JOB ADVERTISEMENT – DOCUMENT SPECIALIST

Job Title: Document Specialist
Department: Risk & Compliance
Location: Kigali International Airport

Job Purpose
Creating, formatting, and organizing documents essential for internal and external communication within the organization. Collaborates closely with heads of departments, managers, and subject matter experts from different departments to produce high-quality documents that adhere to company standards and guidelines.

1. **Key Duties and Responsibilities:**
   - **Document Creation:** Develop, edit, and format a variety of documents including reports, manuals, proposals, presentations, and other materials as required.
   - **Content Management:** Ensure accuracy, consistency, and clarity of content across all documents. Review and revise content to align with organizational standards and objectives.
   - **Formatting and Layout:** Apply consistent formatting, layout, and styling to documents using appropriate software tools (e.g., Microsoft Word, Adobe InDesign) to enhance readability and visual appeal.
   - **Graphics and Illustrations:** Integrate graphics, charts, tables, and other visual elements into documents to enhance understanding and engagement.
   - **Version Control:** Maintain version control of documents to track revisions, updates, and changes, ensuring that the most current version is readily accessible to relevant stakeholders.
   - **Quality Assurance:** Conduct thorough quality checks to identify and correct errors in spelling, grammar, punctuation, and formatting, ensuring the overall quality of the documents.
   - **Collaboration:** Collaborate closely with cross-functional teams, including subject matter experts, writers, designers, and project managers, to gather content and feedback for document development.
   - **Documentation Standards:** Stay updated on industry best practices and standards for document development, and ensure adherence to company guidelines, branding, and style guides.
   - **Training and Support:** Provide training and support to team members on document development tools, techniques, and best practices to enhance overall document quality and efficiency.

2. **Desired Profile: Required education, Experience, and Abilities**
   - Bachelor's degree in any of the following; English, Communications, Journalism, Technical Writing, or a related field.
   - At least 2 years' experience in Communications, Journalism, Technical Writing, or a related field.
   - Proven experience in document development, technical writing, or a related role.
   - Proficiency in document formatting and styling using software tools such as Microsoft Word, Adobe InDesign, or equivalent.

- Strong attention to detail and ability to maintain accuracy and consistency in content and formatting.
- Ability to work effectively both independently and collaboratively in a fast-paced environment.
- Familiarity with project management tools and version control systems is a plus.
- Knowledge of graphic design principles and tools is desirable but not required.

Skills and Competencies:

- Writing and Verbal Skills
- Editing and Proofreading
- Technical Proficiency
- Content Organization
- Graphic Design Skills
- Collaboration and Communication
- Adaptability and Time Management
- Attention to Detail
- Knowledge of Document Standards
- Continuous Learning

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/