

JOB ADVERTISEMENT – TALENT ACQUISITION SPECIALIST

Job Title: Talent Acquisition Specialist
Reports to: Manager, Talent Acquisition
Department: HR & Administration
Location: Kigali International Airport

Job Purpose

To ensure planned, effective and timely recruitment of candidates in accordance with the approved budget and valid requisitions to fulfil the organisation's staffing needs. To source and screen the most qualified potential candidates from various disciplines to ensure the best possible mix. Advertise different opportunities, assess applications, interview applicants, give selection tests "when needed", prepare reports, and recommend candidate appointments to management. You are expected to stay abreast of available job positions as well. Success in this role will be demonstrated by developing effective recruitment strategies, helping the company fill employment gaps, and retaining top talent.

1. Key Duties and Responsibilities:

a) Operational

- Responsible to organise advertising, interviewing and selection processes for recruitment campaigns.
- Develop direct sourcing and headhunting recruitment strategies to attract suitably qualified candidates.
- Facilitates internal and external hiring in line with organisation requirements.
- Decide salaries and benefits in consultation with the employing department to make attractive employment offers to the candidates.
- Accountable to keep abreast with employment terms and conditions.
- Responsible for developing the Joining and induction processes of new recruits to the company in line with the Employer Brand, in liaison with HR Admin, to maintain standard employment contracts.
- Responsible for measuring the service standards of 3rd party suppliers and feeding back information from campaigns to ensure service level agreements are maintained.
- Ensures departmental budget is maintained.
- Supports the development and maintenance of a central resource of assessment methodologies.
- To represent RwandAir to the external market with employer brand positioning.
- Accountable for implementing generic templates for data collection and producing weekly reports for the Head of the Department on candidate progress and success ratios.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Perform other department duties related to his/her position as directed by the Head of the Department.

b) Management & Leadership

- Supports the management of the day-to-day performance of the Talent Acquisition team to ensure service standards are achieved.
- Strong liaison with Departmental Line Managers to deliver recruitment needs



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- To support departmental projects delivery.
- To ensure compliance and best practice methodology is applied.
- Oversee and supervise employees. Direct daily activities, recruit, train, develop and discipline to ensure a high standard of service delivery.
- Train and develop other employees to ensure succession planning is in place.

c) Personal Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Keep abreast with any market trends and developments.
- Assist in responding to any emergency or major operational disruption affecting RwandAir.
- Train local talent in various duties as per business requirements.

2. About You - Minimum Standard Qualifications;

With a Degree: Bachelor's Degree with a Minimum of 5 years of relevant experience.

Preferred

- A degree from a recognised university, preferably in HRM, Business Administration or psychology or an equivalent professional qualification.
- A diploma in Personnel Management, Aviation, or a related qualification in Recruitment will be an advantage.

3. About You - Other Desired Competencies & Skills;

Previous Experience:

Essential

- Ability to support Project management within a multicultural environment
- Proven experience in demonstrating flexibility to meet the changing demands of the business
- Strong interactions with client areas with proven influencing experience at a senior level
- Exposure to HR systems and interviewing techniques essential
- Proven experience in demonstrating accountability in developing and managing effective working relationships
- Proven ability to work under pressure to defined tight timescales and budget

Job Specific Skills:

Essential

- Excellent written and verbal communication skills.
- Strong interpersonal and teamwork skills.
- Well-developed lateral and analytical thinking skills.
- Must have initiative to solve recruitment problems by constantly interacting with Talent Acquisition/ Recruitment Officers, line departments and the candidates.
- Must be sensitive to significant information about candidates that come up in the selection process.

4. 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 **April 06, 2025**. Please apply via the link: <https://erecruitment.rwandair.com/>.