apply.
ENQUIRIES	:	Mr Evans Kgasago Tel: (012) 312 8063/8068
CLOSING DATE	:	**22 December 2025** at 16:00
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email CMArecruit142025@nda.agric.za.
POST	:	SENIOR ORGANIZATIONAL DEVELOPMENT PRACTITIONER: Reference: 3/3/1/15/2025
SALARY	:	R397 116 per annum (Level 8)
CENTRE	:	GAUTENG **(**PRETORIA): HEAD OFFICE
DIRECTORATE	:	HUMAN RESOURCE UTILIZATION AND DEVELOPMENT
REQUIREMENTS	:	Applicants must be in possession of a National Diploma in Management Services / Operations Management / Production Management, Organizational and Work study qualifications (NQF level 6). Minimum of one (1) year experience. Job related knowledge: Knowledge of the Public Service and Departmental prescripts / policies. Work study principles and techniques, Job design and job profile compilation, Policies, procedure and prescripts, Research / analysis, Job analysis and evaluation. Job related skills: Planning and organizing, Communication, Interpersonal relations, Accuracy, thoroughness and timorousness, Facilitation and presentation, Interpretation of policies and analytical skills. Be willing to travel and work long extended hours. A valid driver's license.
DUTIES	:	Conduct job analysis and job evaluation: acknowledge all requests received, identify relevant role-players, conduct interview to obtain relevant information, identify organisation deficiencies, benchmark posts, complete relevant COMPENSATE-EVALUATE documents, compile final documents and present recommendations to the JE panel. Render support regarding the provision of secretariat services for committees: arrange venue for meetings, capture JE data on COMPENSATE-EVALUATE system, prepare files for JE panels, capture information during JE panel meetings into COMPENSATE-EVALUATE system, Update JE documents with amended information, update JE database

and filing of JE documents. Compilation of job descriptions: gather relevant information from the available resources (including research, benchmarking, etc), arrange meetings and gather information with relevant role players, analyse gathered information and consult stakeholders. Undertake organisation and post establishment investigation: develop term of reference for interventions, undertake research / benchmark to obtain all necessary information, analyse and process information, undertake functional analysis, determine post establishment needs and make recommendations and draft optimization structure and job descriptions. Undertake investigations to optimize work procedures and methods: Gather and analyse information, compile documents (report etc) of analysed information with recommendations and compile draft report with recommendations.

NOTE : White Males and African, White Females, and persons with disability are encouraged to apply.

ENQUIRIES : Ms Lexy Manamela Tel: (012) 312 9569

CLOSING DATE : **22 December 2025** at 16:00

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SODPrecruit152025@nda.agric.za.

POST : BURSARY OFFICER (X2 POSTS) Reference: 3/3/1/16/2025

SALARY : R325 101 per annum (Level 7)

CENTRE : GAUTENG **(**PRETORIA): HEAD OFFICE

DIRECTORATE : SECTOR EDUCATION AND TRAINING

REQUIREMENTS : Applicants must be in possession of a National Diploma in Human Resources Development / Public Administration / Office Management / Education (NQF6). Minimum of 2 years of experience in bursary administration, information management, database management and working with students in institutions of higher learning. 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. A valid driver's license.

DUTIES : 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.

NOTE : African, White, Indian Males and White, Indian Females, and persons with disability are encouraged to apply.

ENQUIRIES : Mr Phillemon Mathebula Tel: (012) 319 7843

CLOSING DATE : **22 December 2025** at 16:00

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email BOrecruit162025@nda.agric.za.

POST : SUPPLY CHAIN PRACTITIONER: DEMAND MANAGEMENT: Reference: 3/3/1/17/2025

SALARY : R325 101 per annum (Level 7)

CENTRE : GAUTENG **(**PRETORIA): HEAD OFFICE

DIRECTORATE : DEMAND AND ACQUISITION MANAGEMENT

REQUIREMENTS : Applicants must be in possession of a National Diploma in Financial Management /Logistics/ Purchasing Management/ Supply Chain Management/ Public Administration (NQF level 6). Minimum of 1 year experience in (SCM) Demand Management and Acquisition Management. Job related knowledge: Knowledge of public sector procurement processes. Supply Chain Management Policy Framework or Guide to accounting officers. Public Financial Management Act, Preferential Procurement Policy Framework Act, CIDB prescripts, Treasury Regulations and other SCM prescripts. Job related skills: Supervisory skills, Good interpersonal relations, Time management skills, Computer literacy, Good written and verbal communication skills, Organizing and office administration skills, good data analysis and report interpretation skills. Ability to work under pressure and deliver to tight

deadlines. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies. A Valid divers' license.

DUTIES : Provide administration support on functional planning and operations for Demand Management: Render administrative activities regarding procurement planning of goods, works or services for the unit. Collate, verify and consolidate Demand Management Plans to produce Departmental Integrated Demand Management Plan. Draw reports on BAS to check, verify and confirm the allocated budget per office and their expenditure. Supervise and render demand and acquisition clerical services: Update and maintain supplier database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusions. Administer requisitions and conduct market analysis: Check, analyse and submit requests to quotation units daily. Conduct market analysis on requisitions. Provide integrated monthly requisition spreadsheet. Provide effective document control, filling and administrative support: File all documents including deviation memos and other relevant memos. File terms of reference electronically and manually.

NOTE : African, Coloured Males and African, Coloured Females, and persons with disability are encouraged to apply.

ENQUIRIES : Ms R Goolam Tel: (012) 312 8395

CLOSING DATE : **22 December 2025** at 16:00

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SCPDMrecruit172025@nda.agric.za.

POST : ADMINISTRATION CLERK: Reference: 3/3/1/18/2025

SALARY : R228 321 per annum (Level 5)

CENTRE : GAUTENG **(**PRETORIA): HEAD OFFICE

DIRECTORATE : PLANT HEALTH

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. Taking and drafting of minutes. 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 of 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.

NOTE : White, Indian Males and Indian, Coloured Females, and persons with disabilities are encouraged to apply.

ENQUIRIES : Ms Thozama Nonqane Tel: (012) 312 6213

CLOSING DATE : **22 December 2025** at 16:00

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email ACrecruit182025@nda.agric.za.

POST : REGISTRY CLERK: Reference: 3/3/1/21/2025

SALARY : R228 321 per annum (SL 05)

CENTRE : GAUTENG (PRETORIA): HEAD OFFICE

DIRECTORATE : OFFICE OF THE MINISTER (1 POST)
OFFICE OF THE DEPUTY MINISTER (1 POST)

REQUIREMENTS : Must be in possession of grade 12 (matric) certificate. No experience required. Job Related Work Knowledges: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understating of the work in registry. Job Related Skills: Planning and organising. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective and record management services. Opening and close files according to record classification system. Filling/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operating office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finances. Send wring remittance back to sender via registered post and record references number in register. Keep daily record of number of letters franked Process documents for archiving and / disposal. Electronic scanning of filles. Sort and packaging files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

NOTE : African Males and Females, and person with disabilities are encouraged to apply.

ENQUIRIES : Mr Godfrey Matloga**:** Tel: (012) 312 9416

CLOSING DATE : **22 December 2025** at 16:00

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email RCrecruit212025@nda.agric.za.

POST : DRIVER/MESSENGER: Reference: 3/3/1/22/2025

SALARY	:	R193 359 per annum (SL 04)
CENTRE	:	GAUTENG (PRETORIA): HEAD OFFICE
DIRECTORATE	:	OFFICE OF THE MINISTER (1 POST) OFFICE OF THE DEPUTY MINISTER (1 POST)
REQUIREMENTS	:	Must be in possession of grade 10/ ABET qualification. The candidate must have a 7 months' relevant experience. Job Related Work Experience: Knowledge of THE city (ies) in which the function will be performed. Job Related Skills: Must have organising skills and good communication and interpretation skills. Valid code 8 Drivers licence.
DUTIES	:	Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute, and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the departmental / branch or any other component within the department and related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the files. Copy and fax documents.
NOTE	:	African Males and Females, and persons with disabilities are encouraged to apply.
ENQUIRIES	:	Mr Godfrey Matloga**:** Tel: (012) 312 9416
CLOSING DATE	:	**22 December 2025** at 16:00
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DMrecruit222025@nda.agric.za.