

JOB ADVERTISEMENT – STATION OFFICER

JOB TITLE: Station Officer
DEPARTMENT: Ground Services
SECTION: Outstation Operations
LOCATION: Congo-Brazzaville

Job Purpose

Station Officers are responsible for overseeing station contracted services and ensuring efficient flight turnarounds in accordance with RwandAir procedures. The station Officer will ensure all handling activities are conducted observing safety and security requirements and in accordance with the Service level agreements.

1. Key Duties and responsibilities;

- Place catering orders based on booked loads to meet passenger needs/expectations cost-effectively
- Plan tasks and assign them to ensure efficient and smooth operations
- Monitor operations/activities handled by staff/handling agents to enhance efficient service delivery and maintain schedule integrity
- Liaise with other service providers to ensure safe operations and on-time departure
- Prepare pre/post flight departure reports for records maintenance and performance analysis
- Brief/Debrief flight crew to establish smooth flight operations
- Handle the ship papers/dip mail CAT 1 bags

2. Desired Profile: Required education, Experience, and Abilities:

- Bachelor's degree in any related field
- 3 years' experience in Airport Handling Operation/the Travel Industry
- Experience planning and managing human and material resources
- Customer service experience hospitality/airline industry
- Knowledge of airport services and cargo operations
- Commercial acumen with an overall knowledge of airline operations
- An excellent command of English and French (written and verbal) is essential
- Process Oriented
- Knowledge of IATA recommendations to airlines/ travel agencies for selling in the market

3. 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



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The deadline for submitting application documents (**Only PDF Format**) is **August 11, 2024**.
Please apply via the link: <https://erecruitment.rwandair.com/>.

NB: Only shortlisted candidates will be contacted.