



**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:

The Executive Assistant position is not just a support role; it's a mission-critical position that plays a key role in enabling transformation and execution across the assigned department.

**Job Title:** Executive Assistant

**Department:** Finance

**Duty Station:** Kigali International Airport (KIA)

#### **The Role:**

As the Executive Assistant, you will serve as a strategic partner to a high-performing executive responsible for steering critical organisational functions, whether it be driving revenue growth, shaping people strategy, ensuring financial integrity, or elevating customer experience. You will proactively anticipate needs, manage sensitive and high-level communications, liaise with internal and external stakeholders, and provide the seamless execution of priorities and operations across the departmental head's office.

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

- Manage calendar, meetings, and travel for the departmental head, ensuring optimal use of time.
- Proactively anticipate needs, prepare briefing materials, and ensure follow-up on action items.
- Gatekeep and filter priorities based on strategic relevance.
- Track deliverables from department leadership team and drive timely follow-through.
- Assist with coordinating key departmental projects, meetings, and board materials.
- Liaise with key internal and external stakeholders, including partners, regulators, and alliance networks.
- Draft, review, and manage executive communications, reports, and presentations.
- Maintain confidentiality and handle sensitive information with discretion and sound judgment.
- Support preparation of commercial insights, performance dashboards, and business cases.
- Oversee logistics for executive meetings, internal commercial forums, and partner engagements.
- Manage expense reports, procurement requests, and office supplies for the department head's office.
- Support the CEO's office as required.
- Perform other duties as required by the Head of Department.

#### **2. About You - Minimum Standard Qualifications;**

- A Bachelor's Degree in Business Administration, Communications, or equivalent.
- 5+ years of experience supporting C-level executives, preferably in aviation, Banking, Telecom, Insurance, FMCG, tech, or consulting.
- Experience in a high-pressure, fast-paced, and multicultural environment is essential
- Exceptional communication skills, written and verbal.



**3. About You - Other Desired Competencies & Skills;**

- Working knowledge of the English language.
- Excellent command of Microsoft Office Suite (PowerPoint, Excel, Outlook, Teams).
- Strong written and verbal communication skills.
- Familiarity with commercial metrics or airline/transport environment is an added advantage
- Exceptional organisational and prioritisation skills.
- Executive presence and discretion.
- Results-oriented, proactive, and highly reliable.
- Ability to manage multiple stakeholders across time zones.
- Emotionally intelligent and culturally agile.

**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, 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 PDF Format) is **February 10, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>