

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: **Senior Manager, HR Business Partnering**

Reports to: **Chief HR & Administration Officer**

Department: **Human Resources**

Location: **Kigali International Airport**

Job Purpose

The Senior Manager, HR Business Partnering is responsible for leading the HRBP function to deliver high-quality, strategic HR support to all business units across RwandAir. The role ensures that HRBP activities are aligned with the airline's transformation agenda, organisational priorities, and people strategy. This role acts as a trusted advisor to senior leaders, driving workforce planning, organisational effectiveness, talent management, performance culture, and people-related governance. The incumbent will play a key role in embedding the HR Operating Model and strengthening HR's impact on the business.

1. Key Duties and Responsibilities:

a) Strategic

- Lead the HR Business Partnering function to deliver proactive people solutions aligned with business strategy, transformation objectives, and organisational growth.
- Partner with Executive and Senior Leaders to diagnose workforce challenges and provide strategic recommendations.
- Translate business agendas into people priorities, ensuring alignment with the HR Transformation Roadmap (Operating Model, processes, systems, and culture shift).
- Act as a senior advisor on organisational design, change management, and leadership development.
- Lead Transformation initiatives within the HR Function.

b) Operational

- Oversee annual workforce planning in collaboration with Finance, Business Units, and HR Centres of Excellence.
- Anticipate future talent, skills, and capability needs based on route expansion, fleet development, and operational model evolution.
- Provide guidance on structure changes, job evaluation, manpower requests, and succession planning.
- Drive the implementation of talent programs, including identification of high-potential employees, development plans, and succession pipelines.
- Ensure consistent adoption of the People Performance Management system, including calibration, coaching, performance review compliance, and capability building for leaders.
- Support culture-building initiatives, including embedding RwandAir's values, Ways of Working, service culture, and organisational behaviours.
- Partner with Learning & Talent Development to identify capability gaps and development

priorities.

- Provide oversight on employee relations, grievance management, and disciplinary processes to ensure fairness, compliance, and adherence to Rwandan labour laws.
- Advise business leaders on people risks and mitigation strategies.
- Ensure strong governance across all people processes and participate in HR policy development and compliance monitoring.
- Lead change advisory support for transformation initiatives, ensuring business areas adopt new processes, systems, structures, and ways of working.
- Coach leaders on change leadership, organisation readiness, and communication approaches.
- Champion HR digitisation, workforce analytics, and the new HR Operating Model.
- Lead, mentor, and develop a team of four HR Business Partners to ensure professional excellence, consistency, and strong business partnership capabilities.
- Establish KPIs and service delivery standards for the HRBP function.
- Build HRBP capability in areas such as strategic workforce planning, organisational design, talent management, and analytics.
- Use data and analytics to generate insights that inform decision-making and business planning.
- Ensure that HRBPs provide timely reports on headcount, performance, workforce trends, and people risk indicators.
- Partner with HR Systems & Analytics teams to drive adoption of dashboards and digital tools.
- Perform other department duties related to his/her position as directed by the Head of the Division.

c) Management & Leadership

- Establish the department or teams objectives and priorities to align with and support business objectives.
- Regularly evaluate the department or teams objectives, plans, procedures and practices, and makes appropriate changes if needed.
- Oversee and supervise employees. Direct daily activities, recruit, train, develop and discipline to ensure a high standard of service delivery.
- Train and develop other employees, to ensure succession planning is in place.
- Commit to and contribute towards the development of Rwandan National talent, by coaching the Rwandan National developpees, preparing them for a career with boundless potential.

2. About You – Minimum Standard Qualifications & Experience;

Bachelor's Degree degree in Human Resources, Business Administration, Industrial Psychology, or related field with Minimum 8 years of job-related experience

Essential

- Experience in a transformation environment or fast-moving operational sector (aviation, hospitality, FMCG, logistics, telecom)
- Proven experience leading teams and influencing senior stakeholders
- Familiarity with HR operating models, workforce planning, organisational design, and change management.

3. Job Specific Skills

Essential

- Demonstrated leadership abilities and experience managing a multi-disciplinary team.
- Strong business acumen and commercial awareness
- Deep understanding of talent management, performance management, and HR analytics
- Strong knowledge of Rwandan labour legislation
- Project management and change management capability
- Excellent communication, facilitation, and advisory skills
- Ability to build trust and manage complex stakeholder environments
- Excellent problem-solving skills and the ability to think strategically
- 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.

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 **February 04, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>.