

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: **Technical Library/Publications Officer**
Reports to: **Manager, Technical Records and Publications**
Department: **Technical**
Location: **Kigali International Airport**

Job Purpose

The Technical Library/Publications Officer is responsible for the effective management, control, maintenance, and distribution of technical manuals, publications, documents, and other technical information required to support safe, efficient, and compliant technical operations. The Officer ensures that technical publications are current, properly controlled, readily accessible to authorized personnel, and maintained in accordance with applicable organizational and regulatory requirements.

1. Key Duties and Responsibilities:

- Maintain and control the organization's technical library and technical publications.
- Receive, register, classify, file, and distribute technical manuals and publications.
- Ensure that all technical publications are kept current and that obsolete or superseded documents are removed from active use.
- Monitor revisions, amendments, supplements, temporary revisions, service bulletins, and other updates to technical publications.
- Maintain an accurate record of publication revisions and amendments.
- Ensure that relevant technical departments receive updated publications promptly.
- Maintain both electronic and hard-copy technical documentation systems.
- Control access to technical documents and ensure that confidential or restricted information is properly protected.
- Conduct regular checks of technical libraries and publication systems to verify currency and completeness.
- Liaise with manufacturers, suppliers, regulatory authorities, and internal departments regarding technical publications and updates.
- Follow up on outstanding publications, revisions, amendments, and technical documents.
- Assist technical personnel in locating and accessing required manuals and reference materials.
- Maintain publication distribution lists and document receipt records.
- Support internal audits and inspections by providing required technical publication records and evidence of document control.
- Ensure proper archiving and retention of technical records in accordance with established procedures.



RwandAir

Fly the dream of Africa

- Report missing, damaged, outdated, or uncontrolled technical documents to the appropriate supervisor.
- Assist in developing and improving procedures for technical document control and library management.
- Perform other duties related to technical publications and document control as assigned.

2. About You – Minimum Standard Qualifications;

Essential

- A Diploma or Bachelor's Degree in Library and Information Science, Records Management, Technical Communication, Engineering, Information Technology, or a related field.
- Relevant professional training in document control, technical publications, records management, or information management will be an advantage.
- Previous experience working in a technical library, engineering environment, aviation organization, maintenance organization, or similar technical institution is desirable.
- Good knowledge of document-control principles and procedures.
- Computer literacy, including proficiency in Microsoft Office and electronic document management systems.
- Good written and verbal communication skills.
- Strong organizational and record-keeping abilities.
- High attention to detail and accuracy.
- Ability to work independently and effectively with technical personnel.
- Ability to maintain confidentiality and handle controlled technical information appropriately.
- Minimum 2–3 years of relevant experience in technical publications, library management, records management, document control, or a related field.
- Experience in an aviation or engineering environment is an added advantage.

3. About You – Other Desired Competencies & Skills;

Job Specific Skills:

Essential

- Knowledge of technical documentation and publication-control systems.
- Knowledge of document revision and amendment procedures.
- Good filing, indexing, cataloguing, and information-retrieval skills.
- Good computer and digital-record management skills.
- Excellent attention to detail.
- Good communication and interpersonal skills.
- Ability to prioritize tasks and meet deadlines.
- Ability to work effectively as part of a multidisciplinary technical team.

Key Performance Indicators

- Accuracy and completeness of technical library records.
- Timely incorporation and distribution of publication revisions.
- Availability and accessibility of current technical publications.
- Effective removal and control of obsolete documents.
- Compliance with document-control procedures.



RwandAir

Fly the dream of Africa

- Audit and inspection performance.
- Proper maintenance and security of technical records.

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