

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:

At RwandAir, we're not just flying — we're reimagining what it means to be Africa's most customer-loved airline. We are looking for a visionary, commercially sharp, and execution-driven Head of Procurement to lead our procurement strategy into the future.

This role is about building something that matters — modernizing procurement systems, embedding strategic sourcing, and driving real commercial value in a mission-critical function that touches every part of our operation — from fuel to catering, aircraft parts to IT systems.

Job Title: Head of Procurement
Reports to: Chief Finance Officer
Department: Finance
Location: Kigali International Airport

Job Purpose

The Head of Procurement is responsible to lead and transform RwandAir's procurement function to ensure transparent, cost-effective, and strategic sourcing of goods and services across the organization. The role ensures alignment of procurement activities with corporate strategy, optimizes vendor performance, and supports cost discipline within a regulated and safety-sensitive aviation environment. The role plays a key operational and advisory function within the Procurement team during a period of organizational transformation.

As Head of Procurement, you will lead a dynamic portfolio spanning with clear focus on:

- Lead end-to-end procurement transformation across all categories — direct and indirect.
- Shape and execute procurement strategy aligned with enterprise-wide cost and value objectives.
- Build and empower a lean, agile, and accountable procurement team.
- Redesign procurement processes and governance in line with global standards.
- Partner closely with Finance, Operations, Legal, and Commercial teams to drive value and compliance.
- Bring strategic thinking, negotiation mastery, and a sharp eye for risk and opportunity.

1. Key Duties and Responsibilities:

- Develop and execute a strategic procurement roadmap aligned with RwandAir's transformation, growth, and operational excellence objectives.
- Establish robust governance, policies, and compliance mechanisms to ensure transparent, ethical, and audit-compliant procurement processes.
- Lead strategic sourcing initiatives to deliver value for money, long-term supplier partnerships, and total cost of ownership optimization.



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- Advise executive management and the Board on procurement trends, risks, and opportunities impacting operational sustainability.
- Manage all procurement activities including tendering, vendor selection, contract negotiation, and performance management.
- Direct the development and negotiation of complex agreements with suppliers encompassing key program specifications and functional objectives.
- Implement category management and spend analysis frameworks to optimize sourcing and supplier consolidation.
- Ensure compliance with national and international procurement regulations, especially in aviation safety and technical sourcing.
- Lead procurement digitization and ERP integration to improve process efficiency and visibility.
- Oversee high-value and strategic contracts, ensuring favorable terms and risk mitigation.
- Build and maintain strategic supplier relationships, driving performance, innovation, and cost savings.
- Manage performance scorecards, SLA tracking, and supplier audits.
- Enforce procurement governance frameworks and internal controls to minimize fraud and regulatory risk.
- Ensure ethical procurement practices and compliance with RwandAir's financial and procurement policies.
- Provide input into audit and regulatory reviews, implementing corrective actions as necessary.
- Ensure full compliance of procurement activities with the existing rules, regulations, policies, and strategies.
- Establish and maintain a supplier database and introduce cost-effective and transparent bid collection practices.
- Ensure that the Procurement Monitoring Plan is often updated and communicated.
- Perform other department duties related to his/her position as directed by the Head of the Department.

2. About You – Minimum Standard Qualifications;

- A Bachelor's degree in Procurement, Supply Chain, Business, Engineering, or related field. Master's degree or professional certification (e.g., CIPS, CPSM) preferred.
- 10+ of progressive experience in procurement, including 3+ years in a leadership role of job-related experience.
- PMP and Six Sigma designations will be assets.
- Prior experience in aviation, transport, or multinational business environments is an asset
- Ability to work in a fast-paced, evolving airline environment and drive strategic initiatives.

3. About You – Other Desired Competencies & Skills;

- Strong strategic thinking and commercial negotiation skills.
- Deep understanding of public procurement laws, contract law, and vendor governance.
- Excellent stakeholder engagement and communication skills.
- Proficiency in ERP procurement modules (e.g., Oracle, SAP, or similar platforms).



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- Strong ethical judgment and risk awareness.
- Strong Analytical and Reporting Abilities
- Attention to Compliance and Controls
- People Management and Stakeholder Communication
- High Integrity and Professionalism
- Leadership presence — confident, credible, and collaborative.
- Strong mentoring and coaching skills.
- Managerial skills - Ability to delegate work, set clear direction and manage workflow.
- Strong mentoring and coaching skills.
- Ability to train and develop subordinate's skills.
- Ability to foster teamwork among team members.
- Excellent command of English language.

4. 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 **(in PDF Format Only)** is **March 26, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>