

**JOB ADVERTISEMENT – HUMAN RESOURCES BUSINESS PARTNER (HRBP)**

**Job Title:** Human Resources Business Partner (HRBP)

**Reports to:** Manager HR Business Partnering

**Department:** Human Resources

**Duty Station:** Kigali International Airport (KIA)

**Job Purpose**

As our HRBP, be dedicated to specific business units, work alongside Executive Leadership and support Line Managers as an internal consultant. Focus on strategic support on business-critical activities and improving organisational productivity and quality. Understanding the business's commercial strategy, activities and needs and connecting them with specialists from the HR department who can provide focused expertise to address specific HR needs.

Additionally, you will be expected to roll-up your sleeves and solve problems which in turn improve employee experience and overall bottom line. You will be managing change initiatives, enhancing employee engagement, fostering talent development, and optimizing organizational design to meet the evolving demands of the organization. You will ensure seamless workforce transitions, support leadership development, and leverage HR insights to drive performance

**1. Key Duties and Responsibilities;**

- Know the business, the strategy and business drivers, products, budgets, forecasts, and employee issues.
- Coach and prompt business managers to think strategically, think about the impact of changes on the organization and how to best make use of people to achieve success.
- Encourage open constructive dialogue between employees, managers and leaders.
- Involved and able to influence at all stages of business strategy development and implementation, contributing to decision-making.
- Continually view HR services from the client's perspective.
- Contribute to developing strong strategies for addressing problems.
- Work proactively, constantly adding measurable value and making tangible improvements, clarifying what is needed by the business and HR and evaluating outcomes.
- Assist HR leaders in aligning transformation HR strategy with growth and business strategy, and leading on policy development.
- Project planning with HR Stakeholders - internal and external for risk mitigation, progress monitoring and implementation.
- Ensure that the relationship between the organization and its staff is managed appropriately within a framework underpinned by organization practices and policies and by relevant employment law.
- In line with the organization's objectives, ensure that in all aspects of the employment experience – the emotional connection that all employees have with their work, colleagues and their organization (in particular line manager relationship) is positive and understood, and that it delivers greater discretionary effort in their work and the way they relate to their organization.
- Other tasks and projects as assigned by the line manager.

## 2. Desired Profile

### a. Minimum Standard Qualifications;

- A Bachelor's Degree holder or Equivalent with Minimum 6 years of job-related experience
- A recognised accreditation in Human Resources is preferred.
- Must have proven HR Business Partnering experience.
- Excellent communication skills - both oral and written.

### b. Other Desired Competencies & Skills;

- Excellent understanding of best practice HR management theories.
- Curiosity-Actively interested in what's going on with a questioning attitude and willingness to learn, continually looking for ways to work better as individuals and collectively.
- Decisive Thinker - Able to analyse and understand data and information quickly and arrive at robust, defensible views. Apply any information, insights and knowledge in a structured way and propose practical options based on the best available evidence.
- Skilled Influencer - Able to influence people at all levels both within and beyond the organisation, create partnerships, win commitment, consensus and support through a strong interest in business and the factors that make a business a success, coupled with an interest in the way people work.
- Driven to Deliver - Accept personal responsibility and have the drive to follow through on promises.
- Plan, prioritise, monitor performance and be accountable for delivery.
- Collaborative - Work effectively and inclusively with colleagues, clients, stakeholders, customers, teams and individuals both within and beyond the organisation.
- Committed to continuous professional development, supporting other HR Business Partners, and sharing learning with others.
- Courage to Challenge - Having the courage to challenge at appropriate times when a distinctive point of view enriches the debate.
- Role Model - Lead by example, act with integrity, impartiality and independence. Aim to apply sound personal judgement in every situation.
- Personally Credible - Able to think things through rationally, apply sound judgement and use emotional intelligence to defend your decisions.

## 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 **May 09, 2025**. Please apply via the link: <https://erecruitment.rwandair.com/>