agriculture
Department:
Agriculture
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE	:	**12 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. 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	:	DEPUTY DIRECTOR: LOGISTICS MANAGEMENT Reference: 3/3/1/10/2025

SALARY	:	R896 436 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
CENTRE	:	PRETORIA, HEAD OFFICE
DIRECTORATE	:	LOGISTICS AND ASSET MANAGEMENT
REQUIREMENTS	:	Applicants must be in possession of a National Diploma in Financial Management /Logistics/ Purchasing Management/ Supply Chain Management/ Accounting (NQF level 6). Minimum of 5 years' experience at Assistant Director level in the Supply Chain Management field. Job related knowledge: Knowledge of Treasury Regulations, Supply Chain Management Framework, Public Sector procurement processes, LOGIS (Logistics Information System). Job related skills: Project management skills, Team management skills, Interpersonal skills, Burget forecasting, Computer literacy, Communication skills, Time management, Resource planning, Planning and organizing, Problem solving and decision-making skills. A Valid divers' license.
DUTIES	:	**Implement logistical management systems, procedures and processes:** Oversee the implementation of logistics management systems, procedures and processes, develop effective systems aimed at improving service turnaround times on an on-going basis, ensuring compliance with the PFMA, Treasury Regulations and sub-directorate budget guidelines. **Manage the creation of purchase orders:** Ensure timely capturing of internal requisitions, ensure purchase orders are authorized as per supply chain management delegations of authority and ensure safekeeping of purchase orders. **Ensure the integrity of LOGIS:** Manage and analyse LOGIS reports and prepare monthly management reports. **Manage payments for goods, services and assets:** Manage the processing of payments, ensure safekeeping of payments documents, ensure that invoices are captured on LOGIS on time, conduct risk assessment and implement mitigation measures, reconcile statements from supplies. **Manage stores and warehousing:** Manage deliveries, manage spot checks and stocking, evaluate stock level on a monthly basis. **Manage financial reporting:** Compile monthly payment reports and monthly, Interim Financial Statements and Annual Financial Statements commitment reports, manage monthly, Interim Financial Statements and Annual Financial Statements accruals and payable reports and weekly invoice reports.
NOTE	:	African Male or Female or White Male and Persons with disability.
ENQUIRIES	:	Mr Roewyn Danster Tel: (012) 312 8360
CLOSING DATE	:	**12 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 DDLMrecruit102025@nda.agric.za.
POST	:	SUPPLY CHAIN CLERK: VARIOUS COMPONENTS (X3 POSTS): Reference: 3/3/1/11/2025
SALARY	:	R228 321 per annum (Level 5)
CENTRE	:	PRETORIA, HEAD OFFICE
DIRECTORATE	:	DEMAND AND ACQUISITION MANAGEMENT
REQUIREMENTS	:	Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills, Computer skills, Language, Good verbal and written communication skills.

DUTIES	:	**Render asset management clerical support.** Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. **Render demand and acquisition clerical support.** Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. **Render logistical support services.** Place orders for goods and services. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers.
NOTE	:	African Male, Coloured Male, Indian Male, White Male or female and persons with disability.
ENQUIRIES	:	Ms R Goolam Tel: (012) 312 8395 or Ms I.M Molopyane (012) 312 8659
CLOSING DATE	:	**12 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 SCMVCrecruit112025@nda.agric.za.
POST	:	SUPPLY CHAIN CLERK: VARIOUS COMPONENTS (X1 POSTS): Reference: 3/3/1/12/2025
SALARY	:	R228 321 per annum (Level 5)
CENTRE	:	DEMAND AND ACQUISITION MANAGEMENT
DIRECTORATE	:	MIDDELBURG, EASTERN CAPE
REQUIREMENTS	:	Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills, Computer skills, Language, Good verbal and written communication skills.
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ENQUIRIES	:	Ms A Heyns Tel: (049) 802 6669
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