

JOB ADVERTISEMENT – HR MANAGER, PERFORMANCE

JOB TITLE: HR Manager, Performance Management
DEPARTMENT: HR & Administration
SECTION: Performance Management
LOCATION: Kigali International Airport

Job Purpose

The HR Manager, Performance Management will establish, direct, and lead a Performance Management section in RwandAir (WB). The role also involves implementing a Performance Management culture in WB and ensuring the administration of the Performance Review cycle. The role also involves selecting, implementing, and managing a Performance Management System.

1. Key Duties and responsibilities;

- Develop, manage, and enhance the performance and talent management policy, process, and procedure to meet agreed-upon departmental targets and objectives.
- Create and maintain functionality in current and future Human Resource Management Information systems (MIS) related to Performance Management and provide recommendations to management.
- Design, implement, manage, and maintain the WB Technical Competence Framework for all positions in various Divisions to ensure that it complies with international best practices.
- Lead, direct, develop and implement Performance Management and Talent Management across the organisation to ensure that both performance and talent management support the organisation's future growth.
- Anticipate and create different Performance Management Scorecards based on different level/function needs.
- Communicate with Department Heads to implement the Talent Management process to ensure talent with potential is identified, nurtured, and developed.
- Develop, evolve, and maintain the Performance Development Policy, Standard Operating Procedures, and associated material to ensure that the Performance processes are appropriately governed.
- Implement and monitor the company performance management cycle in accordance with the Employee Performance Development policy to drive consistent application across WB Ltd,
- Ensure timely tracking, monitoring, and reporting of Corporate KPIs related to performance for objective settings, Mid-year review, End-year appraisal, and appeal cases.
- Utilize the performance management data to compile metrics and dashboards that will accurately map, track and calibrate performance scores in WB.



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- Provide accurate information on the organization-wide competence gaps analysis, which the Training Division will use to pursue learning interventions and coaching to close competence gaps.
- Provide advice and recommendations to Management and relevant Subject Matter Experts in WB on the Performance Management process to ensure compliance with best practices.
- Oversees the performance improvement plans for non-performers in the organisation and adheres to the local legislation timeframes to allow maximum improvement in the assigned period.
- Lead the bi-annual talent calibration sessions, using best practices to map talent accurately for progression, development, and succession.
- Maintain the periodic review and verification of the Competence Levels Demonstrated (CLD) and competence levels required (CLR) in the company for the Behavioral and Technical Competencies and take corrective measures where applicable to continuously align with international Talent Management best practices.
- Work closely with IT to provide requirements for a performance management system to determine acquisition, development, and improvement requirements that meet WB needs.
- Lead the training of HR Business partners and the business on performance development, including performance appraisals, scorecards, performance reviews, talent reviews, and all associated processes/practices to ensure the company is fully equipped.
- Perform other department duties related to your position as directed by your supervisor.

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

- A minimum of a bachelor's degree in Human Resources, Business Administration, Management, Social Sciences, or other management-related fields,
- Additional professional qualification/certification in human resources management or performance management will be an added advantage.
- A minimum of 5 years of experience in Human Resources, two (2) of which must be at a supervisory level.

3. Other Desired Competencies & Skills;

- Excellent communication and interpersonal skills with the ability to build rapport at all levels.
- Planning and Organizing: Ability to develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities and corporate forecasting as required;
- Teamwork: Works collaboratively with colleagues to achieve organisational goals; Solicits input by genuinely valuing others' ideas and expertise
- Critical thinker: A candidate must be able to draft/ propose turnaround business strategies in collaboration with department heads.
- Good analytical skills and evaluative judgment based on analysing factual and qualitative information in complicated or unusual situations.



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- Knowledge and understanding of people management theories/ principles and ability to coach others around best practices.
- Client and results-oriented individual holding “a can-do attitude”.

4. 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 **August 04, 2024**.

Please apply via the link: <https://erecruitment.rwandair.com/>.

NB: Only shortlisted candidates will be contacted.