

## **JOB ADVERTISEMENT – SCHEDULE ANALYST**

**Job Title:** Schedule Analyst  
**Reports to:** Manager Schedules  
**Department:** Commercial  
**Duty Station:** Kigali International Airport (KIA)

### **Job Purpose**

The Schedule Analyst is responsible for managing and implementing daily network schedule issues, including handling schedule-related requests originating from CMs, the OPS team, and other internal/external stakeholders.

### **1. Key Duties and Responsibilities:**

- Planning of 2-3-year Airline schedules with close consideration of cost and revenue forecasts.
- To plan and communicate to stakeholders short and medium-term schedules to stakeholders
- To plan and communicate to stakeholders any ad-hoc schedule changes due to various reasons
- To ensure accurate and correct schedules are displayed (including MCTs and City pairs) in the systems.
- To plan and optimise aircraft utilisation
- To plan and optimise equipment and capacity based on demand/seasonality
- Reliable for the management of Airline slots portfolio
- To plan maintenance requirements
- To optimise as many O&D connections as possible and plan reliable ground times and bock times.
- To monitor and report on competition schedules and capacity
- To effectively plan for charter and other ad-hoc operations
- To distribute schedule information/bulletins both internally and externally
- To produce schedule performance reports (competition skeds, utilisation, block times analysis, transit/connecting cargo and schedule reliability)
- To manage a reliable day-to-day operational schedule in liaison with operational Desired

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

- A degree in one of the following areas: mathematics, Statistics, Economics, Finance, Accounting, or any other business-related field.
- At least 1-2 years of work experience in financial or any other business-related field.
- Understanding of the airline industry's competitive and regulatory environments.
- Business/commercial experience.
- Familiarity with the company's internal systems and processes.



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- Ability to work on multiple tasks, prioritise work, handle heavy workloads, and meet tight deadlines.
- Analytical approach to problem-solving.
- Strong leadership, analytical, interpersonal, and presentation skills.
- Computer skills (Excel, Word, PowerPoint and Outlook)
- High level of accuracy, details and ownership which would drive to increase results.
- Good with numbers.
- With a maximum age of 30 years.

### **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

The deadline for submitting application documents (**Only PDF Format**) is **August 18, 2024**.

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

**NB: Only shortlisted candidates will be contacted.**