VACANCY ANNOUNCEMENT: PROPERTY AND ASSETS MANAGEMENT OFFICER

(PUBLISHED 30TH OCTOBER 2026)

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 **Property and Assets Management Officer** tenable in the Facilities Management Department. The position reports to the **Manager Facilities** and will be stationed at ESWACAA Head Office (Matsapha) with occasional travelling to King Mswati III International Airport (Sikhuphe).

1. Job Purpose

To support the effective management, tracking, and maintenance of all organizational properties and physical assets. This role ensures assets are properly recorded, maintained, utilized, and disposed of in accordance with policy, while supporting facilities operations and strategic planning.

Key Responsibilities

The incumbent will be expected to:

- Maintain an up-to-date and accurate fixed asset register and ensure assets are tagged and recorded as per policy.
- Track asset movement, condition, allocation, location, and lifecycle management from acquisition to disposal.
- Conduct regular physical asset verifications, audits, and daily occupational health and safety inspections.
- Support the administration and record-keeping of leases, rentals, property agreements, and coordinate maintenance plans.
- Perform general works concerning properties and assets, including installation, repairs, and maintenance of industrial buildings.

- Monitor property conditions, schedule preventive and corrective maintenance, and liaise with relevant landlords, tenants, or external stakeholders.
- Monitor labourers and artisans working on properties and assets, ensuring adherence to project briefs, specifications, and cost-saving techniques.
- Monitor departmental budgets, support asset condition assessments, and coordinate with procurement and finance on asset purchases and disposals.

2. Qualifications and Experience

Minimum Requirements

- Bachelor's degree in Property Management, Logistics / Supply Chain, Property and Assets Management, or equivalent.

Work Experience

- Minimum one (1) year of working experience in asset management, inventory control/logistics, or facilities/property administration.
- Minimum 3 years light duty driver's licence.

Other Requirements

- Full Aviation Security Clearance.

3. SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES

- Analytical, problem-solving, planning, and report-writing abilities.
- Strong organizational, time management, interpersonal, and conflict resolution skills.
- Good knowledge of asset and inventory management principles, property management, and maintenance.
- Demonstrated ability to create and monitor an asset register transparently and user-friendly.
- Safety-conscious with strong situational awareness, attention to detail, and a self-motivated approach.
- Ability to operate under pressure, work flexible hours, work unsupervised, and handle hand and power tools or precise instruments.
- Working knowledge of integrated systems (Occupational Health & Safety, Quality Assurance), and Microsoft Suite.
- Exceptional verbal and written communication skills, with the ability to articulate technical property and asset data clearly to diverse internal and external audiences.
- Effective conflict resolution and interpersonal skills for daily liaison with tenants, landlords, and external agencies/stakeholders.
- Strong stakeholder management skills to foster and maintain positive working relationships

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, 06th November 2026**. Please quote the position of **"Property and Assets Management Officer"** 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.