

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

Job Purpose

RwandAir is scaling fast – and every great hire starts here. The Talent Acquisition Officer plays a hands-on role in sourcing, screening, and securing the talent that will power RwandAir's growth and 4-star ambition. Working closely with the Talent Acquisition Manager, this role owns the candidate experience end-to-end – from first contact to offer stage – ensuring every hire is a great fit, fast, and feels like a great experience along the way.

Key Duties and Responsibilities:

Sourcing & Recruitment

- Source and screen candidates across multiple channels (job boards, LinkedIn, referrals, agencies) for assigned vacancies.
- Conduct initial screening calls and coordinate interview scheduling with hiring managers.
- Maintain an accurate, up-to-date candidate pipeline in the applicant tracking system.
- Draft and post engaging job advertisements that reflect RwandAir's employer brand.

Candidate & Stakeholder Experience

- Deliver a professional, responsive candidate experience at every stage of the recruitment process.
- Coordinate reference checks, offer documentation, and pre-employment requirements.
- Provide hiring managers with regular pipeline updates and recruitment status reports.
- Support employer branding activities, including career fairs and campus engagements.

Reporting & Continuous Improvement

- Track recruitment metrics (time-to-fill, source of hire, pipeline conversion) and flag bottlenecks.
- Support the Talent Acquisition Manager with ad hoc recruitment projects and process improvements.
- Maintain compliance with RwandAir recruitment policy and Rwandan labour law throughout the hiring process.

About You – Minimum Standard Qualifications;

Bachelor's Degree in Human Resources, Business Administration, Psychology, or a related field, with 0–2 years of relevant work experience.

Essential

- Genuine interest in recruitment and talent sourcing.
- Strong organisational skills and ability to manage multiple vacancies at once.
- Excellent judgment in assessing candidate fit against role requirements.
- Working knowledge of recruitment processes and best practices.

About You – Other Desired Competencies & Skills;

Previous Experience: Essential

- Internship, attachment, or entry-level exposure to recruitment, HR, or customer-facing roles is an advantage.
- High energy, proactive, and comfortable working to deadlines.
- Strong integrity and confidentiality in handling candidate information.
- Resilient and adaptable in a fast-paced, high-volume hiring environment.

Job Specific Skills: Essential

- Excellent communication and interpersonal skills.
- Confident user of applicant tracking systems, LinkedIn Recruiter, and MS Office.
- Strong sourcing and candidate assessment skills.
- Ability to build strong relationships with hiring managers and candidates alike.

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 **11th September 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>.