JOB ADVERTISEMENT – FIRST OFFICER (B737, CRJ900 & Q400)

JOB TITLE: First Officer (B737, CRJ900 & Q400)
DEPARTMENT: Flight Operations
SECTION: Fleet
UNIT: Fleet
LOCATION: Kigali International Airport

1. Job Purpose
A suitably qualified pilot will be designated as Co-pilot.

2. Key Duties & Responsibilities;

i. A Co-pilot must take all reasonable steps to:
  (a) Maintain familiarity with relevant Rwandan and International air legislation and agreed aviation practices and procedures;
  (b) Maintain familiarity with such provisions of the Company Operations Manuals as necessary to fulfil his function;
  (c) Keep himself aware of the PIC's intentions and monitor the conduct of the flight at all times;
  (d) When PM, he will immediately advise the PIC of any apparent deviations from the desired flight path, any non-compliance with Standard Operating Procedures, or if he considers a potentially hazardous situation is developing.

ii. Safety Responsibilities and Accountabilities
  - Performing their duties as per the laid down procedures;
  - Reporting of hazards and occurrences.

iii. Specific Responsibilities:
  - The Co-pilot is directly responsible to the PIC for assisting in the safe and efficient conduct of the flight. He will carry out all duties assigned to him by the PIC in accordance with Flight Deck Management and approved procedures;
  - When pilot-in-command, the Co-pilot will, in an emergency situation that requires immediate decision and action, take any action he considers necessary under the circumstances. In such cases, he may deviate from rules, operational procedures and methods in the interest of flight safety;
  - The Co-pilot is second in command to the PIC;
  - Reports safety hazards and occurrences.

3. Main Working Relationships
  - **Directly responsible to:** Fleet Manager through the PIC
  - **Supervision of:** None
  - **Functional relationships with:** Other pilots
  - **External**: Through PIC represents RwandAir away from the base

4. **Job Requirements**

(a) **Education and Experience**

- Hold a CPL and Multi-Engine Instrument Rating (MEIR);
- 250 hrs total as a pilot, including 100 hours of PIC;
- English Proficiency level 4.

(b) **Before the Flight, the Co-pilot will:**

- Read the Fleet Notices;
- Enter his details and signature on the Duty Plan;
- Ensure that Flight Dispatch are informed if the PIC has not reported for duty by the normal report time;
- In Cooperation with the PIC, collect and study the flight plan, weather and NOTAM package, and other required documents and confirm the fuel requirements;
- Check that the ATC plan is filed;
- Be responsible for refuelling and systems replenishment when no Ground Engineers are available;
- Cross-check the take-off performance calculations for gross errors with the PIC. Having obtained the actual take-off weight, stabiliser trim units, flap setting, pack configuration and power requirement, he will calculate the EPR/N1 and takeoff speeds and complete the bug card

(c) **During the Flight, the Co-pilot will:**

- Carry out the duties laid down in the Operations Manual for PF or PM, including any other instructions given by PIC.

(d) **After Landing, the Co-Pilot will:**

- Complete the Maintenance Log for the PIC's signature;
- Put copies of ATC Flight Plans, Navigation Logs, Load Sheets, Load Info, Met Charts, Airfield and Route information and Fuel Receipts in the Flight Return Envelope provided and ensure that it is returned to the Flight Dispatch office;
- At airfields where no handling is available, carry out those actions normally performed by the Company's Agents as requested by the PIC;
- At airfields where no engineering handling is available, assist the PIC as required with the post-flight check;
- Contact Flight Dispatch as soon as possible if requested.

(e) **Incapacitation of PIC**

- Should the PIC, due to illness, accident, or for any other reason, be unable to carry out his duties, the succession of command is detailed in part A of the Company Operations Manual

5. How to Apply:

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae.
- A photocopy of the Passport/National ID.
- Copies of Degree/Diploma certificates
- Copies of relevant certificates.
- Three referees

The deadline for submitting application documents (**Only PDF Format**) is **July 14, 2024**. Please apply via the link: https://erecruitment.rwandair.com/

NB: Only shortlisted candidates will be contacted.