

**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:** Operational Readiness and Airport Transfer (ORAT) Project Officer  
**Reports to:** Director ORAT  
**Department:** Operational Readiness and Airport Transfer  
**Location:** Kigali International Airport – Town Office

### **Job Purpose**

The Operational Readiness and Airport Transfer (ORAT) Project Officer shall report directly to the Director ORAT and provide project coordination, planning, monitoring, reporting, and process management support to ensure the effective implementation of the Airline Operational Readiness and Transfer (ORAT) Programme.

The ORAT Project Officer supports the planning, coordination, monitoring, and reporting of activities required to achieve operational readiness and a successful transition to the new airport. The role is responsible for supporting the development and implementation of operational readiness processes and coordinating the integration of people, processes, systems, facilities, equipment, and operational procedures across airline functions.

The position is primarily process-oriented, focusing on readiness planning, governance, documentation control, stakeholder coordination, performance tracking, compliance monitoring, and reporting to ensure ORAT activities are delivered in a structured, controlled, and timely manner.

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

#### **ORAT Planning and Master Plan Management**

- Develop, maintain, and periodically update the Airline ORAT Master Plan under the direction of the Director ORAT.
- Consolidate readiness activities, deliverables, milestones, dependencies, and timelines from all operational departments into the ORAT Master Plan.
- Monitor implementation progress against the ORAT Master Plan and highlight deviations, readiness gaps, risks, and emerging issues.
- Support the alignment of departmental readiness plans with programme objectives and operational launch requirements.
- Maintain ORAT planning documents, schedules, readiness matrices, and programme records.
- Ensure the ORAT Master Plan remains aligned with operational readiness requirements, programme priorities, and operational launch milestones.

#### **Operational Readiness Integration**

- Support the integration of people, processes, facilities, systems, equipment, and operational procedures required for operational readiness.



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- Facilitate coordination between airline departments to ensure readiness activities are aligned and dependencies are effectively managed.
- Monitor cross-functional readiness activities and support the resolution of coordination issues.
- Track readiness deliverables and provide visibility of progress against key milestones.
- Support the coordination of readiness requirements between airline departments and external stakeholders.

#### **Programme Coordination and Administration**

- Support day-to-day coordination of ORAT activities across operational departments and stakeholders.
- Maintain action trackers, readiness registers, meeting records, and programme documentation.
- Follow up on assigned actions and monitor progress against agreed timelines.
- Support the preparation and administration of ORAT governance meetings, workshops, and readiness reviews.
- Ensure ORAT records and documentation are maintained and updated in accordance with programme requirements.

#### **Readiness Monitoring and Assurance**

- Monitor readiness activities across airline operational areas, including Flight Operations, Ground Operations, Engineering and Maintenance, Passenger Services, Cargo Operations, Safety, Security, Inflight Services, and Operations Control.
- Track completion of readiness actions and departmental deliverables.
- Support readiness assessments and reviews to evaluate progress against established readiness criteria.
- Assist in identifying readiness gaps and coordinate follow-up actions with relevant departments.
- Support validation of departmental readiness prior to key project milestones and operational launch.

#### **Equipment, Facilities, and Resource Readiness**

- Coordinate the assessment and tracking of Ground Support Equipment (GSE), operational equipment, facilities, systems, and resource readiness requirements.
- Support operational departments in determining equipment, facility, and resource requirements necessary to support operational readiness and commencement of operations.
- Monitor equipment readiness plans, deployment activities, and readiness timelines.
- Maintain records and status reports relating to operational assets, resources, and infrastructure readiness.

#### **Operational Testing and Trial Support**

- Support the planning and coordination of operational testing programmes, simulations, familiarization exercises, and trial operations.
- Assist in preparing test schedules, scenarios, participant plans, and supporting



documentation.

- Monitor testing outcomes and maintain records of observations, issues, corrective actions, and lessons learned.
- Track closure of actions arising from testing and validation activities.
- Support coordination of departments and stakeholders during testing and trial events.

#### **Operational Transition Support**

- Support the planning and coordination of operational transition activities relating to systems, facilities, personnel, equipment, and operational processes.
- Monitor implementation of transition activities and maintain readiness records.
- Assist in coordinating operational migration and business continuity activities.
- Track progress and provide status updates on operational transition readiness.
- Support a smooth and controlled transition to the new airport environment.

#### **Stakeholder Engagement and Communication**

- Support coordination between airline departments, airport stakeholders, regulators, service providers, and project teams.
- Organize ORAT meetings, workshops, readiness reviews, and stakeholder engagement sessions.
- Prepare meeting agendas, minutes, action logs, and follow-up reports.
- Support communication of readiness requirements, schedules, risks, issues, and progress updates across stakeholders.
- Maintain stakeholder action registers and monitor the closure of agreed actions.

#### **Risk, Issue, and Dependency Management**

- Maintain ORAT risk registers, issue logs, dependency trackers, action registers, and decision records.
- Monitor and track mitigation actions and issue resolution activities.
- Identify emerging readiness risks and bring them to the attention of the Director ORAT.
- Escalate significant risks, issues, and readiness concerns as appropriate.
- Support implementation of risk management and issue management processes throughout the ORAT Programme.

#### **Training and Competency Readiness**

- Coordinate readiness-related training activities, familiarization programmes, and operational awareness initiatives.
- Monitor training schedules, attendance, completion rates, and competency readiness requirements.
- Maintain training records and readiness tracking reports.
- Support departments in monitoring personnel readiness for operational commencement.
- Track training progress against operational launch requirements and programme milestones.

#### **Reporting and Performance Monitoring**

- Prepare and maintain ORAT dashboards, readiness reports, progress reports, presentations, and programme updates.



- Consolidate readiness information from operational departments and stakeholders.
- Monitor readiness metrics, milestone achievements, outstanding actions, risks, issues, and dependencies.
- Maintain readiness scorecards, trackers, and reporting tools.
- Provide regular progress updates and reports to the Director ORAT and designated management forums.

#### **Compliance and Go/No-Go Readiness Support**

- Support compliance with airline operational requirements, civil aviation regulations, safety standards, security requirements, and company policies.
- Monitor progress against operational readiness criteria and approved Go/No-Go requirements.
- Support readiness reviews and provide information required for operational commencement decision-making.
- Maintain documentation and evidence supporting readiness assessments, approvals, and operational commencement decisions.
- Assist in tracking corrective actions arising from audits, inspections, assessments, and readiness reviews.

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

### **Qualifications**

- Bachelor's Degree in Aviation Management, Operations Management, Business Administration, Engineering, Project Management, or a related discipline.
- Certification or training in Project Management, Business Process Management, Change Management, Quality Management, Programme Coordination, or a related field will be an added advantage.

### **Experience**

- Minimum of three (3) years of experience in project coordination, programme support, operations, operational readiness, aviation, airport operations, infrastructure projects, or a related environment.
- Experience supporting cross-functional projects, operational improvement initiatives, infrastructure programmes, or operational transition activities will be an advantage.
- Experience working within the aviation industry is desirable but not mandatory.
- Experience coordinating multiple stakeholders and tracking complex activities across different functional areas will be an advantage.

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

### **Job Specific Skills:**

#### **Essential**

- Understanding of operational readiness principles, operational processes, and project coordination practices.
- Strong planning, organizational, and coordination skills.
- Strong process management, documentation control, and reporting skills.
- Ability to monitor compliance with plans, procedures, readiness requirements, and project milestones.



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- Strong analytical and problem-solving capabilities.
- Excellent report-writing, presentation, and communication skills.
- Proficiency in Microsoft Office applications, including Excel, PowerPoint, Word, and project tracking tools.
- Ability to manage multiple priorities and meet deadlines.
- Strong stakeholder engagement and relationship management skills.
- High attention to detail and commitment to maintaining accurate records.
- Ability to work collaboratively within multidisciplinary teams.
- Continuous improvement mindset with the ability to identify process enhancement opportunities.

#### **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 **October 8<sup>th</sup>, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>.