

**RwandAir Ltd** is the flag carrier airline of Rwanda. It operates domestic and international services to East Africa, Central Africa, West Africa, Southern Africa, Europe and the Middle East from its main base at Kigali International Airport. Our mission is to provide unsurpassed, safe, and reliable services in air transportation, including strategically linking Rwanda with the outside world while ensuring a fair return on investment. As part of the expansion strategy, we are looking for interested, qualified, and competent candidates to fill the following position:

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

### **Job Purpose**

Responsible for the design, development, delivery, evaluation and continuous improvement of learning programmes. Partners with business departments and implements innovative and practical development interventions. Ensures that people are equipped with the required knowledge and skills to support the business in achieving its objectives.

### **1. Key Duties and Responsibilities:**

#### **Operational**

- Designs and develops various training and development programmes to meet both organization's and individual's needs.
- Manages a portfolio of internal and external training programmes from start to end to ensure its successful and on-time implementation.
- Creates collateral materials to support classroom/on-the-job training including but not limited to: facilitator guides, participants workbooks, handouts, videos.
- Explore opportunities to digitalize learning; where possible convert training from classroom to e-learning whilst leveraging technology new/exisiting (e.g. cPat).
- Facilitates training programmes and workshops to high, world-class standards using adult learning and learner focused techniques.
- Monitors and reviews the progress of staff through questionnaires, focus groups and discussions with line managers.
- Evaluates, amends and revises programmes as necessary in order to adapt to the changes that occur in the work environment, and follows up on action plan when applicable.
- Assesses the quality of training vendors to ensure the standard of delivered training is in line with requirements and serves the best interest of RwandAir.
- Plans and organises employee engagement activities across RwandAir.
- Plans and implements internships, community service programmes and any high-profile projects required by the business.
- Performs other department duties related to his/her position as directed by the Head of the Department

**Additional Accountabilities:**

- Performs internal consultancy services that support the business through the design and delivery of bespoke workshops where applicable.
- Collaborates with peers and external team members to build relevant and measurable learning initiatives to support business and organisational growth
- Provides development support to individual managers and leaders to support succession planning as required, including 1-to-1 coaching and mentoring sessions.

**Desired Profile****a) Minimum Standard Qualifications;**

- Bachelor's Degree or Equivalent with a Minimum of 4 years of job-related experience.

**Preferred**

- A formal accreditation in training/HR.
- Certification in Instructional Design and/or Train-the-Trainer
- IT Certifications will be an added advantage.

**b) Other Desired Competencies, Experience & Skills;****Essential**

- Experience in training delivery and facilitation.
- Experience in training in a multi-cultural environment.
- Experience in IT support or service desk roles, particularly related to supporting training systems.
- Knowledge of IT compliance standards in learning environments.
- Prior experience in standardising course content, structure, templates, and assessments across various courses is highly desirable.

**Preferred**

- Airline or airport operations experience will be an advantage.
- Experience desired in one or more of the following disciplines: leadership development, industrial psychology, organisational development, organisational effectiveness, or coaching (management consulting and international experience preferred)

**c) Job-Specific Skills:****Essential**

- Ability to work with diverse departments and leaders at various levels, as well as the ability to work with senior leadership
- Knowledge of learning and evaluation theory, techniques and design solutions.
- Sound Knowledge of MS Word, Excel, PowerPoint.
- Strong coaching, training and facilitation skills.
- Strong interpersonal skills.
- Excellent written and oral communication skills.
- Strong project management, planning and organisational skills.
- Strong business acumen with the ability to translate needs into practical and scalable solutions.
- Proven ability to excel in a dynamic, customer-centric environment and deliver results rapidly.
- Strong self-actualisation skills in terms of keeping updated with best industry standards and practices.
- Demonstrated ability to work without direct supervision (including time management skills) and as part of a team.

**Preferred**

Knowledge of various designing tools such as infographics, video editing, and VGU interface tools.

**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, including Certificate of Services, where applicable;
- Copies of academic papers;
- A photocopy of the Passport/National ID;
- Three referees;

The deadline for submitting application documents (**Only in PDF Format**) is **July 25, 2025**. Please apply via the link: <https://erecruitment.rwandair.com/>