

## VACANCY - PARKS COORDINATOR

Ezulwini Town Council (EZTC) invites suitably qualified and experienced candidates to apply for the position of **Parks Coordinator**. The successful candidate will be responsible for the effective management, development, and maintenance of public open spaces within the municipality. The role ensures to plan, coordinate, develop, and manage municipal parks, public open spaces, and markets to ensure they are safe, functional, clean, and aesthetically pleasing.

### Main Responsibilities

- Coordinate the design, upgrading, and development of public open spaces, recreational facilities, and green areas.
- Develop and implement park and market development plans, including layouts, infrastructure needs, and phased implementation.
- Coordinate and oversee maintenance and landscaping activities across all public open spaces, and markets.
- Ensure facilities (playgrounds, sports fields, outdoor gyms, etc.) are safe and accessible, and compliant with standards.
- Manage and monitor service providers and contractors responsible for landscaping, construction, cleaning, waste management, and specialized maintenance.
- Oversee construction, repairs, and infrastructure maintenance including structures, hardscapes, irrigation systems, and market facilities.
- Ensure effective equipment and tools management, including storeroom control, maintenance scheduling, and safe usage.
- Ensure general park and market upkeep, including waste management, cleanliness of facilities, and restocking of public amenities.
- Engage with the public through surveys, inspections, and on site interactions to gather feedback and assist users of facilities.
- Supervise parks and market maintenance staff and ensure compliance with occupational health and safety requirements.
- Prepare reports, maintenance schedules, and performance updates for management and audit purposes.
- Submit weekly checklists of maintenance work undertaken to the GIS/LED Officer

### PROFESSIONAL QUALIFICATIONS, SKILLS AND EXPERIENCE

- Degree/Diploma in Environmental Management, Horticulture, Landscape Architecture, or related field.
- At least 3 years' experience in coordination of parks, public open spaces and landscaped environments .
- Knowledge of landscaping, horticulture, or environmental management.
- Valid driver's licence
- Strong project management and contract management skills.
- Ability to engage communities and stakeholders effectively.
- Financial management and budget preparation skills.
- Problem-solving and analytical skills.
- Computer literacy (MS Office, project management tools).

### APPLICATION PROCEDURE

Written applications to be accompanied by a curriculum vitae and certified copies of certificates.

- Directed to: **The Corporate Services Manager**
- Hand delivery of applications will not be accepted.
- Emailed to: [recruitment@ezulwini.co.sz](mailto:recruitment@ezulwini.co.sz)
- Closing Date: **Tuesday 31<sup>st</sup> March 2026**
- Correspondence will be limited to short-listed applicants.
- Appointment will be subject to verifications, assessments, and reference checks.