

JOB ADVERTISEMENT – ADMINISTRATION MANAGER

Job Title: Load Control Officer
Reports to: Load Control Supervisor
Department: Ground Services
Duty Station: Kigali International Airport

Job Purpose

The Load Control Officer is responsible for calculating aircraft weight, balance, and control and preparing load planning documentation.

1. Key Duties and Responsibilities;

- Apply the Standard Operating Procedures/safety procedures to ensure safety at all times.
- Ensure the use of correct, valid and updated aircraft data provided by the Flight Operations Engineering and Customer Airline(s) to ensure accuracy.
- Calculate EZFW or payload & send to Flight Dispatch/Pilot-In-Command promptly and by the Customer Airline requirement.
- Plan the aircraft loading in a manner that maintains ground stability during the offloading/loading process.
- Apply segregation requirements, compatibility checks, and loading regulations for special/DGR loads according to the IATA DGR Manual and customer Airline requirements.
- Liaise with the passenger handling Duty Manager, Cargo, Dispatch, Ramp Handling, and Pilot in Command on matters related to aircraft loading and dispatching a flight to Ensure Baggage, Cargo, and Mail are planned to optimise payload and space, considering the load priorities and sequence of loading/offloading by the requirements of RwandAir and Customer Airline(s).
- Prepare the LIRF with the relevant coding scheme for dead loads, IMP codes for special loads, ULD numbers, and supplementary information.
- Monitor the flight status constantly and highlight changes in Zero Fuel weights to the Flight Dispatch / PIC to adhere to and actions standard tolerable changes.
- During CLC, liaise with the flight station to ensure the load sheet reflects the actual loading.
- Produce a safe, fuel-efficient and timely Load sheet to ensure ultimate flight safety, OTP and cost-efficiency
- Ensure a Notification-to-Captain (NOTOC) is received from Cargo for special/DGR loads and submit it promptly to the aircraft PIC/flight station.
- Ensure that load control documents (load sheet, loading instruction, post-flight messages) maintain an excellent standard of accuracy with all relevant sub-information



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- Ensured prompt compliance with the license renewal/revalidation processes for RwandAir and customer airline (s).
- Alert outstations about expected delays, if any.
- Reports security threats and incidents that occurred during daily operations.
- Reports safety hazards and incidents identified during daily operations to the supervisor.
- Perform other department duties related to the position as directed by the Heads of the Department.

2. Required Education, Experience, Knowledge, Skills and Abilities;

- A university degree in engineering, computer science, information technology, or any other field with background evidence of mathematics and physics subjects passed at the high school level.
- Minimum of two (2) years of experience in airline operations or other engineering, computer science, or information technology fields.
- Communication/interpersonal skills
- Computer literate
- Knowledgeable in mathematics and physics is an added advantage
- Safety Awareness
- DGR CAT 10
- Proven ability to communicate in English
- Integrity
- Leadership
- Team-player
- Service Focused

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 **October 06, 2024**.

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