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: **Talent Acquisition Manager**
Reports to: **Senior Manager, Talent**
Department: **HR & Administration**
Location: **Kigali International Airport**

Job Purpose

This role is responsible for ensuring that WB has the right people, in the right place, at the right time to execute their business plans. The role will provide expert recruitment advice, recruitment phasing, talent acquisition decision making support, market intelligence and insights. The Talent Acquisition Manager will align the recruitment strategy and technology with the overall Talent and HR strategy and is accountable for delivering it while driving continuous improvement in key performance indicators (quality, speed and cost of hiring).

1. **Key Duties and Responsibilities:**
   a) **Operational**
      - Accountable for ensuring the delivery of output metrics covering: new hire attrition rates (First 12 months), quality of hire, target start dates and customer satisfaction for all hires across WB.
      - Accountable for the effective delivery by the Talent Acquisition team of the full recruitment lifecycle, from requirements definition, sourcing, selection, through to overseeing on-boarding.
      - Own the delivery of all recruitment activities to ensure talent acquisition outcomes and quality of hire, time to hire and cost of hire standards are met.
      - Collaborate with senior leadership and the Manager Talent for executive recruitment & sourcing to ensure there is an accurate briefing on requirements; validate and respond to long listed candidates promptly to expidite the executive recruitment process.
      - Acquire, develop and manage external provider relationships with both recruitment and search firms and ensure that WB has optimal rates negotiated with each provider.
      - Own the Hiring Manager relationship for search assignments, coaching hiring managers through the head hunting process, their role within it, creating appropriate target lists and a compelling value proposition to sell to candidates.
      - Develop processes and methodologies to assess candidates' competence, cultural fit and motivation, and ensure the team presents robust shortlists with an appropriate mix of internal, external, active and passive candidates.
      - Promote best practice selection using a standardised selection framework, coaching hiring managers where necessary and taking ultimate responsibility for high quality hiring decisions and meeting quality of hire metrics.
      - Develop and champion WB Talent Acquisition policies and procedures, align with other HR

policies, and ensure compliance throughout the recruitment lifecycle, including ensuring comprehensive and accurate information is maintained in key systems (e.g. ATS) across the team.

- Ensure that the WB employer brand is driven through role specific value propositions that meet the set standards and will attract the right candidates for the roles going to market.
- Work with other HR teams and the Psychologist to ensure an assessment framework is in place that will deliver consistent outcomes (including psychometrics and skills assessments).
- Maintain effective and collaborative working relationships with other teams involved in the onboarding process to ensure that time to start targets are met.
- Ensure consistent, accurate and complete data to HR Systems & Services team to support any associated processes including offer letters, contracts of employment and vetting.
- Proactively seek to resolve any barriers to successfully onboarding candidates and maintain a positive candidate experience.
- Implement dashboards and reports that will highlight the relevant recruitment metrics and will give insight to senior HR and business leaders.
- Perform other department duties related to his/her position as directed by the Head of the Division.

b) Management & Leadership

- Provide "thought leadership", coaching, mentoring and guidance to the Talent Acquisition Team members on all areas of recruitment activity.
- Establish the department or teams objectives and priorities to align with and support business objectives.
- Regularly evaluate the department or teams objectives, plans, procedures and practices, and makes appropriate changes if needed.
- Oversee and supervise employees. Direct daily activities, recruit, train, develop and discipline to ensure a high standard of service delivery.
- Train and develop other employees, to ensure succession planning is in place.
- Commit to and contribute towards the development of Rwandan National talent, by coaching the Rwandan National developees, preparing them for a career with boundless potential

c) Strategic

- Contribute to the development of the WB Talent Acquisition Model and ensure it is aligned with overall Talent Acquisition policies. Act as a recruitment champion, including influencing key stakeholders at all levels of the organisation to adopt new systems, processes, tools and behaviours.
- Partner with Business & Functional Leadership Teams and HR to drive continuous improvement in the Quality, Speed and Cost of Hiring.
- Influence key stakeholders to align expectations to the external marketplace.

2. About You – Minimum Standard Qualifications;

Bachelor's Degree or Equivalent with Minimum 8 years of job-related experience

Essential

- Minimum of 8 years experience of which at least 2 years in a management position.

- Proven experience in managing a Talent Acquisition or Recruitment function in a medium sized organisation.
- Proven ability to design and implement innovative Talent Acquisition processes that drive candidate experience and employer brand.
- Demonstrated experience initiating, creating and executing Talent Acquisition policies to align to HR strategy and plans.
- A recognised accreditation in Human Resources

3. About You – Other Desired Competencies & Skills;

Previous Experience:

Essential

- Strong understanding of modern Talent Acquisition processes.
- Excellent communication and interpersonal skills.
- Ability to manage external relationships with agencies and search firms.
- Strong analytical and problem-solving abilities.
- Exceptional customer service skills.
- Knowledge of compliance with HR-related laws, regulations, and company policies.
- 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

Job Specific Skills:

Essential

- Excellent written and verbal communication skills.
- Strong interpersonal and teamwork skills.
- Well-developed lateral and analytical thinking skills.
- Must have initiative to solve recruitment problems by constantly interacting with Talent Acquisition/ Recruitment Officers, line departments and the candidates.
- Must be sensitive to significant information about candidates that come up in the selection process.

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 **10th December 2026**. Please apply via the link: https://erecruitment.rwandair.com/.