

**JOB ADVERTISEMENT – CREW CONTROL OFFICER**

**JOB TITLE:** Crew Control Officer  
**DEPARTMENT:** Flight Operations  
**SECTION:** OCC  
**DUTY STATION:** Kigali International Airport

**Job Purpose**

To ensure the effective management and compliance of crew operations by tracking adherence to flight and duty time regulations, maintaining accurate records, and efficiently managing crew assignments. Prioritise safety and punctuality, while coordinating closely with operations to optimise crew utilisation and address any issues. Additionally, ensure the safe transport of crew members, manage crew-related incidents, and maintain comprehensive shift handovers to support the continuous and compliant operation of flight schedules.

**1. Key Duties and Responsibilities:**

- **Monitor Crew Compliance:** Track adherence to flight and duty time regulations, review exceedances and violations daily, and report non-compliance.
- **Record Keeping:** Maintain accurate records of flight crew duty hours, flight time, and fatigue analysis during shifts.
- **Standby Crew Management:** Call and manage the standby crew in the event of crew changes or no-shows during shifts.
- **Crew Transportation:** Ensure the safe and reliable transport of crew members to and from the workplace.
- **Safety and Punctuality:** Prioritize safety and on-time performance in all crew-related decisions and actions.
- **Communication with Operations:** Maintain constant communication with Ops control, Crew Planning, Fleet Managers,
- **Cabin services Management** and other relevant parties to address crew constraints and optimize utilization.
- **Crew Duties and Scheduling:** Accurately maintain and update crew duties and schedules in line with approved Flight Time Limitations (FTL) and operational requirements.
- **Handling Crew Issues:** Effectively manage crew illness procedures and notifications and handle changes in flight crew assignments.
- **Shift Handover:** Ensure efficient and comprehensive shift handovers, including documenting key details for continuity.
- **Flight Duty & Time Limitations (FDTL) Monitoring and Reporting:** Monitor and track crew movements, ensuring compliance with FDTL regulations, and report any exceedances or safety hazards.
- **Emergency Response:** Respond to and manage crew-related issues during irregular operations or emergencies (IROPs).



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

**a) Education and Experience**

- Bachelor's degree in sciences, engineering, or related fields, preferably in IT or communications
- Computer Literate
- Knowledge of RCARs;
- One (1) year's minimum experience in the Aviation/Airline industry

**b) Knowledge, Skills and Abilities**

- Personal Accountability & Commitment to achieve
- Good communication skills
- Understanding of schedules
- Resilience and Flexibility (Can do attitude);
- Team Work
- Problem-Solving and Critical Thinking Skills
- Computer literate
- Ability to respond quickly to change
- Fluent in English

**3. How to apply:**

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae;
- Copies of Notarized Degree/Diploma certificates
- Relevant certificates;
- Copies of academic papers;
- A photocopy of the Passport/National ID.
- Three referees

The deadline for submitting application documents (**Only PDF Format**) is **September 22, 2024**.

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

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