

JOB ADVERTISEMENT – SENIOR MANAGER TALENT

Job Title: Senior Manager Talent
Reports to: Chief HR & Administration Officer
Department: Human Resources
Duty Station: Kigali International Airport (KIA)

Job Purpose

The Senior Manager Talent oversees the entire Talent Management process, partnering with the Business and HR Leadership, to identify current and future talent requirements. The Senior Manager Talent will ensure alignment with the corporate objectives and financials, and drive standardized and consistent investment decisions on talent in terms of talent acquisitions, career progression, retention initiatives, and development.

The role will steer the process of internal mobility while ensuring a fair, transparent and consistent approach for all RwandAir employees. This role will drive the development and enhancement of Talent Acquisition, Talent Development and People Performance Management processes, policies and systems.

1. Key Duties and Responsibilities;

- Develop and align the overall Talent Management strategy with the HR strategy to ensure delivery of all HR strategic talent objectives.
- Develop the Talent Management framework focussing on Talent Acquisition, Talent Development and People Performance Management objectives.
- Develop new, and enhance existing policies and processes to ensure that the speed of delivery of all related talent processes are optimised to enable business delivery.
- Design and develop the leadership development framework including coaching, mentoring, and a Leadership Academy.
- Oversee the execution of optimised talent acquisition processes including the use of systems, and development of dashboards to gain insight into speed of delivery and placement success rates.
- Ensure a fair and transparent competency assessment process (including the use of modern psychometric and other assessment tools), talent review, succession planning, career planning, individual development planning, and leadership development.
- Steer the process of enhanced Learning & Development processes and the implementation of a Learning Management System that will improve self-driven learning as well as the removal of manual processing.
- Responsible for the definition, introduction and roll-out of formalized performance management across the company that will align with the delivery of key performance measures.
- Lead the technical and commercial evaluation of potential and current service providers and ensure proper management against agreed contractual and service delivery measures.
- Develop and drive relevant metrics and dashboards that produce useful insights to guide the development and enhancement of talent strategies.
- Oversees Coaching and Mentoring programmes to support leaders in improving their performance and development of leadership skills.

- Continually seek improvement in talent management by conducting regular meetings with the business to address all their needs, offering to maximize impact and meet evolving requirements.
- Performing other duties assigned by the Head of Department.

2. Desired Profile

a. Minimum Standard Qualifications;

- A Bachelor's Degree holder with a minimum of 8 years relevant experience in general office administration from sizeable and structured companies, of which 3 years must be at the managerial level.
- Management experience within a Talent Management function of a medium-sized organisation.
- Excellent command of both oral and written English
- Proven experience in managing talent management systems within a medium-sized organization.

b. Other Desired Competencies & Skills;

- Ability to manage and set priorities, handle multiple responsibilities/work interruptions and meet deadlines.
- Recognizes "who" the client is and seeks to identify ways to increase satisfaction.
- Acts as a role model in demonstrating service culture.
- Seeks input, meets expectations, and maintains communication, and follows –up with the client.
- Creative, detail-minded, with good planning and organisational skills; and self-motivated.
- Must be process-driven and detail-oriented with strong interpersonal skills.
- Skilled in leveraging analytics to drive decisions and measure success.
- Ability to delegate work, set clear direction and manage workflow.
- Strong mentoring and coaching skills.
- Ability to train and develop subordinate skills.
- Ability to foster teamwork among team members.

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 **March 14, 2025**. Please apply via the link: <https://erecruitment.rwandair.com/>