

**JOB ADVERTISEMENT – AIR TRAFFIC MANAGEMENT & SUSTAINABILITY SPECIALIST**

**JOB TITLE:** Air Traffic Management & Sustainability Specialist  
**DEPARTMENT:** Flight Operations  
**SECTION:** OCC  
**DUTY STATION:** Kigali International Airport

**Job Purpose**

Oversee and coordinate all aspects of aviation permits, navigation, and regulatory compliance while implementing sustainability initiatives and CORSIA requirements. This role ensures efficient flight operations, maintains regulatory adherence, and drives continuous improvement in permit management and navigation processes, supporting the organisation's operational excellence and environmental responsibility.

**1. Key Duties and Responsibilities:**

- Manage seasonal and ad-hoc permits, ensuring compliance with aviation regulations
- Coordinate navigation permits and charges, verifying related invoices
- Liaise with aviation authorities and stakeholders for efficient flight operations
- Implement and manage CORSIA requirements, ensuring data integrity
- Monitor and interpret relevant regulations, developing compliance strategies
- Conduct compliance audits and prepare reports for management
- Prepare and submit regular reports on permits, navigation, and CORSIA compliance
- Maintain comprehensive documentation and provide updates on regulatory changes
- Identify and implement process improvements in permit management and navigation
- Stay informed about industry trends and best practices in regulatory compliance and sustainability

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

**a) Education and Experience**

- Bachelor's degree in sciences, engineering, or related fields.
- Minimum of 2 years of experience in flight operations, permit management, navigation coordination, sustainability roles or aviation-related fields.
- Strong knowledge of local and international aviation regulations.
- Excellent organisational and project management skills.
- Effective communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and familiarity with recent technologies.
- Ability to work independently and as part of a team.

**b) Additional & Preferred Qualifications**

- Certification in aviation management, sustainability, or environmental management.
- Experience with CORSIA implementation and compliance.
- Knowledge of air traffic control and navigation systems.

**c) Knowledge, Skills and Abilities:**

- Good communication skills;
- Understanding of schedules and fleet operations;



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- Computer literate;
- Ability to respond quickly to change.

### **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.**