

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: Corporate Fraud and investigations Manager
Reports to: Chief Internal Auditor
Department: Internal Audit
Location: Kigali International Airport

Job Purpose

Reporting to Chief Internal Auditor, the staff will lead investigations of fraudulent activities, malpractices, wrongdoings, and financial transactions and document information and records in order to present evidence and testimony usable in a court of law and any other proceedings whether within or out of the WB. To detect any kind of fraudulent activities through proper fraud controls or identifying and reporting ongoing fraudulent activities in all areas of our services. To prevent any cases of financial and regulatory malpractices for the purpose of promoting sound practices and adherence to the ethical standards of Rwandair.

1. Key Duties and Responsibilities:

- Review corporate information, documentation, and internal controls to determine Rwandair's exposure to fraud and any other malpractice activities.
- Review corporate information, documentation, and internal controls to determine Rwandair's exposure to fraud and any other malpractice activities.
- Recommend improvements for developing or refining internal control systems and operational enhancements to mitigate the risk of fraud and other wrongdoings
- Cultivate and maintain relationships both internally and externally (e.g. law enforcement, industry peers) in order to remain current with advances in internal controls and fraud detection systems.
- Design applicable training materials and act as a subject matter expert to educate Rwandair staff on current trends.
- Respond to requests from management, clients, internal audit, and regulators on suspicious activities or reporting and develop, implement and maintain suspicious activity monitoring.
- Analyze financial results on an enterprise-wide, business line, and individual client basis to identify possible fraud exposures and the need for countermeasures.
- Review large quantities of documents such as e-mails, transaction records, and other information to identify evidence of financial improprieties or fraudulent activities
- Conduct interviews in order to uncover new information, clarify or corroborate investigation findings and maintain appropriate documentation/ files in order to prepare a body of evidence to support potential legal proceedings and otherwise.
- Prepare investigative reports that provide details of the investigation (e.g. method, information collected, people interviewed), the findings, and recommendations and communicate about the investigative process and findings resulting from their investigations for corrective action or protect Rwandair against fraud and wrongdoings.



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- Prepare evidentiary presentations for executives, Board of Directors, or law enforcement personnel, and participate as a subject matter expert/ witness in a court of law and any other proceedings.

2. About You – Minimum Standard Qualifications;

Essential

- You must hold Bachelor's Degree in Accounting, Finance, Economics, Management, Information Technology, Commercial engineering, applied economic sciences, law, or an equivalent. A Master's degree in a relevant field is an added advantage.
- Minimum 4 years of work experience including leading teams on projects in relation to investigations and corporate compliance.
- Professional accountancy or other related qualifications such as CPA, ACCA, CISA, ICA, CFE, FFA, CAMS, or ISCA Financial Forensic Accounting Qualification.
- Be well versed in key standard work processes including but not limited to evidence preservation and collection, data privacy, legal privilege, investigative interviewing techniques, etc

3. About You – Other Desired Competencies & Skills;

Job Specific Skills:

Essential

- Ability to implement performance management systems, give candid performance feedback and provide support to professional development efforts linked to strategic objectives.
- Proficiency in computer applications such as word processing, database, spreadsheets, accounting packages, the internet, and the workflow process
- Ability to maintain high standards of integrity; establish straightforward, productive relationships; treat individuals with fairness and respect, and demonstrate sensitivity to ethnic, cultural, and gender differences
- Strong communication and presentation skills including the ability to develop proposals, concept papers, and position papers as well as write reports and prepare relevant publications
- A good understanding of Risk management and audit processes.
- Strong organizational and analytical skills and detail-oriented.
- Ability to demonstrate excellent interpersonal skills.
- Ability to observe and understand business processes ensuring processes are documented completely and accurately.

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 22nd, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>.