

**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:** TRAX Specialist  
**Reports to:** Head of Engineering and Planning  
**Department:** Technical  
**Location:** Kigali International Airport

#### **Job Purpose**

Provide TRAX eMRO expertise to clean-up data and carry out the setup to ensure the system becomes the backbone of all maintenance and engineering operations. Coordinate with IT to integrate TRAX eMRO with current financial and HR systems within the organization.

Update TRAX eMRO with current data for the fleet operated by RwandAir and ensure correct aircraft configuration that mirrors the aircraft. Define and ensure correct setup of the fleet aircraft maintenance programmes in the TRAX eMRO system.

Define and develop procedures for CAMO, Part 145 and Materials/Stores/Supply Chain to be used for day-to-day activities and develop local staff to manage all TRAX eMRO operations in the future.

Two streams,

1. CAMO
2. Part 145 and Supply Chain.

This is a contract position, duration to be determined based on need and project progress

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

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

- Define the plan for TRAX eMRO set-up and data clean-up with milestones and timelines.
- Establish protocols for continuous coordination with TRAX MIAMI, RwandAir IT, Technical and other sections within RwandAir to ensure correct set-up, interfacing and resolution of any TRAX issues that may arise from time to time
- Review of all TRAX eMRO set-up switches and control switches to ensure correct data entry and report generation
- Collect, review and upload data in TRAX eMRO as required for CAMO. Ensure controls are in place to ensure clean data upload
- Define, Update, test and complete the setup and data update for all modules related to CAMO in TRAX – including but not limited to Settings, Production, Engineering, Planning, Technical Records, Technical Publications, Reliability and Training
- Define, update, test and complete the setup and data for all modules related to Part 145 activities in TRAX- including but not limited to Settings, Production- and Shop
- Define, update, test and complete the setup and data for all modules related to Supply Chain activities in TRAX- including but not limited to Receiving, Inventory, Orders/ Requisitions, Packing/Shipping and Settings



**RwandAir**

*Fly the dream of Africa*

- Activity the TRAX eMRO eMobility Suite for utilization by planning, MCC and maintenance team, towards a paperless line maintenance
- Develop and test TRAX eMRO add-ons to support in customized report generation
- Streamline usage of TRAX eMRO dashboards for day-to-day monitoring
- Develop, document and evolve the procedures to be used for all activities required to TRAX eMRO utilization within RwandAir Technical
- Provide day-to-day support with TRAX eMRO issues
- Train users regularly to achieve required levels of competence

**b) Management & Leadership**

- Oversee and supervise employees. Direct daily activities, train and develop to ensure a high standard of service delivery.

**c) Personal Development**

- Take responsibility for own ongoing personal development and growth of expertise.
- Train and develop other employees, for proper succession planning and risk management.
- Assist in the response to any emergency or a major operational disruption affecting RwandAir or its subsidiaries, including support of the RwandAir Special Assistance Program.
- Train Rwanda staff in the duties above.
- Perform other department duties related to his/her position as directed by the Head of the Department.

**d) Operational 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.

**e) 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;

### Essential

- Diploma in Aircraft Maintenance or ITor Trade or vocational aircraft maintenance qualification or Degree (B.Eng., BSc) or equivalent in aircraft engineering
- Working knowledge of TRAX at an Airline or MRO environment
- Good understanding of TRAX modules, set up and data clean up
- Good understanding of TRAX eMobility Suite

## 3. About You – Other Desired Competencies & Skills;

### Previous Experience:

#### Essential

- Minimum 5 years of experience working in TRAX environment. Must be conversant with TRAX settings and modification process.

### Job Specific Skills:

#### Essential

- Must be assessed for leadership skills.
- Computer literate
- Should work independently and in teams
- Work under high pressure environment and high volume of activities 24/7
- 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

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