



VACANCY ANNOUNCEMENT: SENIOR LEGAL OFFICER - COMPLIANCE (FIXED – TERM CONTRACT)

(PUBLISHED 27TH MAY 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 **Senior Legal Officer - Compliance** tenable in the Legal Services Department. The position reports to the **Manager: Legal Services and Board Secretary** and will be stationed at ESWACAA Head Office (Matsapha) with occasional travelling to King Mswati III International Airport (Sikhuphe)

1. Job Purpose

The **Senior Legal Officer – Compliance** facilitates the drafting of ESWACAA legislations, regulations, policies, standards, and notices enabling compliance with the International Civil Aviation Organization Standards and Recommended Practices (ICAO SARPs) and all statutory regulatory frameworks. The role further assures Authority-wide regulatory compliance and adherence to all applicable laws, regulations, and industry standards through proactive framework management, advisory services, continuous monitoring, and reporting.

Key Responsibilities

The incumbent will be expected to:

- Develop, implement, and maintain the Authority's enterprise-wide compliance framework.
- Monitor compliance with applicable legislation, regulations, policies, procedures, and governance requirements.
- Coordinate compliance risk assessments and compliance monitoring activities across departments.
- Develop compliance registers, compliance monitoring plans, and compliance reporting tools.

- Conduct compliance reviews and investigations into alleged breaches or non-compliance matters.
- Monitor and interpret national, regional, and International Civil Aviation Organisation laws, regulations, Standards, and Recommended Practices (ICAO SARPs).
- Support implementation and monitoring of compliance with standards issued by ICAO and other relevant aviation bodies.
- Advise Management on aviation regulatory risks and emerging legal developments.
- Support the drafting and review of aviation-related legal instruments, policies, and procedures.
- Provide legal opinions and high-quality advisory support to Management and staff.
- Draft, review, and negotiate contracts, agreements, Memoranda of Understanding (MoUs), and other legal documents.
- Support dispute resolution, litigation management, and liaison with external legal counsel.
- Participate in the development and review of the Authority's policies, processes and governance frameworks.
- Monitor implementation of governance and ethics initiatives.
- Represent the Authority in meetings, workshops, and forums relevant to legal and compliance matters.
- Promote awareness and training programmes on compliance, ethics, and corporate governance.

2. Qualifications and Experience

Minimum Requirements

- Bachelor of Laws (LLB) or equivalent.
- An admitted Attorney of the High Court of Eswatini

Added Advantage

- Post Graduate Qualification or Professional Accreditation in Aviation Law

Work Experience

- Minimum five (5) years' experience as a legislative draft's person in a legislative drafting environment

Other Requirements

- Full Aviation Security Clearance.

3. SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES

- Advanced legal instruments drafting, coordination, and facilitation skills
- Advanced computer skills (Microsoft office suite)
- Advanced analytical skills
- Advanced Stakeholder handling skills

- Good business research skills
- Good project Management skills
- Intermediate auditing and inspection skills
- Exceptional Communication and Interpersonal skills
- Excellent understanding of ICAO Conventions and SARPs
- Excellent understanding of Eswatini government and corporate regulatory compliance requirements
- Good knowledge of legal requirements and procedures
- Good knowledge of compliance methodologies/approaches and systems
- Customer Centricity
- Detail-oriented approach
- Ability to work with and coordinate diverse characters

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 **Tuesday , 02nd June 2026**. Please quote the position of **“Senior Legal Officer - Compliance”** 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.