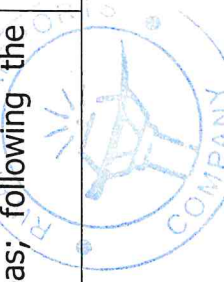




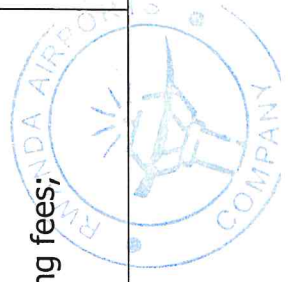
### Job Announcement

Rwanda Airports Company (RAC) wishes to recruit qualified, hardworking, well-motivated and experienced employees on open ended contract basis with attractive remuneration packages.

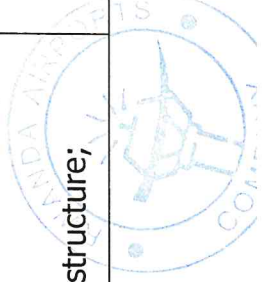
No	Job position	Qualifications	Responsibilities	Number of positions
1	Manager, Business Development and Marketing	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in business, marketing or commercial fields.</li> <li>▪ 3 years of work experience in Business Development, Marketing or Commercial.</li> <li>▪ Maximum age is 40</li> </ul>	<ul style="list-style-type: none"> <li>▪ To develop policies, procedures and manuals for all commercial activities of the authority;</li> <li>▪ To prepare and update marketing and retail plans;</li> <li>▪ To direct processes for the evaluation of commercial proposals;</li> <li>▪ To prepare and maintain a marketing policy manual;</li> <li>▪ To develop data to track and monitor tenant performances;</li> <li>▪ To administer contracts;</li> <li>▪ To coordinate commercial and marketing activities.</li> </ul>	1
2	Software Development Engineer	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in IT, computer science or related field,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle;</li> </ul>	1



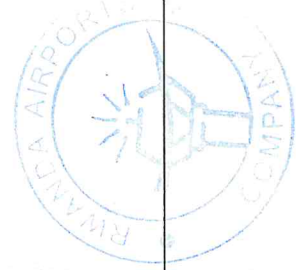
		<ul style="list-style-type: none"> <li>▪ 1 year of work experience in IT;</li> <li>▪ Maximum age is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ Writing well designed, testable, efficient code by quickly producing well organized, optimized and documented source code;</li> <li>▪ Ensure all deliverables are produced on a timely basis following agreed upon project timelines;</li> <li>▪ Produce specifications and determine operational feasibility;</li> <li>▪ Integrate software components into a fully functional software system;</li> <li>▪ Develop software verification plans and quality assurance procedures;</li> <li>▪ Document and maintain software functionality;</li> <li>▪ Tailor and deploy software tools, processes and metrics;</li> <li>▪ Serve as a subject matter expert;</li> <li>▪ Comply with project plans and industry standards;</li> <li>▪ Collaborate with other programmers to design and implement features;</li> <li>▪ Debug existing source code and polish feature sets;</li> <li>▪ Contribute to technical design documentation;</li> <li>▪ Work independently when required;</li> <li>▪ Continuously learn and improve skills;</li> <li>▪ Attention to detail is essential and all tasks must be carried out to the highest standard</li> </ul>	
3	Revenue collector	<ul style="list-style-type: none"> <li>▪ Diploma (A1) or A2</li> <li>▪ At least 1 year of work experience in accounting or finance;</li> <li>▪ Maximum age is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ To verify on daily basis, the accuracy of collected parking fees by Road toll revenue collectors;</li> <li>▪ To check &amp; verify completeness and accuracy of daily reports from concerned Road toll revenue collectors;</li> <li>▪ Timely posting in SAGE pastel evolution of parking fees;</li> </ul>	3



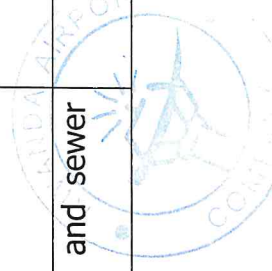
			<ul style="list-style-type: none"> <li>▪ To ensure timely availability of change and ensure that all customers are paying using auto pay machines to reduce opportunity for money theft;</li> <li>▪ To perform reconciliation of amount banked versus amount collected and investigate reasons for any differences;</li> <li>▪ To establish, observe and respect the shift timetable at road toll;</li> <li>▪ To prepare daily and monthly reports for parking fees;</li> <li>▪ To follow up all system issues as raised by Road toll Revenues Collectors and submit them to supervisor;</li> <li>▪ To understand and implement effective internal controls to meet RAC requirements and in compliance with the RAC Finance policies and procedures manual;</li> </ul>	1
4	Civil Engineer	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Civil engineering</li> <li>▪ At least 1 year of work experience in civil works</li> <li>▪ Maximum age is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collects the necessary information and documentation on the present situation of airport infrastructure and services;</li> <li>▪ Assesses the current capacity and service level conditions of the main airport facilities and equipment: airside, passengers and cargo buildings, landside and access, complementary systems;</li> <li>▪ Identifies the necessary changes or remedial actions to improve the detected deficiencies, including the development requirements, vis-a-vis the compliance with the relevant RCAA requirements;</li> <li>▪ Schedules projects and work arrangements to provide minimum interference with airport operational duties and assignments;</li> <li>▪ Interacts with airport and airline staff and the public;</li> <li>▪ Assists in the development of inspection procedures for Airport Operation Areas (AOA) and the road network;</li> <li>▪ Assists to develop maintenance programs for infrastructure;</li> </ul>	



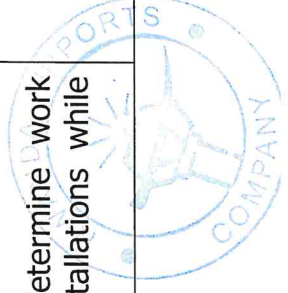
			<ul style="list-style-type: none"> <li>▪ Participates in the development of maintenance procedures;</li> <li>▪ Studies plans, drawings and work orders to determine work requirement and sequence of repairs and/or construction to ensure on time completion of the assigned tasks;</li> <li>▪ Provides technical assistance and resolution when infrastructure problems are encountered within AOA, road network or other facilities to ensure high availability;</li> <li>▪ Ensures the monitoring of implementation of construction contracts;</li> </ul>	
5	HVAC Technician	<ul style="list-style-type: none"> <li>▪ Diploma (A1) in Air conditioning and Refrigeration Technology, Mechanical, Electrical and Electronics</li> <li>▪ At least 1 year of work experience in HVAC, Plumbing and Electrical installations;</li> <li>▪ Maximum age is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conducts regular preventive maintenance inspections of isolated heating and ventilating units, including water heaters, gas and electrically operated air-conditioning equipment, refrigeration units, and makes necessary adjustments or repairs; services and repairs evaporative coolers;</li> <li>▪ Inspects repairs, modifies and installs heating and air-conditioning equipment including refrigeration and air-conditioning compressors, receivers, condensers, chillers, water-cooling towers, forced-air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes;</li> <li>▪ Repairs or replaces defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, heat exchangers, high-limit controls, pressure controls, safety valves, and automatic gas valves;</li> <li>▪ Lubricates and packs heating, ventilation, refrigeration and air-conditioning motors, pumps, fans and other equipment; installs and calibrates systems; installs copper tubing and repairs pipes and tubing as necessary; tests joints and insulates pipes of refrigeration</li> </ul>	2



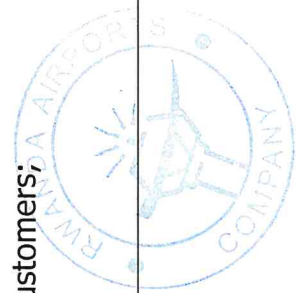
			<p>and air-conditioning systems; flushes boilers, descales tubing and cuts and threads pipes; rebuilds pressure and temperature safety valves and water pumps;</p> <ul style="list-style-type: none"> <li>▪ Coordinates and inspects work performed by HVAC contractors; works with HVAC contractors engaged in the installation, maintenance and repair of HVAC systems and equipment; repairs and maintains furnace gas controls and engines, filters and condensing units; inspects, detects and repairs leaks; checks and replaces thermo-couples and pilot generators; cleans and adjusts pilots;</li> <li>▪ Operates a variety of hand and power tools, welders torch, vacuum pump and test equipment utilized in the trade; diagnoses mechanical and electrical problems; repairs or replaces defective parts in units, equipment and controls, installs, rebuilds, replaces or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary;</li> <li>▪ Prepares cost estimates and orders materials; works from sketches, plans, drawings,</li> <li>▪ Assists other skilled maintenance personnel in cooperative assignments; maintains a variety of records of completed work, including blueprints, sketches, diagrams and logs;</li> </ul>	1
6	Mechanic	<ul style="list-style-type: none"> <li>▪ Diploma (A1) in mechanics;</li> <li>▪ At least 1 year of work experience in mechanics.</li> <li>▪ Maximum age is 35years</li> </ul>	<ul style="list-style-type: none"> <li>▪ To keep RAC vehicles in good mechanic condition (Light and Fire trucks);</li> <li>▪ To keep RAC conveyor belts in good mechanic conditions;</li> <li>▪ To make sure that all RAC machines, equipment and vehicles are insured, and maintained in good condition;</li> <li>▪ To make a report of work on a daily basis, propose solutions to challenges met;</li> </ul>	1
7	Plumber		<ul style="list-style-type: none"> <li>▪ Designs, installs and maintains plumbing and water and sewer systems;</li> </ul>	2



		<ul style="list-style-type: none"> <li>▪ Diploma (A1) in plumbing;</li> <li>▪ At least 1 year of work experience in the same field;</li> <li>▪ Maximum age is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ Installs, maintains, repairs and services structural plumbing equipment including pumps, faucets, drinking fountains, water and sewer lines, and restroom facilities;</li> <li>▪ Installs and upgrades fixtures and equipment; repairs and replaces valves; lays out, installs and maintains plumbing systems.</li> <li>▪ Repairs water and gas leaks; cuts and threads pipes; rebuilds faucets; repairs water supply and pipes; replaces or repairs plumbing fixtures, water heaters, pumps, valves and plumbing control devices; assists in repairing air-conditioning systems;</li> <li>▪ Repairs and replaces plumbing controls on boiler equipment.</li> <li>▪ Clears drains and obstructions in water and sewer systems; works from blueprints, diagrams, sketches and drawings; installs, inspects, maintains and repairs backflow prevention devices; conducts inspections on backflow prevention devices; maintains records related to those inspections;</li> <li>▪ Ensures work complies with applicable plumbing codes; maintains routine records related to work performed and materials used;</li> <li>▪ Inspects, services, maintains and repairs fire sprinkler systems where available;</li> <li>▪ Operates a variety of tools and equipment including drills, jackhammers, saws, pipe snakes, pipe threading machines, and hand and power tools;</li> <li>▪ Maintains a variety of records of completed work, including blueprints, sketches, diagrams variety of records and reports, including time cards, worksheets, accident reports, and maintenance requests.</li> </ul>	
8	Electrician	<ul style="list-style-type: none"> <li>▪ At least a Diploma (A1) in electrical engineering</li> <li>▪ At least 1 year of work experience in the same field;</li> </ul>	<ul style="list-style-type: none"> <li>▪ On a shift basis, performs maintenance (Planned &amp; breakdown), troubleshooting and repair works on lighting system and related equipment &amp; auxiliary services;</li> <li>▪ Studies plans, drawings and work orders to determine work requirement and sequence of repairs and/or installations while</li> </ul>	4



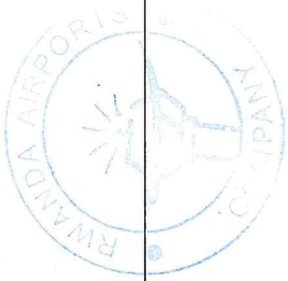
		<ul style="list-style-type: none"> <li>▪ Maximum age is 35</li> </ul>	<p>working independently or leading a team to ensure on time completion of the assigned tasks;</p> <ul style="list-style-type: none"> <li>▪ Provides technical assistance and resolution when electrical/electronic or other engineering problems are encountered within lighting installation and equipment to ensure high system availability;</li> <li>▪ Makes note of required/used spares, take care of the tools used/required for the task, ensure permission is obtained prior to working on any equipment/system or before accessing the maneuvering area, maintain continuous watch on tower radio (while working on own watch permission), to ensure the timely &amp; safe completion of the assigned works;</li> <li>▪ Performs duties such as overseeing the contractor's work and witnessing the acceptance testing of new installation at sites or completes any other work assigned by the Power House Coordinator and assists other staff when necessary on work and specific technology related issues;</li> <li>▪ Completes and update any assigned documentation such as the routine maintenance checklist/work orders/equipment history cards on a daily basis or any other general / technical documentation;</li> <li>▪ Maintains high level of situational awareness while working on live runways;</li> <li>▪ Adheres to the standard practice of airfield safety, safety of the equipment, personnel &amp; quality of the work in accordance with department's quality management system &amp; safety requirements and report unsafe activity and conditions.</li> </ul>	<p>9</p> <p>Customer care officer</p> <p>2</p>
		<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Business Administration, Economics, Travel Management, Hospitality</li> </ul>	<ul style="list-style-type: none"> <li>▪ To undertake day to day facilitation functions at the duty posts;</li> <li>▪ To attend VIP / Customers and provide services as required;</li> <li>▪ Handling face-to-face enquiries from customers;</li> </ul>	



10	Marshaller	<ul style="list-style-type: none"> <li>▪ management, Finance or Airport Management;</li> <li>▪ At least 1 year of work experience in customer care, hospitality management</li> <li>▪ Maximum age is 35</li> <li>▪ Bachelors' degree in Business Administration, Economics, Travel Management, Hospitality management</li> <li>▪ Airport Management or IT;</li> <li>▪ At least 1 year of work experience;</li> <li>▪ Maximum age is 35;</li> <li>▪ Be physically fit</li> </ul>	<ul style="list-style-type: none"> <li>▪ To direct and park arriving aircrafts on maneuvering area;</li> <li>▪ To direct departing aircrafts when taxing out from maneuvering area;</li> <li>▪ To adhere to procedures when operating on maneuvering area;</li> <li>▪ To perform assigned other duties as assigned by supervisor;</li> <li>▪ Able to coordinate the safe operations of aircraft, with tower team;</li> <li>▪ Able to implement policies and procedures of the airspace operation manuals and other related documents;</li> <li>▪ Able to understand the characteristics of aircraft;</li> <li>▪ Able to understand phraseology used in aviation field;</li> <li>▪ Uses visual signals using illuminated wands during hours of darkness, to guide aircrew in and out of parking stands;</li> <li>▪ Maintains constant contact with ground operations control and communicate all associated movements;</li> <li>▪ Liaises with the operations office regarding the designation of Parking Stands and Bays;</li> </ul>	2
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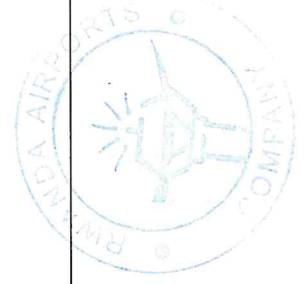




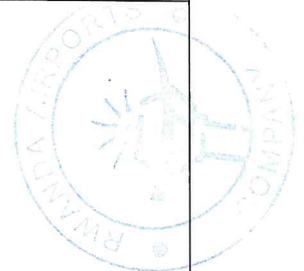
			<ul style="list-style-type: none"> <li>▪ Ensures safe behavior on the Aircraft Apron or Ramp Areas is maintained at all times;</li> <li>▪ Inspects the allocated parking stands prior to allowing aircraft access to ensure that the stand is safe and free of foreign objects or surface damage to the tarmac;</li> <li>▪ Signals the pilot when the chocks are in place in order to indicate that the aircraft is secure in the parking stand and they may proceed with the subsequent steps of arrival or disembarking from the stand;</li> <li>▪ Reports all accidents and incidents occurring on the shift to the Airside operations for entry into the Daily Log to ensure current knowledge of operational issues for all Apron Staff;</li> <li>▪ Provides "Follow Me" services, for VIP aircraft, Emergency Services vehicles, or for aircraft being towed due to malfunction in order to provide expedited and safe transfer through the Apron area;</li> <li>▪ Provides statistics on serviceability of all aircraft stands before and after aircraft arrive on the stand;</li> <li>▪ Complies at all times with all company issued policies, Standard Operating Procedures and processes including those addressing the requirements of regulators and the Safety Management System.</li> </ul>
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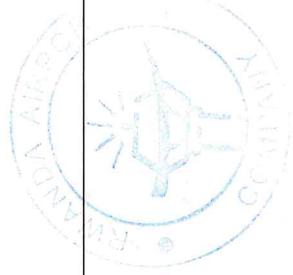
11	Fire Fighting and Rescue Officer	<ul style="list-style-type: none"> <li>▪ At least High school certificate (A2)</li> <li>▪ Having minimum driving license category B and C &amp; D;</li> <li>▪ At least 1 year of work experience in driving;</li> <li>▪ Maximum age is 35;</li> <li>▪ Be physically fit.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Functions as part of the RFFS team for the extinguishment and control of fire and the saving and preservation of life during all types of emergencies at the airport;</li> <li>▪ Handles a high level of technical rescue equipment and complex fire;</li> <li>▪ Participates as part of an operational rescue and firefighting team for the extinguishment and control of fire and the saving and preservation of life during all types of emergencies at the airport;</li> <li>▪ To carry out comprehensive test and inspections of fire vehicles, which includes full automotive testing according to, laid down regulations and the maintenance program;</li> <li>▪ To make timely reports on any defects found on fire vehicles and/or rescue firefighting equipment according to laid down procedures;</li> <li>▪ To conduct routine radio communication test and inspections with RFFS Watch room, Air Traffic Control and Senior Fire Officer;</li> <li>▪ Participates in classes, lectures, practical and associated matters pertaining to job efficiency and technical training;</li> </ul>	8
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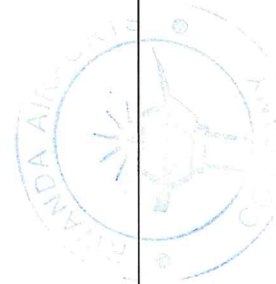
			<ul style="list-style-type: none"> <li>▪ Conducts lifesaving fire protection inspections of all KIA buildings and report and record. Includes safety stand-by for building fire evacuation drills;</li> <li>▪ Attends and provides essential fire protection for, fueling with passengers on board, fuel spills, high power aircraft engine runs and performs any other activity as detailed by the Senior Fire Officer;</li> <li>▪ Provide public education on fire safety;</li> <li>▪ To drive fire trucks and other emergency vehicles;</li> <li>▪ Put out fire using water hoses, fire extinguishers and pumps;</li> <li>▪ Find and rescue victims in burning buildings or in other emergency situations;</li> <li>▪ Treat sick or injured people with first aid;</li> <li>▪ Prepare written reports on emergency incidents;</li> <li>▪ Clean and maintain equipment;</li> <li>▪ Conduct drills and physical fitness training</li> </ul>	
12	Communication Engineer	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Telecommunication, Electronic Engineering or IT</li> <li>▪ At least 1 year of work experience in telecommunications, Electronics or IT;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carry out preventive maintenance schedules i.e. daily, weekly, monthly, quarterly, six monthly, yearly preventive maintenance schedules of Voice and data communication systems (Radios, FDPS, MET systems and associated Local and Wide Area Networks (LAN/WAN) as per approved maintenance schedules, their related documentation and guidelines;</li> </ul>	2



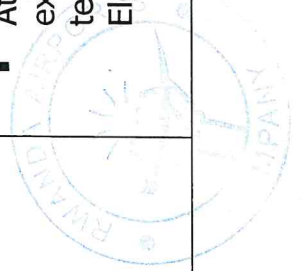
		<ul style="list-style-type: none"> <li>▪ Maximum age limit is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carrying out breakdown/corrective maintenance of voice and data communication systems (Radios, FDPS, MET systems and associated Local and Wide Area Networks (LAN/WAN)) either alone or as part of maintenance team as the need may arise;</li> <li>▪ Coordinating with other agencies like Civil and Electrical wing for maintaining equipment room and effective air conditioning to bring into notice of Manager CNS pending issues in this regard;</li> <li>▪ To take regular reports for facilities from CNS Logbook and take remedial action. Bring into notice of CNS Manager in case of unresolved issue;</li> <li>▪ To check the performance of backup systems at least once daily/shift and keep a record of the same;</li> <li>▪ Helping Manager CNS in carrying out annual evaluation of the performance of Voice and data communication systems and associated equipment and LAN/WAN;</li> <li>▪ Preparation of system failure report of unserviceable modules/system during as well as incident reporting in case it happened during shift time table;</li> <li>• When doing shift duty, always check operational and environmental parameters of the above systems;</li> </ul>
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13	NAVAIDS Engineer	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Telecommunication, Electronic Engineering or IT;</li> <li>▪ At least 1 year of work experience in telecommunications, Electronics or IT;</li> <li>▪ Maximum age limit is 35</li> </ul>	<ul style="list-style-type: none"> <li>• To check the performance of backup systems, quality of recording and archive data at least once daily and keep a record of the same;</li> <li>▪ Fill in the CNS Logbook before leaving the shift for continuous records on CNS systems status and bring out into notice of Manager CNS the maintenance and other issues which not resolved.</li> </ul>	2
			<ul style="list-style-type: none"> <li>▪ Carrying out breakdown/corrective maintenance of Nav aids systems and associated facilities either alone or as part of maintenance team as the need may arise;</li> <li>▪ Participate in preventive maintenance schedules of NAV AIDs, associated facilities and other CNS systems as per approved maintenance schedules, their related documentation as per maintenance schedule and related guidelines;</li> <li>▪ When doing shift duty to check operational and environmental parameters of the CNS facilities as well as labelling all data tapes ejected and introduced during daily shifts; To check the quality of parameters of Nav aids and associated facilities, air conditioning, and to bring into notice of Manager CNS related issues in this regard;</li> <li>▪ Assisting Manager CNS in carrying out annual review of preventive maintenance schedules of the facilities;</li> </ul>	

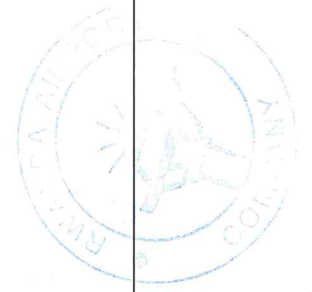


			<ul style="list-style-type: none"> <li>▪ Maintain site/shift log books fully filled in and to bring out into notice of Manager CNS any other issues which cannot be resolved by him;</li> <li>▪ To check the performance of backup systems at least once daily/shift and keep a record of it;</li> <li>▪ Preparation of incident report of any incident which happens during his shift and fill in system failure report form to Manager CNS (of any unserviceable modules/unit/system to Manager CNS);</li> <li>▪ To check and maintain the serviceability of all Navaid's and associated facilities provided at APP and Tower rooms;</li> <li>▪ Participates in site installations of new acquired CNS systems;</li> <li>▪ Participates in any project concerning CNS system upgrade/modernization and decommissioning;</li> <li>• Participates in Day and night duty shifts.</li> </ul>	2
14	Systems Administration Engineer	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Telecommunication, Electronic Engineering or IT;</li> <li>▪ At least 1 year of work experience in telecommunications, Electronics or IT;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Responsible for designing, organizing, modifying, and supporting a company's computer systems. Designs and installs LANs, WANs, Internet and intranet systems, and network segments;</li> <li>▪ Support LANs, WANs, network segments, Internet, and intranet systems;</li> <li>▪ Maintain system efficiency;</li> </ul>	



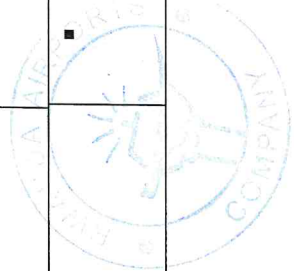
		<ul style="list-style-type: none"> <li>▪ Maximum age limit is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure design of system allows all components to work properly together;</li> <li>▪ Troubleshoot problems reported by users;</li> <li>▪ Make recommendations for future upgrades;</li> <li>▪ Maintain network and system security;</li> <li>▪ Analyze and isolate issues;</li> <li>▪ Monitor networks to ensure security and availability to specific users;</li> <li>▪ Evaluate and modify system's performance;</li> <li>▪ Identify user needs;</li> <li>▪ Maintain integrity of the network, server deployment, and security;</li> <li>▪ Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations;</li> <li>▪ Design and deploy networks;</li> <li>▪ Perform network address assignment;</li> <li>▪ Assign routing protocols and routing table configuration;</li> <li>▪ Assign configuration of authentication and authorization of directory services;</li> <li>▪ Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers;</li> </ul>
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15	Electrical Engineer	<ul style="list-style-type: none"> <li>▪ Bachelor's degree (A0) in electrical Engineering;</li> <li>▪ At least 1 year of work experience in the same field;</li> </ul> <p>Maximum age is 35</p>	<ul style="list-style-type: none"> <li>▪ Maintain network servers such as file servers, VPN gateways, and intrusion detection systems;</li> <li>▪ Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.</li> </ul>	
1			<ul style="list-style-type: none"> <li>▪ Designing and implementing new electrical facilities required to reliably overtake Radar station systems load during main power cut off;</li> <li>▪ Improving existing electrical instruments and facilities to ensure power stability for all systems;</li> <li>▪ Maintaining existing electrical equipment, generators and air conditioners to ensure power stability for all systems under Radar station and good operating environment;</li> <li>▪ Ensuring that electrical installation and operations conform to standards by preparing electrical systems specifications, technical drawings or topographical maps as the need may arise;</li> <li>▪ Ensuring compliance with specifications and RAC requirements by directing or coordinating installation, maintenance, documentation, support or testing activities;</li> </ul>	

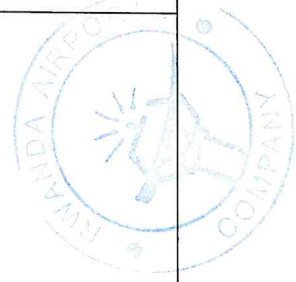




			<ul style="list-style-type: none"> <li>▪ Writing reports and compiling data regarding existing and potential electrical engineering projects and studies;</li> <li>▪ Preparing specifications for purchases of electrical equipment and materials;</li> <li>▪ Supervising or training project team members;</li> <li>▪ Estimating material, labor, or implementation costs for budget preparation;</li> <li>▪ Working with a variety of technicians;</li> <li>▪ Carrying out preventive maintenance activities on Radar systems and associated facilities as per approved maintenance schedules;</li> <li>▪ Prepare an incident report of any unserviceable module/unit/system happening during his night and day shift and handle it to his supervisor;</li> <li>▪ Participates in site installation of new acquired Systems;</li> <li>▪ Participates in any project related to Radar upgrade/modernization and decommissioning;</li> <li>▪ Participate in daily and night duty shift at Radar station;</li> <li>▪ Ready to provide support to any CNS electrical system as the need may arise.</li> </ul>	1
16	Driver	<ul style="list-style-type: none"> <li>▪ At least A2</li> </ul>	<ul style="list-style-type: none"> <li>▪ To facilitate related RAC transport needs;</li> <li>▪ To update monthly mileage;</li> </ul>	



		<ul style="list-style-type: none"> <li>▪ Driving license of categories B, C and D.</li> <li>▪ Experience of at least 3 years in driving.</li> </ul>	<ul style="list-style-type: none"> <li>▪ To abide by all transportation laws and a safe driving records;</li> <li>▪ To take care of the airport vehicles in clean and good order at all times;</li> <li>▪ To check and report any vehicle accidents or injuries or default for repair to the Manager of Logistics;</li> <li>▪ To carry out other duties as assigned by the supervisor.</li> </ul>	
17	Radar technician	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Electronics and telecommunication, Information Technology;</li> <li>▪ At least 1 year of experience in electronic, telecommunication, or Information Technology;</li> <li>▪ Maximum age limit is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ Designing and implementing new electrical facilities required to reliably overtake Radar station systems load during main power cut off.</li> <li>▪ Improving existing electrical instruments and facilities to ensure power stability for all systems.</li> <li>▪ Maintaining existing electrical equipment, Generators and air conditioners to ensure power stability for all systems under Radar station and good operating environment.</li> <li>▪ Ensuring that electrical installation and operations conform to standards by preparing electrical systems specifications, technical drawings or topographical maps as the need may arise.</li> <li>▪ Ensuring compliance with specifications and RAC requirements by directing or coordinating installation, maintenance, documentation, support or testing activities.</li> <li>• Writing reports and compiling data regarding existing and potential electrical engineering projects and studies.</li> </ul>	2



			<ul style="list-style-type: none"> <li>▪ Preparing specifications for purchases of electrical equipment and materials.</li> <li>▪ Supervising or training project team members.</li> <li>▪ Estimating material, labor, or implementation costs for budget preparation.</li> <li>▪ Working with a variety of technicians.</li> <li>▪ Carrying out preventive maintenance activities on Radar systems and associated facilities as per approved maintenance schedules.</li> <li>▪ Prepare an incident report of any unserviceable module/unit/system happening during his night and day shift and handle it to his supervisor.</li> <li>▪ Participate in site installation of new acquired Systems.</li> <li>▪ Participate in any project related to Radar upgrade/modernization and decommissioning.</li> <li>▪ Participate in daily and night duty shift at Radar station.</li> <li>▪ Ready to provide support to any CNS electrical system as the need may arise.</li> <li>▪ To carry out other duties as assigned by the superior.</li> </ul>	
18	AIM Officer	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Business Administration, Economics,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Receives and Analyses flight plan for Accuracy, Conformance and Compliance;</li> </ul>	2

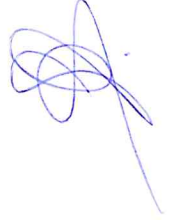


		<p>Management, Finance, IT;</p> <ul style="list-style-type: none"> <li>▪ At least 1 year of work experience in IT, Economics, Business Administration, Finance, Management;</li> <li>▪ Maximum age limit is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ Processing of flight plan and transmission to all relevant ATS units;</li> <li>▪ Delivery of pre-flight bulletins to crew members and ensuring accurate information is imparted during flight planning and crew-briefing process (Verbal briefing);</li> <li>▪ Receives post flight information bulletins and other client's feedback;</li> <li>▪ Analyses aircraft weight and provides revenue officers with relevant information for Air Navigation Charges invoicing;</li> <li>▪ Conducts on-job-training and submits training reports to Manager AIM;</li> <li>▪ Ensures implementation of processes and procedures related to QMS during flight planning and crew- briefing;</li> </ul>
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**NB:**

Interested Rwandan candidates must submit a hard copy of the below listed documents to Rwanda Airports Company head office at Kigali International Airport not later than March 16<sup>th</sup> 2023 at 5:00PM:

- Download, fill and sign an application form obtained from RAC Website: [www.rac.co.rw](http://www.rac.co.rw);
- Copies of notified degree, diploma and professional certificates;
- Copy of National Identity Card;
- Copy of driving license where applicable.




		<p>Management, Finance, IT;</p> <ul style="list-style-type: none"> <li>▪ At least 1 year of work experience in IT, Economics, Business Administration, Finance, Management;</li> <li>▪ Maximum age limit is 35</li> </ul>	<ul style="list-style-type: none"> <li>▪ Processing of flight plan and transmission to all relevant ATS units;</li> <li>▪ Delivery of pre-flight bulletins to crew members and ensuring accurate information is imparted during flight planning and crew-briefing process (Verbal briefing);</li> <li>▪ Receives post flight information bulletins and other client's feedback;</li> <li>▪ Analyses aircraft weight and provides revenue officers with relevant information for Air Navigation Charges invoicing;</li> <li>▪ Conducts on-job-training and submits training reports to Manager AIM;</li> <li>▪ Ensures implementation of processes and procedures related to QMS during flight planning and crew- briefing;</li> </ul>
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**Charles HABONIMANA**  
**Managing Director**