

**JOB ADVERTISEMENT – FLIGHT DISPATCHER & FLIGHT FOLLOWER**

**JOB TITLE:** Flight Dispatcher & Flight Follower  
**DEPARTMENT:** Flight Operations  
**SECTION:** OCC  
**DUTY STATION:** Kigali International Airport

**Job Purpose**

A Flight Dispatcher, qualified as per RCARS, is responsible for exercising safe and efficient operational supervision overflights in conjunction with the Pilot-in-Command.

**1. Key Duties and Responsibilities:**

- Exercising operational control supervision and assisting the pilot-in-command with the safe & efficient planning and monitoring of a flight.
- Performing Operational Flight Watch and determining if changes in operational and meteorological conditions may affect the safety of flights within a prescribed area or on assigned routes.
- Communicating those changes to the Pilot-in-Command.
- Maintaining the Flight dispatch written log and record of all Company Radio/ACARS Transmissions between OCC and Aircraft.
- Reporting safety hazards and occurrences

**(a) Pre-Flight Duties**

- The developing, reviewing, authorising, issuing and revising, as required of flight release documents (as per RCAR Part 16, Subpart C) for all scheduled and non-scheduled flights, inclusive of training and test flight operations, in keeping with Safety, Regulatory, Customer Service, and Company fiscal requirements.
- Assisting the PIC in releasing an aircraft to operate in accordance with the terms and conditions established by the Operational Flight Plan. However, the final decision lies with the Pilot-In-Command.
- Analyzing operational conditions and identifying any opportunities that may constrain, impede or benefit operational capabilities inclusive of, but not limited to weather, facilities, Air Traffic Control, and aircraft performance.
- Analyzing operational and meteorological conditions to evaluate and determine the safest and most efficient minimum fuel requirement.
- Formulating and implementing revised Operational Flight Plans when conditions warrant and communicating the revised plans to the Pilot-in-Command.
- To provide the Pilot-in-Command with a thorough and professional flight crew briefing package covering all significant information which may impact the operation of his flight.
- Soliciting, interpreting, and maintaining current flight and field conditions reports, NOTAMs, etc., to provide the flight crew with the latest operational information.



- Providing and communicating revised information for Load Control with total fuel requirements and aircraft weight limitations that maximizes revenue payload potential while satisfying all Safety standards.
- Communicating to Air Traffic Control Services all Operational Flight Plan requirements.
- Resolving with Maintenance Control, the pilot-in-command, Flight Operations Management Pilots, as required, problems caused by any aircraft deviation from standards including MEL, which may limit or affect flight operational capabilities, and to communicate any operational limitations to the respective operating Departments, as required.
- Apprising respective operating departments and Flight Operations Management Pilots, if warranted, of any reported deviations from the standard which occur during flight and which could affect downline scheduling integrity.
- During irregular operations, congruent when practical with the Pilot-in-Command, advising flight delays Head-OCC; and when conditions warrant, recommending flight cancellations and initiating alternative plans.
- Providing timely analysis of meteorological risk that may reasonably be anticipated to impact local and/or system operations, including aircraft on layover, maintenance, and ground operations.
- Administering, managing, and implementing economic fuel and navigation policies to maximise company profitability, subject to operational constraints and within proper Safety parameters.
- Ensuring, on day-of-flight, that the Flight Dispatch function performs safe and efficient Operational control supervision in accordance with all Company policies and procedures.
- To advise on delay/cancellation of the flight or otherwise decide on a possible/alternative route which may be flown safely in accordance with company procedures & standards, taking into account likely weather conditions at the destination and alternate aerodromes; en-route weather, with the maximum fuel load possible.
- Accept the Pilot-in-command's signed concurrence with the operational flight plan and flight release.

**Note:** A Flight Dispatcher shall avoid taking any action that would conflict with the procedures established by:

- Air Traffic Control
- The Meteorological service
- The communications service

**(b) In - Flight Duties**

- Monitor the progress of each flight from its point of origin to its final destination, ensuring precise flight locating practices;, including all intermediate stops or until the Flight Watch responsibilities are transferred to another trained Flight Follower
- Maintain Company Flight Watch log consisting of recording all Scheduled or Estimated Departure and Arrival times, all Actual Arrival and Departure times



- Supervise the safe flight watch of all company aircraft under the control of the Systems of Operations Control Centre
- Follow up on weather conditions and airspace restrictions, identify impacts on operations, develop alternative actions and communicate to En-route flights via ground-to-air radio, SAT COM/PHONE, and Datalink.
- To re-route and re-dispatch flights when the situation arises
- Implement and ensure conformance to the Company's Risk Assessment program, elevating the decision-making process as the level of risk rises;
- Continuation, diversion and termination of a flight is the responsibility of PIC, who will inform OCC at the earliest opportunity
- Liaise with crew scheduling on operational issues affecting flight crew schedules
- Assist with communication between maintenance and flight crews in-flight
- Maintaining the Flight dispatch written log and record of all Company Radio/ACARS Transmissions between OCC and Aircraft.
- Communicate the company's aircraft movements
- Reporting hazards and safety occurrences that occur during operations

**(c) Post-Flight Duties**

- Ensure that all reports of the Pilot-In-Command are sent to the Chief Pilot (Line).
- Remain on duty unless he has been adequately relieved.

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

**a) Education and Experience**

- Flight dispatcher License or Airline Transport Pilot License in accordance with RCAR, Personnel Licensing and qualified with RCAR AOC qualification Computer literate;
- Knowledge of RCARs;
- One (1) year's minimum experience in Flight Dispatch/ Operations control.

**b) Knowledge, Skills and Abilities**

- Good communication skills;
- Understanding of schedules and fleet operations;
- Computer literate;
- Ability to respond quickly to change.

**c) Delegation of Duties:** In the absence of the Flight Dispatcher, an equally qualified Flight Dispatcher shall be delegated his/her duties.

**3. How to apply:**

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae;



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- 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.**