



**RwandAir**

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## **JOB ADVERTISEMENT – CARGO ULD AGENT**

**Job Title:** Cargo ULD Agent  
**Department:** Cargo Services  
**Duty Station:** Kigali Internal Airport

### **Job Purpose**

Responsible for the day-to-day Unit Load Devices (ULD) activities in accordance with the customer airline requirements. You will be responsible for maintaining and controlling stock availability of ULDs for RwandAir network stations to move cargo & baggage in a safe and cost-effective manner. The Cargo Unit Load Devices (ULD) is responsible for planning and scheduling operations to ensure that all aspects of ULD handling and storage are accomplished in accordance with best industry practices, ensuring the safety and security of operations.

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

- Monitor hub stock of ULDs and consumable equipment to enable all stations with the right type of ULDs as per allocated stock of scheduled operations
- Proactively follow up on schedule changes, aircraft upgrades/downgrades and update operations with such requirements
- Record all inbound and outbound ULDs at the aircraft per the loading instruction and CPM.
- Update the ULD Manager system on the outbound and inbound ULDs
- Dispatch post-flight information regarding the correct departments in a timely manner.
- Report missing and damaged ULDs daily.
- Performing their duties as per the laid down procedures
- Reporting of hazards and occurrences
- Ensure the preparation of the stack is properly done in accordance with the standards.
- Reports security threats and incidents that occurred during daily operations
- Perform other duties as instructed by the Manager of Cargo Handling

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

- At least Bachelor's degree in Business Management, Economics or other related field
- Certification in relevant computer applications
- Experience delivering service in a demanding consumer environment
- Fluency in English
- Appropriate experience to handle DGR
- To be familiar with Safety and Security practices/procedures
- Integrity
- Team Player
- Proactive/Results orientated
- Pleasant & presentable
- Communications/interpersonal skills
- Resilient



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- Self-motivated

**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 **September 13, 2024**.

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

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