JOB ADVERTISEMENT – MANAGER AIMS SYSTEM SUPPORT AND ADMINISTRATION

Job Title: Manager AIMS System Support and Administration
Reports to: Director of Flight Operations
Department: Flight Operations
Duty Station: Kigali International Airport (KIA)

Job Purpose:

Responsible for managing all aspects of AIMS (Airplane Information Management System) system support and administration for RwandAir as required. This role is crucial in maintaining the integrity of aviation data, supporting end-users, and ensuring compliance with industry regulations.

1. **Key Duties and Responsibilities;**

   - Administer and maintain the AIMS system to guarantee optimal performance, reliability, and availability;
   - Manage the system configurations, settings, installations, migrations and updates;
   - Liaise with the Head of Flight Operations Training on ATO approvals and other compliance document expiry dates management into AIMS;
   - Liaise with the Head of Flight Operations Compliance on tracking aircraft document expiry dates in AIMS;
   - Approval and re-certification of user accounts;
   - Management of user access and rights;
   - Perform functional tests and acceptance scenarios to ensure the quality of the results of each delivery before production release;
   - Provide training to end-users on AIMS functionalities and best practices;
   - Offer technical support to users, troubleshoot issues, and provide timely resolutions;
   - Ensure data security and backup measures are in place;
   - Ensure compliance with RCAA regulations, standards, and data protection requirements;
   - Regular review and assessment of the system use for optimisation, vulnerabilities and potential security threats;
   - Coordinate and execute system upgrades and migrations, ensuring minimal disruptions to operations;
   - Keep documentation up-to-date with any changes to the system;
   - Generation and analysis of management-oriented reports from AIMS to support decision-making;
   - Creating databases for data warehouse and data visualisation tool;
   - Identify trends, patterns, and areas for improvement in data quality or system performance;
   - Collaborate with other departments to address cross-functional requirements.

2. **Desired Profile: Required education, Experience, and Abilities;**
   - A minimum of a bachelor's degree in Computer Science, Business Administration, Management or other management-related fields;

- A minimum of 3 years of experience in Airline/Operations management & Systems Admin.
- Personal Accountability& Commitment to achieve;
- Good communication and interpersonal skills;
- Understanding of schedules;
- Creative and problem-solving skills;
- Computer literate;
- Adaptability to change;
- English fluency;
- Good analytical skills.

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.