

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: Talent Acquisition Administrator
Reports to: Talent Acquisition Manager
Department: HR & Administration
Location: Kigali International Airport

Job Purpose

The Talent Acquisition Administrator provides vital administrative and coordination support throughout the recruitment lifecycle to ensure a seamless candidate and hiring manager experience. The role plays a key part in strengthening RwandAir's employer brand by ensuring efficiency, professionalism, and compliance in all recruitment processes.

1. Key Duties and Responsibilities:

a) Recruitment Support

- Assist in managing requisitions, posting job adverts on internal and external platforms, and tracking applications.
- Coordinate candidate communication including invitations, interview scheduling, and feedback.
- Maintain recruitment databases and applicant tracking systems, ensuring data accuracy.

b) Interview & Assessment Coordination

- Organize logistics for interviews, assessments, and career events.
- Support the preparation of interview packs, candidate briefs, and assessment materials.
- Liaise with hiring managers and interview panels to ensure smooth scheduling.

c) Onboarding & Compliance

- Support pre-employment checks, reference verification, and document collection.
- Ensure compliance with airline industry, HR, and legal standards throughout the hiring process.
- Assist in the smooth transition of candidates from offer acceptance to onboarding.

d) Employer Branding & Candidate Experience

- Act as the first point of contact for applicants, providing timely updates and information.
- Support HR projects such as career fairs, graduate programs, and recruitment campaigns.
- Contribute to building RwandAir's reputation as an employer of choice.

e) Reporting & Administration

- Prepare recruitment reports and dashboards for management review.
- Maintain organized talent pools for critical and future roles.
- Handle confidential information with discretion and integrity.

2. About You – Minimum Standard Qualifications;

Bachelor's degree in Human Resources, Business Administration, or related field.

Essential

- Minimum of 2 years' experience in HR or recruitment administration, preferably in aviation, travel, or service-oriented industries
- Familiarity with HR systems, applicant tracking systems (ATS), and recruitment software.

3. About You – Other Desired Competencies & Skills;

Previous Experience:

Essential

- Professionalism and integrity
- Teamwork and collaboration
- Customer-focused mindset
- Process discipline and reliability
- Continuous improvement and adaptability

Job Specific Skills:

Essential

- Strong organisational and multitasking ability with attention to detail.
- Excellent communication and interpersonal skills with a customer service mindset
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Ability to handle sensitive information with confidentiality and professionalism.
- Flexible, proactive, and able to work in a fast-paced environment.

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 **September 4, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>.