

**JOB ADVERTISEMENT – SENIOR MANAGER, COMPENSATION AND BENEFITS (Re-advertised)**

**Job Title:** Senior Manager, Compensation and Benefits  
**Reports to:** Chief HR & Administration Officer  
**Department:** Human Resources  
**Duty Station:** Kigali International Airport (KIA)

**Job Purpose**

This role is responsible for developing, governance and proactively managing all compensation and benefits programs and activities for the organization. This includes oversight of the team's monthly and other periodic payroll processing activities. The role will ensure the effective implementation and delivery of C&B programs, develop and maintain relevant communication and policy materials, and proactively monitor market trends.

We are looking for an exceptional Senior Manager of compensation and benefits to develop and implement best-in-class total rewards strategies that attract, retain, and motivate top talent while ensuring alignment with our business growth and transformation.

**1. Key Duties and Responsibilities;**

- Provide strategic guidance to leadership on compensation trends, total rewards philosophy, and employee value propositions.
- Contribute to the organisation's HR strategy and translate this into a C&B strategy that aligns with the annual C&B tactical and operational plans to ensure the organisation remains competitive and market-relevant.
- Identify market trends and changes in employment practices and legislation to ensure that the organisation's C&B programs remain competitive, compliant, cost-effective, and assist with employee retention and talent attraction.
- Support the Payroll team in identifying opportunities for improved service delivery and automation to enhance the HR team and employee experience.
- Actively participate in industry groups and forums to stay abreast of industry trends and advanced practices.
- Oversee external C&B benchmarking, which includes collecting and analysing market data and partnering with consulting firms and industry groups to accurately assess the organisation's total remuneration package (compensation and benefits) against defined market comparators.
- Drive C&B projects to enable business strategies, which include supporting local and international transformation activities.
- Champion HR technology and digital transformation to enhance payroll, benefits administration, and employee self-service tools.
- Consult with internal HR stakeholders, business heads and management to assess compensation, benefits and compliance needs.
- Provide advice to HR colleagues and line managers on C&B (incl. Payroll) matters that align with the HR strategy and are aimed at supporting data-driven decision-making through the development of analytics and dashboards.
- 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 10 years of job-related experience and at least 2 years in a management position.
- Proven experience in a C&B function within a medium-sized organisation.
- Proven ability to design and implement innovative C&B programs and processes as well as associated policies/guidelines.
- A recognised accreditation in Human Resources.
- Accreditation in Compensation and Benefits highly desirable.
- Experience in a consulting environment is an asset.

### b. Other Desired Competencies & Skills;

- Knowledge and understanding of all aspects of C&B (including Payroll) and broader HR issues.
- Knowledge and understanding of international markets.
- Strong analytical and project management skills.
- Proven problem-solving skills
- Proven influential and consultative approach, solution focus, and strong negotiation skills will be paramount.
- 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 Notarised 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 in PDF Format**) is **May 18, 2025**. Please apply via the link: <https://erecruitment.rwandair.com/>

**NB: Applicants who have previously applied for this position are discouraged from reapplying.**