



**ESWATINI
COMMUNICATIONS
COMMISSION**



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ESCCOM Offices, Portion 11 of Farm 850, MR103 Ezulwini
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VACANCY ANNOUNCEMENT

The Commission seeks to recruit an experienced and well-rounded individual to fill the following vacant position within the Operations Directorate.

PROCUREMENT ASSISTANT

Reporting to Procurement Manager

JOB PURPOSE:

To provide administrative and operational support in the execution of procurement activities, ensuring adherence to established procedures and compliance with public procurement regulatory frameworks. The role plays a vital part in strengthening ESCCOM's procurement function to support its overall institutional development and priorities.

PRIMARY TASKS/RESPONSIBILITIES:

1. Provide general administrative support to the Procurement Office.
2. Process purchase requisitions and purchase orders.
3. Facilitate electronic sourcing processes.
4. Provide administrative support for tenders, evaluations and Tender Board submissions.
5. Maintain an updated supplier database and procurement tracking systems.
6. Capture and maintain records of procurement transactions and ensure filing is accurate and accessible for audits.
7. Follow up with suppliers to ensure timely delivery of goods and services.
8. Assist in monitoring supplier performance and maintaining performance registers.
9. Support audits, ESPPRA reviews and procurement compliance activities.
10. Provide support in compiling procurement reports.
11. Assist with inventory and asset management activities.
12. Assist with asset disposal and auction processes.
13. Ensure procurement activities comply with ESCCOM and legal public procurement requirements.
14. Any other duties assigned by the Procurement Manager.

Directors: E.Nathi Dlamini (Chairperson), Loncwala Mahlalela-Ziyane, Joseph Waring, Bonga Ndlangamandla, Mduduzi Mthombo, Thomas Magagula
Company Secretary: Ozzie Thakatha.

EDUCATION & PROFESSIONAL QUALIFICATIONS:

- Bachelor of Commerce Degree in Supply Chain Management or related field.
- CIPS Level 4 Diploma in Procurement and Supply will be an added advantage

WORKING EXPERIENCE:

- Minimum of 2 years' procurement or administrative experience, preferably within a public or regulatory entity.
- Basic understanding of procurement regulations and supply chain procedure.

SKILLS AND ATTRIBUTES:

- Attention to detail and accuracy
- Computer literacy (Microsoft Office and Procurement or ERP Systems like SAP, Oracle, Sage, or other procurement platforms)
- Basic contract and compliance knowledge
- Teamwork and service orientation
- Strong communication and interpersonal skills
- Ability to work under pressure and meet deadline

APPLICATIONS:

Written applications, clearly stating the position applied for, should be emailed to recruitment@esccom.org.sz by close of business on Friday, the **09th October, 2026**, together with detailed resumes and proof of academic qualifications.

Applications should be addressed to:

Director Operations
Eswatini Communications Commission
Plot 11/850, MR103
Ezulwini

Only shortlisted candidates will be contacted. Should you not be contacted within 14 days after the deadline, please consider your application unsuccessful.