



EXTERNAL VACANCY ANNOUNCEMENT- MANAGER FACILITIES

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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 **Manager Facilities** to provide strategic leadership to the Facilities Management Department within the Finance Division. The successful candidate will be stationed in **Matsapha (ESWACAA Head Office)** with frequent travelling to **KMIII International Airport (Sikhuphe)**.

1. Job Purpose

The Manager Facilities is responsible for the efficient management and maintenance of all ESWACAA facilities and properties. This includes property development, renovations, leasing, allocation of offices and staff housing, infrastructure maintenance, and building disposals. The role ensures the effective implementation of the Authority's strategy, policies, and standards on facilities management while providing leadership to the maintenance team and overseeing the performance of contractors and service providers.

2. Key Performance Areas (KPA's)

- Oversee maintenance and management of all Authority buildings, equipment, and infrastructure to ensure optimal condition, safety, and compliance.
- Develop, implement, and monitor facilities and property management policies, including asset life-cycle management and SHEQ compliance frameworks.
- Conduct regular property inspections and maintain accurate records of all assets, including procurement, allocation, movement, and disposal.
- Enhance the Authority's property portfolio value through effective leasing, utilisation, and disposal strategies.
- Oversee contractor and service provider performance, ensuring compliance with contractual terms, standards, and cost efficiency.
- Develop and manage the annual facilities and maintenance budget, ensuring cost control and financial accountability.
- Implement and monitor Planned Preventative Maintenance (PPM) schedules for all ESWACAA properties.

- Manage cleaning, waste management, and fumigation services to maintain a safe and hygienic working environment.
- Ensure departmental compliance with OSHA, ICAO, and other statutory requirements.
- Lead, mentor, and develop the facilities management team to drive high performance and continuous improvement.

3. Qualifications and Experience

Minimum Requirements

- Bachelor's Degree in Facilities Management, Building Services, Civil Engineering, Property Management, or equivalent.
- Minimum of five (5) years' relevant experience in facilities management or maintenance within a comparable organisation, including two years coordinating and managing contractors and service providers.
- Full Aviation Security Clearance.

Added Advantage

- Certificate in Project Management.
- Completion of a Management Development Programme.
- Certification in Estate or Property Management.

4. SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES

- Strong knowledge of industrial codes, local rental laws, and Eswatini construction industry regulations.
- Familiarity with building systems (HVAC, electrical, plumbing) and ability to interpret technical drawings and schematics.
- Understanding of ICAO standards and safety management practices.
- Excellent leadership, organisational, and interpersonal skills.
- Strong communication and stakeholder management abilities.
- High integrity, results orientation, and problem-solving capability.
- Flexible, detail-oriented, and able to manage multiple priorities effectively.

Applications with complete up-to-date Curriculum Vitae, certified copies of academic certificates/professional accreditation, must be emailed to recruitment@eswacqa.co.sz not later than **Tuesday, 25th November 2025**. Please quote the position of **"Manager Facilities"** 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.