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 Technical Stores and Logistics**
Reports to: **Head of Materials and Assets**
Department: **Maintenance**
Location: **Kigali International Airport**

Job Purpose

The Manager Technical Sores and Logistics is responsible for the management, control and continuous improvement of all Techncial Stores functions, including clearance, receiving, warehousing, issuance, delivery to point of maintenance and shipping logistics. This role ensures regulatory compliance with respect to handling and storage of all aircraft parts and materials in addition to contributing towards efficient AOG recories, day-to-day operations, aircraft maintenance, ground-time reduction and overall safety. By ensuring that removed parts are moved efficiently, the role contributes towards maintenance costs reduction.

Operating within a growing and transforming airline environment, this position is central to maintaining aircraft airworthiness, supporting audits and lease transitions, staff competence development and digitizing Technical Stores processes to align with RwandAir's broader modernization goals.

The role reports to the Head of Materials and Assets and works closely with Materials Planning, Compliance, Maintenance, Shipping/Freight agents, OEMs and Regulatory Authorities.

1. **Key Duties and Responsibilities:**
   a) **Strategic**
      - Works based on provided fleet development plans to plan for future stores and logistics requirements.
      - Creates and nurtures good business working relationships with logistic partners worldwide to ensure continued support for RwandAir requirements.
      - Plan ahead for future warehousing storage space requirements and make advance arrangements

   b) **Operational**
      - Ensure all Stores and Logistics activities are carried out in compliance with RwandAir (QA, Finance) and Regulatory Authority (RCAA, EASA,FAA, Transport Canada) and other government rules and regulations.
      - Oversee all the appropriate legislative and company procedures are adhered to in order to ensure that the company remains compliant and airworthy
      - Manages and ensures smooth operations for RwandAir Technical shipments for import and export of aircraft parts
      - Manage and ensure smooth 24/7 operation of stores covering warehousing, receiving, customs clearance, materials/spares movement, handling and packaging

- Manages and oversees store keeping, stock handling, handling techniques, spares segregation and storage condition management
- Manages and oversees Shelf life control, Calibration program of tools and equipment. Provides recommendations for handling of surplus stock after consultation with Finance.
- Manage and oversee stores inspector function in respect to parts acceptance, storage and handling, discrepancies, quarantine, labelling and maintenance of records. Creates a repository for all component records- serviceable tags, Form 1s, 8130, CoC etc and provides to QA/Authorities whenever required
- Responsible for allocating RwandAir part numbers to fabricated parts in accordance with approved procedures
- Manage and ensure proper storage of third party customer inventory
- Manages and ensures proper maintenance of all equipment allocated to Technical Stores.
- Responsible for making arrangemebnts with third party suppliers for temporary hiring of heavy lifting equipment required in the course of aircraft maintenance and movement of parts/spares at Kigali.
- Responsible for verification and approval of all logistic services invoices related to aircraft parts
- Responsible for managing Freight Forwarders, courier and local warehouse space providers. Coordinates with Compliance/QA for maintaining an approved record of suppliers and obtaining such approvals when necessary.
- Responsible to managing and clearing the stores quarantine section
- Responsible for delivering spares/materials to the point of maintenance and processing removed parts for shipping/disposal
- Manages and oversees handling, storage and disposal of dangerous goods and hazardous materials related to aircraft maintenance.
- Develop and implement stock verification strategies and KPIs. Coordinates routine stock checks including annual stock check planning and execution
- Implements strategies to manage and control all RwandAir stock items kept at outstations
- For all outsourced aircraft maintenance work, coordinates with the service provider for parts/materials required to be provided by RwandAir as per the agreement. Responsible for ensuring that removed rotables are processed in an expeditious manner.
- Responsible for SMS within the section. Ensures the company health and safety policy and statutory requirements are met in respect of staff and premises.
- Ensures compliance with the environmental policy in terms of waste management
- Responsible for SMS within the section. Ensures the company health and safety policy and statutory requirements are met in respect of staff and premises.
- Compiles sectional budget Budget
- Develops and trains Stores and logistics staff. Maintains staff training records and carries out competence assessments
- Perform other duties assigned or act in a capacity as directed by Line Manager or Director of Technical Services

c) Stakeholder Management

- Liaise with OEMs, MROs, vendors and logistic service providers .
- Represent RwandAir in meetings with maintenance service provider where certain

parts/materials are under RwandAir responsibility.

d) Management & Leadership

- Lead a team of Stores Supervisors and Officers across all shifts, ensuring high levels of technical acumen and responsiveness.
- Develop Technical Stores team competence in line with fleet complexity and regulatory changes.
- Promote a safety-first, solutions-driven culture with high accountability and communication standards.
- Support training, mentoring, and professional development, especially for national staff.
- Establish KPIs and performance standards for Technical Stores responsiveness and delivery standards.

2. About You – Minimum Standard Qualifications;

Bachelor's Degree in Supply Chain Management, Logistics, Aviation Maintenance, Aeronautical Engineering or related field (OR Licensed Aircraft Engineer (EASA Part 66 or ICAO Type II) with appropriate aircraft type endorsements) with Minimum 8 years of experience in aviation materials management or airline materials logistics, with at least 3 years in a supervisory or managerial role.

Essential

- Strong knowledge of aircraft components, rotables, expendables, and inventory systems.
- Understanding of storekeeping and financial requirements
- Handling of dangerous goods and hazardous materials
- Knowledge of EASA/RCAA regulatory frameworks and maintenance data.

Preferred

- Experience within an airline or MRO handling aircraft types operated by RwandAir.
- Experience with aircraft MRO systems (e.g., AMOS, TRAX).
- Knowledge of aircraft parts certification requirements (FAA, EASA, RCAA).
- IATA or ICAO training in Dangerous Goods, Human Factors, and Storekeeping (preferred).

3. About You – Other Desired Competencies & Skills;

Job Specific Skills:

Essential

- Proficient in inventory and supply chain systems.
- Solid understanding of aircraft parts documentation and traceability requirements.
- Strong organizational, analytical, and decision-making skills.
- Excellent communication, negotiation, and supplier coordination abilities.
- Detail-oriented and able to handle multiple technical issues simultaneously.
- Fluent in English (French or Kinyarwanda is an asset).
- Sound Aeronautical and Airline background with detailed knowledge of modern aircraft and engine systems.
- Ability to plan and prioritise sequential completion of task and process for effective time management and revenue loss.
- Managerial skills - Ability to delegate work, set clear direction and manage workflow. Strong mentoring and coaching skills. Ability to train and develop subordinate's skills. Ability to

foster teamwork among team members.

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 30, 2026**. Please apply via the link: https://erecruitment.rwandair.com/.