



EXTERNAL VACANCY ANNOUNCEMENT

The Eswatini Civil Aviation Authority (ESWACAA), a Category A Public Enterprise responsible for the regulation of Civil Aviation in the Kingdom Eswatini, the Management of King Mswati III International Airport and Air Navigation Services Provider.

ESWACAA carries out its Mandate in conformity with International Civil Aviation Organisation (ICAO) Standards and Recommended Practices (SARPs).

The Authority plans to recruit qualified individuals with impeccable integrity and performance excellence oriented to fill the position of **Occupational SHE and Wellness Specialist**.

The position reports to the **Manager Human Capital** and is tenable in Matsapha (ESWACAA Head Office) with frequent visits to KMIIL International Airport (Sikhuphe).

1. JOB PURPOSE:

The position is responsible for supporting the Manager Human Capital in delivering the Occupational SHE & Employee Wellness services across the organisation. It is at the forefront of inculcating the Occupational SHE & Employee Wellness culture. The position also serves as Occupational SHE and Employee Wellness training content creator.

The incumbent will:

- Contribute to the formulation of the organisation-wide annual Occupational SHE & Employee Wellness programme, strategy, budget, and policies.
- Develop Occupational SHE & Employee Wellness procedures and processes.
- Implement organisation-wide Occupational SHE and Employee wellness programmes.
- Support management in the implementation of Occupational SHE & Employee Wellness programmes.
- Provide first line of oversight on compliance with the Occupational Health and Safety (OSH) Act, OSH Policy, and Wellness Policy.
- Serve as case management officer for occupational health (occupation accidents and diseases), wellness and disability incidents.
- Coordinate occupational fitness assessment (pre-employment and periodic in line with policy and risk assessment).

- Coordinate Occupational SHE and Employee Wellness risk assessment and mitigation programme.
- Coordinate activities and training of Occupational SHE and Employee Wellness Committees.
- Manage the inventory of organisational first aid boxes and related Occupational SHE & Employee Wellness supplies.
- Development of Occupational SHE and Employee wellness-related training content and facilitation of training as subject matter expert.
- Liaise with Occupational SHE & Employee Wellness service providers (doctors, psychologists, department of labour, PHI, and Workmen compensation insurance providers etc) in the delivery and case management of incidents.
- Data integrity maintenance and filing of Occupational SHE & Employee Wellness documents.
- Prepare period Occupational SHE & Employee Wellness reports and inform future programmes.

2. QUALIFICATIONS AND EXPERIENCE:

The ideal candidate must meet the following minimum requirements:

(i) Qualification

Bachelor's degree in occupational SHE / Industrial & Organisation Psychology (IOP)/ Social Work/ Clinical/Counselling Psychology or an equivalent.

Added Advantage

- Post Graduate qualification or Professional Certification in Occupational SHE/ Employee Wellness/Psychology.
- Membership to a relevant Professional Body.

(ii) Work Experience

- A minimum of 3 years of experience working in a similar or related function.

Added Advantage

- Exposure in a highly unionised human resources management work environment.

(iii) Other requirements

- Full Aviation Security Clearance.

3. SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES:

The ideal candidate must demonstrate the following competencies, knowledge, and personal attributes:

- In-depth understanding of local OSH Act, supporting legislations and regulations such as the Workmen Compensation Act, relevant sections in the Employment Act and IR Act.
- Ability to formulate policies, procedures and processes aligned to the national legislations of occupational SHE and Employee Wellness.
- Good knowledge of Ergonomics and occupational SHE risks matrix.
- Ability to provide first-line employee counselling and good judgement for referrals.
- High level of personal credibility and confidentiality.
- Self-drive and flexibility.
- Good communication and facilitation skills.
- Openness to learning.

Applications with complete up-to-date Curriculum Vitae, certified copies of academic certificates/professional accreditation, should be emailed to recruitment@eswacaa.co.sz not later than **Friday, 1 March 2024**. Please quote the position "**Occupational SHE and Wellness Specialist**" in the email subject line.

N.B. Only emailed applications will be admissible.

All applications should be in PDF format not exceeding 11MB. Zipped or compressed files are not admissible.

Only shortlisted candidates will be contacted.