RwandAir Ltd is the <u>flag carrier</u> <u>airline</u> of <u>Rwanda</u>. It operates domestic and international services to <u>East</u> <u>Africa</u>, <u>Central Africa</u>, <u>West Africa</u>, <u>Southern Africa,</u> Europe and the <u>Middle East</u> from its main base at <u>Kigali International Airport</u>. 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: **Compensation Analyst**
Reports to: **Manager, Compensation & Benefits**
Department: **Human Resources**
Location: **Kigali International Airport**

Job Purpose
The Compensation Analyst strengthens RwandAir's total rewards competitiveness by delivering high-quality market pricing, pay structure design, and data-driven insights that inform business decisions. The role focuses on compensation analytics (not benefits administration), partnering across HR and the business to support annual cycles and strategic workforce changes, and participating in aviation-specific compensation surveys to ensure our pay practices are externally competitive and internally equitable. (Benefits administration accountability sits with the Benefits function).

1. **Key Duties and Responsibilities:**
    a) **Operational**
    - Support the Manager, Compensation & Benefits, in developing and implementing total rewards initiatives aligned with RwandAir's HR strategy.
    - Assist in market compensation and benefits benchmarking to ensure external competitiveness and internal equity.
    - Provide recommendations on compensation adjustments and benefits programs based on data analysis.
    - Support organizational initiatives, including job evaluation and grading alignment.
    - Maintain and update salary structures, pay scales, and job descriptions in HRIS/ERP systems.
    - Ensure compliance with local labor laws, tax regulations, and audit requirements.
    - Translate market data into practical pay strategies that support attraction/retention for operations and corporate roles; advise HRBPs and leaders on compensation implications for hiring, org design, and headcount changes
    - Prepare scenario models (cost/sensitivity) for structural changes (e.g., new station roles, ramp-up plans), balancing competitiveness, equity, and budget stewardship.
    - Maintain awareness of aviation workforce trends and reflect them in recommendations (e.g., skills demand, transparency, and personalized rewards expectations).
    - Match jobs to survey benchmarks; price roles by grade/position class; apply location and job family differentials aligned to survey methodology (Mercer IPE, WTW RDI, Aon Radford).
    - Maintain ranges, midpoints, and structure movement; recommend adjustments in line with market movement and budget signals.
    - Support merit planning, promotion/new-hire offers, and incentive eligibility rules with analytical packs and executive summaries.
    - Prepare inputs for Hay evaluations (job content analysis, comparators) and ensure JD

alignment with the internal grade framework.

- Reconcile HRIS/ERP data, maintain compensation records, and run pre/post-cycle audits to minimize errors and exceptions. (Structure aligned with RwandAir JD format.)
- Build and maintain compensation dashboards (Excel/Power BI or equivalent) covering compa-ratios, range penetration, pay equity flags, market movement, and budget impacts.
- Generate decision-ready insights and clear narratives for HR leadership and finance.
- Partner with HRBPs, Talent Acquisition, and Finance to deliver timely compensation advice; coordinate closely with the Benefits function for holistic total rewards communications.
- Serve as a go-to advisor on compensation questions for managers and HR colleagues; develop simple guides and one-pagers to help leaders understand programs.
- Ensure adherence to local labour laws, internal policy, audit requirements, and survey participation rules; maintain documentation for decisions and approvals. (Structure consistent with existing JD layout.)
- Contribute to HR transformation by embedding data-driven practices and transparent pay governance in the C&B function.
- Perform other duties related to the position as directed by the Manager.

b) Continuous Improvement and Collaboration

- Identify inefficiencies in compensation, payroll, and benefits processes and recommend improvements.
- Collaborate with HR colleagues to support training, policy awareness, and service enhancements.
- Share insights and trends to inform HR and business decision-making.

2. About You – Minimum Standard Qualifications;

Bachelor's degree in Human Resources, Business/Commerce, Economics, Finance, Statistics/Mathematics, or related field (Master's or MBA preferred) with Minimum 8 years of job-related experience.

Essential

- 0–4 years in compensation, HR analytics, finance, or data analysis (internships and project experience acceptable). Early-career focus designed to attract data-savvy talent. (Aligned to internal intent that this role focuses on compensation analysis while Benefits sits separately.)
- Experience with HRIS/ERP, payroll systems, and Excel/analytics tools.
- Exposure to job evaluation methodologies and compensation benchmarking preferred.
- Exposure to market surveys (e.g., Mercer TRS, WTW RDI, Aon Radford McLagan), job matching, and pay structure maintenance is an advantage.
- Experience in aviation or multinational environments is a plus.
- Ability to work under pressure and manage data accurately.

3. About You – Other Desired Competencies & Skills;

Job Specific Skills:

Essential

- Commercial Acumen – understanding of how total rewards drive business outcomes.
- Strong data analysis and modelling skills (advanced Excel; familiarity with Power BI or equivalent).

- Ability to interpret survey outputs (market percentiles, structure aging, location differentials) and produce clear, data-backed recommendations.
- Working knowledge of HRIS/ERP and compensation workflows; meticulous attention to data quality and control. (Format aligned to current JD.)
- Ability to interpret and present complex data clearly.
- Attention to detail, discretion, and integrity.
- Stakeholder engagement skills and ability to collaborate effectively.
- Curiosity and willingness to learn, improving processes continuously.
- Strong organizational and time management skills.
- Excellent English written and verbal communication skills.

4. **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 **January 12, 2026**. Please apply via the link: https://erecruitment.rwandair.com/.