

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: Head of Materials and Assets
Reports to: Director Technical
Department: Maintenance
Location: Kigali International Airport

Job Purpose

The Head of Materials and Assets is responsible for managing RwandAir's aircraft parts, components, tooling, inventory systems, and logistics to ensure aircraft availability and maintenance efficiency. This role is critical in supporting operational reliability and compliance through the effective sourcing, storage, tracking, and disposal of aircraft materials and tooling.

Operating during a period of rapid growth and transformation, this role will lead the modernization of the airline's materials management system, implement best practices in asset utilization, and build a performance-driven supply chain aligned with maintenance and operational needs.

Reporting to the Director Technical Services, this role plays a vital part in maintaining aircraft readiness and supporting long-term fleet expansion. This role includes oversight of tooling, equipment, and storage facilities supporting aircraft maintenance, ensuring all are compliant with airworthiness requirements and ready for operational needs.

1. Key Duties and Responsibilities:

a. Strategic

- Lead the transformation of the materials and logistics function to align with fleet growth, digitalization, and cost optimization.
- Develop and implement materials strategy, including procurement planning, parts forecasting, and asset lifecycle management.
- Introduce modern inventory management systems and ensure full traceability and compliance with aviation regulations.
- Drive vendor performance management, including SLAs, cost control, and quality assurance for suppliers and MRO partners.
- Ensure tools and GSE (Ground Support Equipment) availability in coordination with maintenance and engineering schedules.
- Develop and implement materials management strategies to optimize inventory and asset utilization.
- Establishes business cooperations with approved logistic companies and maintains track of their performance in support of RwandAir operations.
- Implements procedures and processes for routine stock taking and reporting.
- Ensure compliance with quality, safety, and regulatory standards.
- Support cost control and efficiency initiatives.



- Align department objectives with corporate strategy, focusing on efficiency, asset control, and regulatory compliance.

b. Operational

- Oversee daily operations related to materials purchasing, handling, stores, warehousing, customs clearance, logistics, and tooling.
- Ensure timely availability of spares and materials to support planned and unscheduled maintenance activities.
- Manages Component repairs in a cost effective manner whilst reducing lead times. Coordinates for shipping with contracted freight companies
- Drive inventory accuracy, including stock rotation, shelf-life monitoring, and bonded stock control.
- Coordinate with maintenance teams to manage AOG (Aircraft on Ground) support and minimize aircraft downtime.
- Ensure compliance with all applicable airworthiness and customs regulations related to materials and assets.
- Manage the lifecycle of tools and equipment, including calibration, inspection, and replacement.
- Coordinate with facilities teams to ensure all maintenance environments meet regulatory and safety requirements.
- Lead the vendor and supplier performance review process to ensure parts quality, timely delivery, and contractual compliance. Responsible for Vendor management including performance reviews
- Manage procurement (in collaboration with the Procurement department), storage, and distribution of aircraft parts and materials.
- Responsible for the section budget
- Responsible for training and development of staff under his/her section, including required competence assessments
- Coordinate with maintenance and engineering teams for timely material availability.
- Monitor inventory levels and asset condition.
- Maintain accurate records and documentation.
- Manage and maintain technical records for traceable aircraft components in alignment with quality standards.
- Responsible for SMS within the section

c. Stakeholder Management

- Interface with Procurement, Finance, Engineering, and Maintenance teams to align material availability with business needs.
- Build effective working relationships with OEMs, third-party suppliers, logistics providers, and regulatory authorities.
- Represent RwandAir in external audits, supplier meetings, and regulatory inspections related to parts handling and inventory.

d. Management & Leadership

- Lead and develop a high-performing materials and logistics team with a focus on accountability, safety, and efficiency.



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- Set and review departmental goals, aligning them with transformation initiatives and maintenance support.
- Establish clear work procedures and ensure consistent compliance with safety, storage, and documentation standards.
- Drive national talent development by coaching and preparing Rwandan staff for future leadership roles.
- Promote a continuous improvement mindset across the team and embed a performance-driven culture.

2 . QUALIFICATIONS, EXPERIENCE & SKILLS:

Qualifications and Experience:

Essential

- Bachelor's Degree in Supply Chain, Logistics, Aeronautical Engineering, or related technical/management field.
- At least 10 years of experience in aviation materials, logistics, or technical stores management.
- Minimum 3 years of experience in a managerial role within an airline or MRO environment.
- Strong knowledge of aviation materials regulations (e.g., EASA Part 145, Part M/CAMO) and inventory traceability.
- Familiarity with ERP or M&E systems such as AMOS, Ramco, or TRAX.

Preferred

- Postgraduate qualification in Logistics, Aviation Management, or Business Administration.
- Experience with aircraft phase-in/out, AOG support systems, and bonded warehouse operations.

Job Specific Skills:

Essential

- Solid understanding of aviation materials control, tooling, and warehouse operations.
- Excellent planning, negotiation, and cost control skills.
- Strong analytical and systems-thinking abilities.
- Strong interpersonal and communication skills.
- High integrity and attention to compliance and quality standards.
- Fluency in English; French or Kinyarwanda is an advantage.

3. How to Apply:

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae;
- Copies of Notarised Degree/Diploma certificates
- Relevant certificates;
- Copies of academic papers;
- A photocopy of the Passport/National ID
- Three referees

The deadline for submitting application documents **(in PDF Format Only)** is **August 20, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>