



ESPPRA
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PUBLIC
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AGENCY



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RHUS Office Park, Karl Grant Street
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Mbabane, Eswatini

VACANCIES 2022/2023

i) Human Capital Department

Human Capital Officer

Minimum Qualifications: Degree in Human Resources / Law / Industrial Psychology or equivalent.

Added Advantage: A postgraduate qualification.

Experience: 3 years' experience in Human Resource Administration

Competencies:

- Full understanding of the HR function.
- Legislative Requirements
- HR systems/Policy Development and databases
- Human Resources Processes
- Problem solving
- Negotiation
- Conflict management
- Interpersonal Skills

Job Description: Maintain and enhance the Agency's human capital by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Also managing every aspect of employment process,

including recruitment, orientation, and training of new staff members, and managing payroll.

REMUNERATION

- A competitive remuneration package will be offered to the successful candidates.

APPLICATION PROCEDURE

- Applicants must submit comprehensive curriculum vitae, including three (3) traceable referees, which must be accompanied by recently certified copies of certificates to The Recruiting Officer •By e-mail to recruitment@esppra.co.sz • Closing Date: 23rd January 2023 •Late applications will not be considered • All shortlisted candidates will be subject to psychometric testing as well as criminal checks and a security clearance • Correspondence will be limited to short-listed applicants only.