

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: Manager, Fleet and Corporate Services
Reports to: Director, EAS & LR
Department: Administration – Fleet and Corporate Services
Location: Kigali International Office

Job Purpose

The Manager Fleet and Corporate Services is responsible for the overall leadership, coordination and control of the Logistics Unit, combining oversight of fleet management and uniform operations. The role ensures the reliable maintenance and operation of the organisation's fleet and drivers, and the efficient supply, manufacturing coordination and distribution of uniforms. The Manager is accountable for planning and managing the unit's budget, monitoring execution against targets, and leading, developing and supervising unit staff to deliver cost-effective, timely and quality logistics services in line with organizational objectives.

1. Key Duties and Responsibilities:

a. Fleet Management

- Oversee the effective management of the organisation's fleet, ensuring vehicles are roadworthy, available and deployed to meet operational needs.
- Direct the planning and execution of scheduled and preventive maintenance, repairs and servicing of all fleet assets to minimize downtime and extend asset life.
- Supervise the Fleet Manager and, through them, the Fleet Operations and Fleet Maintenance functions, driver team leaders and drivers.
- Ensure compliance with vehicle licensing, insurance, safety and regulatory requirements, and maintain accurate fleet and maintenance records.
- Manage the allocation, scheduling, discipline, welfare and performance of drivers, promoting safe driving practices and adherence to policy.
- Monitor fleet running costs, fuel consumption and utilisation, and drive continuous improvement in efficiency and value for money.

b. Uniform Operations (Supply, Manufacturing & Distribution)

- Lead the uniform operations function, ensuring adequate supply, timely manufacturing and accurate distribution of uniforms to meet demand.
- Coordinate the uniform manufacturing process end-to-end, liaising with internal units and external suppliers/manufacturers to meet quality, cost and delivery standards.
- Oversee stock and inventory management for uniforms and related materials, minimizing shortages, wastage and holding costs.
- Ensure deliveries and distribution are planned and executed efficiently, on schedule and to the correct recipients or locations.
- Supervise the Uniform Operations Specialist and Uniform Supply Officers, setting standards and monitoring service quality.



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c. Budgeting & Monitoring of Execution

- Prepare, justify and manage the annual budget for the Logistics Unit, covering fleet, maintenance, uniform supply and distribution activities.
- Monitor expenditure against budget, analyse variances, and take corrective action to keep the unit within approved financial limits.
- Track execution of unit plans and activities against agreed targets, timelines and performance indicators, and report progress to the Director.
- Identify cost-saving opportunities and ensure resources are used efficiently and accountably.

d. Staff Management & Leadership

- Lead, supervise, motivate and develop the staff of the Logistics Unit, setting objectives and managing performance.
- Allocate work, monitor productivity and ensure appropriate staffing levels across fleet and uniform functions.
- Identify training and development needs and support capacity building within the unit.
- Foster a culture of safety, discipline, teamwork, accountability and continuous improvement.

e. General

- Ensure compliance with organizational policies, procedures, health and safety standards and relevant regulations across all unit activities.
- Prepare periodic and ad hoc reports on unit operations, performance and budget for management.
- Perform any other duties that may reasonably be assigned by the Director, EAS & LR or management from time to time.

2. About You – Minimum Standard Qualifications;

Bachelor's degree in Logistics, Supply Chain Management, Transport/Fleet Management, Business Administration or a related field. A relevant professional qualification or postgraduate qualification is an added advantage.

Experience

- Substantial 3-5 year of experience in logistics, fleet and/or operations management, including supervisory or managerial responsibility for staff, budgets and service delivery.

3. About You – Other Desired Competencies & Skills;

Essential

- Strong leadership, people management and team development skills.
- Sound knowledge of fleet operations, vehicle maintenance and driver management.
- Understanding of supply, manufacturing coordination, inventory and distribution processes.
- Budget preparation, financial monitoring and cost-control skills.
- Good planning, organizing, problem-solving and decision-making abilities.
- Effective communication, reporting and stakeholder-management skills.
- Proficiency in relevant IT and logistics/fleet management systems.

4. How to Apply:

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae;



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- 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 10th, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>.