



EXTERNAL VACANCY ANNOUNCEMENT- OFFICER ORGANIZATIONAL TRANSFORMATION AND LEARNING

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Eswatini Civil Aviation Authority (ESWACAA), a Category A Public Enterprise responsible for the regulation of Civil Aviation in the Kingdom of Eswatini and the operation of King Mswati III International Airport. ESWACAA carries out its mandate in conformity with International Civil Aviation Organisation's (ICAO) Standards and Recommended Practices (SARPs).

ESWACAA invites suitably qualified and experienced candidates to apply for the position of **Officer Organizational Transformation and Learning** tenable in the Human Capital Department. This role plays a vital part in facilitating the implementation of organisational transformation and learning interventions across the Authority. The position reports to the Human Capital Business Partner Organizational Transformation and Learning. The successful candidate will be stationed in Matsapha (ESWACAA Head Office) with frequent travelling to KMill International Airport (Sikhuphe).

1. JOB PURPOSE:

The role coordinates the implementation of organisational transformation and learning interventions, serving as project manager for various human resources projects and coordinates the planning and execution of internal and external training programmes, including logistics and reporting.

Key Responsibilities

The incumbent will be expected to:

- Contribute to the development, review and implementation of relevant policies and procedures for the department. This involves interpreting and rolling out of these policies to all employees.
- Providing technical support in:
 - o Developing and Updating competency frameworks
 - o Preparing annual training plans and budgets
 - o Crafting job descriptions, performance contracts, and appraisals
- Coordinate onboarding and offboarding programme for employees.
- Coordinate culture and engagement initiatives such as employee recognition and exit interviews.

- Coordinate traineeship programmes and other talent development pipelines
- Administering the Learning Management Systems (LMS), including uploading and managing content.
- Prepare monthly, quarterly and annual reports on various organisational development projects and change management activities.
- Coordinate the implementation of the learning and development policy, including sourcing and managing training service providers.

2. QUALIFICATIONS AND EXPERIENCE:

The ideal candidate must meet the following minimum requirements.

(i) Qualification

- Bachelor's Degree in OD/ Human Resource Management/ Industrial & Organisation Psychology (IOP), or an equivalent.

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(ii) Work Experience

- Minimum two (2) years in Human Resources Operations, Organisational Development & Learning functions.
- Exposure to both public and private sector in HR practices is desirable.

(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:

- Organisational Transformation facilitation
- Training delivery and Training material development
- Change Management and stakeholder engagement
- Communication & interpersonal skills
- Business Process Optimisation
- Facilitation
- Delivering OD and training Interventions to multiple audiences
- Basic understanding of aviation compliance requirements
- Proficiency in computer programs and HR Information Systems
- Knowledge of performance management and job evaluation methods
- High level of integrity, teamwork, adaptability, and innovation
- Strong analytical, problem-solving, and decision-making abilities

Applications with complete up-to-date Curriculum Vitae, certified copies of academic certificates/professional accreditation, must be emailed to recruitment@eswacaa.co.sz not later than **Friday, 5 September 2025**. Please quote the position of **"Officer Organizational Transformation and Learning"** in the email subject line.

N.B. Only emailed applications will be admissible.

Only shortlisted candidates will be contacted.

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