

**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:** Supply Chain Officer - AOG  
**Reports to:** Manager Materials Planning & Rotable Magt  
**Department:** Technical  
**Location:** Kigali International Airport

#### **Job Purpose**

To improve aircraft availability and airworthiness by availing required parts on time, save costs by expediting repairs and management of Loan components.

Works as part of the MCC team to collaborate and ensure quick recovery of AOG aircraft and timely rectification of deferred defects.

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

##### **a) Operational**

##### **AOG Desk Operations**

- Supports a 24/7 operation in support of MCC operations
- Ensure the availability of spares, materials and services to clear all Deferred Defects (including Cabin and IFE defects) within the shortest possible time and mitigate MEL extensions
- Focal point of contact for AOG Spares and enquiries from other airlines
- Ensure the loaned/exchanged cores are returned on time to minimize costs
- Monitor recurrent AOG instances and devise proposals to minimize future AOG situation
- Ensure all MEL and AOG parts shipment are monitored closely until its arrival and notify contracted MRO/ warehouse personnel well in advance. Ensure parts are routed to the right location
- Maintain TRAX eMRO updated promptly with available information. Review the data captured and ensure discrepancies are resolved
- Ensure that correct documentation is provided by vendors/suppliers prior to the shipment to avoid any receiving discrepancies
- While sourcing for AOG parts, ensure to check available stock in terms of NHA/NLA to ensure items are not available prior to ordering parts
- Maintain an updated tracker of all parts on AOG/MEL with latest status

##### **Other Supply Chain Duties**

- Progress overdue repair orders and hasten components required on routine and priority basis
- Update TRAX eMRO with repair capabilities and test/repair/Overhaul workscope prices of newly added suppliers/ MROs for clear visibility
- Monitor daily unserviceable inventory and take appropriate action to expedite release of such parts
- For any CON/EXP having an investigation label, raise a case for further engineering review



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- Review parts removed as part of routine aircraft maintenance or modification for exchange return, or other returns and notify concerned team
- Review and approve scrap notes, order approvals in the workflow
- For all parts received, ensure certification is properly archived
- Daily followup of Repair Orders. Explore open market to support demands on advance exchanges/ loans
- Raise Repair Orders and Service Orders
- Process normal requisitions and update TRAX eMRO system
- Perform other duties assigned or act in a capacity as directed by Line Manager or Director of Technical Services

## **b) Management & Leadership**

- Train and develop other employees, to ensure succession planning is in place.
- To be committed and contribute to the National talent development, by coaching the national developpees, preparing them for a career with boundless potential. Leading to the program's continued growth and success.
- Train Rwandair staff in various duties as per business requirements

## **c) Personal Development**

- Take responsibility for own ongoing personal development and growth of expertise.
- Keep abreast with any market trends and developments
- Assist in the response to any emergency or a major operational disruption affecting RwandAir or its subsidiaries.

## **d) Data Protection**

- Ensure that in performance of the role, all uses, disclosures and requests of any information (in any form) are done in accordance with data protection principles adopted by the RwandAir Group and are limited to what is reasonably required to accomplish the intended business purposes of the use, disclosure or request.
- Comply with all relevant company policies and procedures regarding the use, processing, disclosure and security of any information (in any form) and ensure that all staff under my direct supervision are aware of and comply.
- Consult the Group's Data Protection Officer in matters related to data protection and privacy as appropriate.
- Ensure the confidentiality, security and protection of all information handled in the course of duties is maintained at all times from unauthorised access, use, disclosure, disruption, deletion/destruction, corruption, modification, inspection or recording.

## **e) Safety**

- Responsible to ensure that employees at all levels understand work health and safety requirements and expectations through provision of relevant RwandAir Group induction, information, instruction, training and supervision.
- Ensure compliance to all relevant safety, security, quality and environmental management policies, procedures and controls across the operation to assure employee safety, security, legislative compliance and delivery of high quality service with a responsible environmental attitude.
- Ensure that all managers and supervisors understand work health and safety requirements and expectations to the extent that they can pass on relevant information, identify training

needs and provide appropriate supervision in their workplace.

- Take a direct and personal interest in reported injuries, incidents, near misses and hazards to ensure that appropriate reporting, investigation and response is being achieved.

### **Environmental Competencies**

#### **Apply:**

- Contribute towards RwandAir Environmental Objectives and targets and the implementation and maintenance of the Environmental Management System.
- Apply environmental knowledge and principles in your role, and incorporate this into business processes and decision making, to drive efficiencies and reduce environmental and operational risks.

## **2. About You – Minimum Standard Qualifications & Experience;**

### **Essential**

- Diploma in Aircraft Maintenance or Trade or Supply Chain management or vocational aircraft maintenance qualification or Degree (B.Eng., BSc) or equivalent in aircraft engineering with 3 years experience in Supply Chain.
- Working knowledge in the purchasing and securing of aircraft spares, parts and materials
- Knowledge of international parts procurement processes, customs clearing and logistics
- Must have completed courses on Hazardous materials
- Familiarity with OEM and regulatory documentation systems.
- Strong analytical, organizational, and communication skills.
- Ability to manage large datasets and ensure data integrity.
- Fluent in English (French or Kinyarwanda an advantage).

### **Preferred**

- Experience working with aircraft maintenance and engineering systems (e.g., AMOS, TRAX).
- Involvement in aircraft maintenance activities

## **3. 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 **May 23, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>.