

**JOB ADVERTISEMENT – TALENT DEVELOPMENT MANAGER**

**Job Title:** Talent Development Manager  
**Reports to:** Senior Manager Talent  
**Department:** Human Resources  
**Duty Station:** Kigali International Airport (KIA)

**Job Purpose**

The Talent Development Manager plays a pivotal role in ensuring employees are equipped to navigate change, drive innovation, and contribute to the organization's long-term success. Foster a culture of continuous development, and aligning talent strategies with business goals. Lead and set a direction to the learning and development (L&D) team and manage departmental resources in terms of people, time and budget. Partner with the Business & HR Leadership to identify current and future learning and development requirements in alignment with the corporate objectives and financials. Drives development of programmes creates strategic and operational training plans and oversees their implementation across all RwandAir's departments. In partnership with the Senior Manager Talent, the role will design and implement strategies to develop talent pipelines, enhance employee capabilities, and support leadership development. Lead various development and engagement initiatives to ensure a skilled, motivated and engaged workforce.

We are looking for a bright and ambitious professional to join our HR team as a Talent Development Manager a role where you'll design training programs, support career growth, and build a culture of learning for our amazing employees.

**1. Key Duties and Responsibilities;**

- Oversee and lead the formulation of training scopes, management of contracts, and technical & commercial evaluations of external training providers to ensure the services meet stakeholders' requirements and are aligned with the company's processes and policies.
- Responsible for all digital and print media being published through the HR Training Department such as training catalogues, training videos, training calendars, e-learning offered by RwandAir training units and Talent Development offerings to ensure the visibility and awareness of the training programmes available across the organization.
- Continually seek improvement in the organisation's learning and talent development approach by conducting regular meetings with the business, and to address all their needs, offering to maximize impact and meet evolving requirements.
- Developing and driving relevant metrics that produce useful insights to guide talent strategies such as policies, procedures, and measures of the business impact of L&D programs. Where appropriate, implement or provide advice on necessary changes to ensure quality and excellence in overall training offerings.
- In consultation with the Manager Talent, design an organisation-wide development framework for succession planning, ensuring that the identified Talent Pool is equipped with the relevant competencies as per the roles and business requirements.
- Collaborate with local communities on learning and developmental programmes that include but are not limited to the design and implementation of community service for high school students, internships, and vocational training, to support the corporate social commitment of RwandAir.

- Drive various employee engagement activities such as satisfaction surveys, team-building workshops, and sports events, to create a productive and engaging work environment.
- Ensure that the evidence of training certifications of all staff is recorded for auditing purposes, regulatory compliance and/or any future reference.
- Perform other department duties related to his/her position as directed by the Head of the Department.

## **2. Desired Profile**

### **a. Minimum Standard Qualifications;**

- A Bachelor's Degree or Equivalent with a Minimum of 8 years of job-related experience.
- CIPD Level 3 or equivalent.
- Certification in Training Design/ Training Delivery/Train-the-Trainer/or similar.

### **b. Other Desired Competencies & Skills;**

- Strong planning and organising skills.
- Excellent design and delivery skills
- Professional customer service and public relations skills.
- Strong mentoring and coaching skills.
- Managerial skills;
  - Ability to delegate work, set clear direction and manage workflow.
  - Ability to train and develop subordinate skills. Ability to foster teamwork among team members.
- Excellent command of the English language

## **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 **February 21, 2025**. Please apply via the link: <https://erecruitment.rwandair.com/>