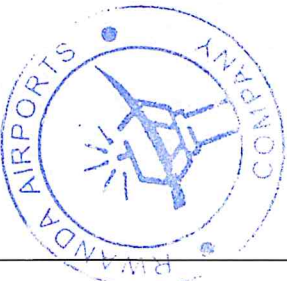




Job Announcement

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

No	Job position	Qualifications	Responsibilities	Number of positions
1	Civil Engineer-Infrastructure Development	▪ Bachelor's degree in Civil Engineering ▪ Minimum of three (3) years of experience in civil engineering, or large infrastructure projects; ▪ Professional Engineer license certification is preferred. ▪ Maximum age is 35.	• Design and manage civil engineering projects by providing in-house design capabilities for all airport infrastructure and civil works, ensuring all designs adhere to airport operational requirements and regulatory standards; • Conduct airport infrastructure studies as requested by the Director Airport Infrastructure or the Manager of Infrastructure Development, identifying areas for improvement and ensuring that projects align with strategic goals and regulatory compliance; • Prepare detailed specifications and Requests for Proposals (RFPs) for airport construction works, providing clear project requirements to support procurement processes and ensure the successful execution of civil works; • Assist in maintaining airport property and surface structures by conducting regular inspections, assessing structural integrity, and recommending maintenance actions that prolong asset lifecycle and ensure compliance with ICAO standards; • Assist in maintaining airport property and surface structures by conducting regular inspections, assessing structural integrity, and recommending	1

			maintenance actions that prolong asset lifecycle and ensure compliance with ICAO standards; • Oversee all civil works and construction projects by monitoring project progress, ensuring quality standards, and managing contractors to guarantee timely and budget-compliant delivery of projects; • Implement compliance and quality assurance protocols by aligning all civil engineering activities with aviation safety and regulatory standards, including those specified by ICAO, and local aviation authorities; • Collaborate with cross-functional teams in the planning, execution, and review of infrastructure projects to ensure that civil works contribute to seamless airport operations and enhanced passenger experiences; • Participate in emergency response and infrastructure recovery planning by providing civil engineering expertise to support continuity of airport operations and facility resilience; • Perform other duties as assigned to support departmental goals and adapt to evolving airport infrastructure needs.	
2	Civil Engineer-Estate Management and Maintenance	▪ Bachelor's Degree in Civil Engineering or a related field; ▪ Minimum of three (3) years of experience in estate management or maintenance engineering, or large infrastructure projects; ▪ Professional Engineer license certification is preferred; ▪ Maximum age is 35.	▪ Develop and implement estate management policies and maintenance schedules; ▪ Oversee the management and maintenance of airport infrastructure, including terminals, hangars, airside facilities, utilities, and support buildings; ▪ Supervise the maintenance of buildings, utilities, and grounds to ensure functionality and safety; ▪ Lead the development of comprehensive maintenance program, including preventive, corrective, and emergency maintenance; ▪ Coordinate with internal teams, contractors, and service providers to ensure maintenance tasks are completed on time and within budget; ▪ Ensure all buildings and infrastructure meet operational and safety requirements; ▪ Conduct regular inspections of facilities and infrastructure to identify potential risk or maintenance needs; ▪ Develop and manage the estate maintenance budget, ensuring cost-effective solutions while maintaining high standards; ▪ Plan and oversee renovations, repairs, and upgrades to estate properties; ▪ Manage contractors and service providers to ensure quality and timely delivery of service; ▪ Monitor and manage estate management budgets, ensuring cost-effectiveness; ▪ Implement sustainable practices in estate management, including energy efficiency, waste reduction, and environmentally friendly materials; ▪ Maintain accurate records of maintenance activities and estate assets;	1

			▪ Prepare and submit regular reports on estate maintenance activities, budget status and compliance; ▪ Prepare daily, monthly and annual technical reports.	1
3	Senior Auditor ▪ Bachelor's degree in Business Administration, Accounting, Finance, Economics, or a related field; ▪ Minimum three of (3) years of experience in auditing, compliance or quality assurance; ▪ Professional certifications such as CIA, CPA, ACCA, or completion of at least Level II of any of these qualifications is an added advantage ▪ Maximum Age is 40.	▪ Monitor and improve internal workflows and processes to enhance efficiency; ▪ Coordinate with various departments to ensure alignment with organizational objectives; ▪ Develop and enforce policies that adhere to international and local aviation regulations; ▪ Conduct internal audits to identify and address compliance gaps; ▪ Support and supervise the audit work performed by internal auditors; ▪ Ensure the preparation of pre-audit information and coordinate receipt of information from auditees before the audit work; ▪ Conduct professional audit of RAC activities and all departments according to international standards of professional practice of internal auditing/ Global Internal Audit Standards; ▪ Determine ways to cut costs and improve RAC profitability; ▪ Evaluate internal control and provide input to strengthen and render more efficient the systems for internal control; ▪ Prepare audit reports of audit results, recommendations and audit plans to management to address/eliminate identified deficiencies; ▪ Provide inputs on preparation of a risk based annual audit plan Work closely with various department to support organizational goals; ▪ Analyze departmental performance metrics and suggest improvements; ▪ Identify risks related to internal operations and implement mitigation strategies; ▪ Represent the organization in internal and external stakeholder meetings; ▪ Maintain accurate records in accordance with RAC policies and regulatory requirements; ▪ Take lead in the development of internal and audit framework and tools to enhance effectiveness; ▪ Perform any other duties in line with the employee area of expertise as required from time to time by the immediate supervisor.		



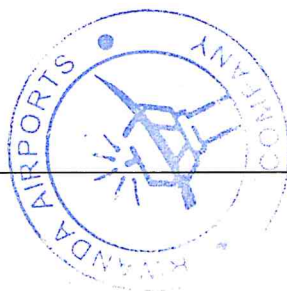
4	Wildlife Management Agent 	▪ A2 (Certificate of Secondary Education); ▪ Prior experience in wildlife management, environmental conservation or airport operations is an added advantage; ▪ Proficiency in using GIS tools, wildlife monitoring devices, and deterrent equipment is an added advantage. ▪ Driving License Category B and C; ▪ Maximum Age is 35.	▪ Perform daily inspections of airside and surrounding areas to monitor wildlife activity and identify potential hazards; ▪ Record and analyze data on wildlife sightings, behaviors, and habitats to assess risk levels; ▪ Evaluate the potential impact of identified wildlife on aircraft operations and prioritize mitigation efforts accordingly; ▪ Utilize appropriate wildlife control techniques, such as habitat modification, exclusion methods, and active dispersal tactics, to reduce wildlife presence in critical areas; ▪ Operate and maintain tools like pyrotechnics, lasers, and bioacoustics devices to deter wildlife effectively; ▪ Habitat Management: Collaborate with environmental teams to modify landscapes, manage vegetation, and control water sources to make the area less attractive to wildlife; ▪ Adhere to all relevant aviation safety regulations and guidelines concerning wildlife hazard management; ▪ Maintain detailed records of wildlife observations, control activities, and incidents; ▪ Prepare and submit reports on wildlife strikes and management activities to regulatory authorities and airport management as required; ▪ Respond promptly to wildlife strike incidents, conduct thorough investigations, and implement corrective actions to prevent recurrence; ▪ Emergency Preparedness: Participate in the development and execution of emergency response plans related to wildlife hazards; ▪ Perform any other duties in line with the employee area of expertise as required from time to time by the immediate supervisor.	2
5	Senior Recruitment Officer	▪ Bachelor's degree in Human Resources Management or Business Administration; ▪ Minimum of three (3) years in HR with a focus on recruitment and HR data management;	▪ Develop and implement recruitment strategies to attract top talent in technical, operational and support roles within RAC; ▪ Write job descriptions in consultation with the respective departments and coordinate job posting on relevant platforms including industry-specific, job boards, and social media; ▪ Conduct candidates screening, interviews, and assessments to ensure candidates meet technical and regulatory qualifications; ▪ Oversee onboarding processes to integrate new hires smoothly into the organization; ▪ Ensure recruitment processes align with diversity, equity and inclusion goals;	1

	- Analytical skills to interpret and report workforce data; - Proficiency in HRIS platforms and data management tools; - Certifications in Human Resources is an added advantage. - Maximum Age is 40	- Manage and maintain the HR Information System (HRIS), ensuring data accuracy, confidentiality, and compliance; - Analyze workforce data to generate insights on turnover, hiring trends, and workforce planning; - Ensure all employee records comply with labor laws and organizational policies; - Maintain digital and physical files for certifications, licenses and training records; - Prepare and present reports for management on recruitment metrics and employee data trends.	
6	Revenue Collector - Minimum A2 (Certificate of Secondary Education); - Minimum two (2) years of experience in revenue collection, accountancy or other related field; - Maximum Age is 35.	- Collect parking fees from customers using cash, credit cards, or automated payment systems; - Provide information and assistance to customers regarding parking payment process; - Notify maintenance teams of any equipment malfunctions or technical issues; - Ensure that accurate invoices were prepared through the approved system; - Ensure the reliability of source of information before producing invoices for concession on sales, concession on catering, cargo, ground, rent, etc; - Prepare quarterly reconciliation with commercial department for all RAC tenants; - Prepare all output and input tax on all non-aeronautical invoices in liaison with tax expert, in liaison with the Tax Advisor; - Prepare credit notes for non-aeronautical invoices, following appropriate approvals; - Ensure that all invoices have been timely submitted to the debt recovery accountant to be dispatched to customers; - Daily banking of total sales; - Handle customer complaints and escalate issues as needed; - Balance cash drawers at the beginning and end of shifts; - Notify supervisors of any technical or operational issues with payment systems; - Support month end and year end close processes; - Ensure cut off procedures were complied with when producing invoices; - Prepare daily, monthly, quarterly reports as requested or required; - Understand and implement effective internal controls to meet RAC requirements and in compliance with the RAC Finance policies and procedures manual; - Perform any other duties in line with the employee area of expertise as required from time to time by the immediate supervisor	9

7	Cyber Security and Research Development Engineer	▪ Bachelor's degree in Computer Science, Cyber Security, Information Technology, or a related field; ▪ Specialized certifications such as CISSP, CEH, OSCP, or ISO 27001 Lead Implementer) are highly desirable; ▪ Minimum of three (3) years of experience in cybersecurity and compliance roles, preferably within the regulated industries; ▪ Maximum Age is 35.	▪ Develop, implement, and maintain robust cybersecurity strategies, policies, and procedures to safeguard the company's IT systems and critical infrastructure; ▪ Conduct comprehensive risk assessments, vulnerability scans, and penetration tests to identify and remediate security gaps; ▪ Design and implement advanced security controls, including firewalls, intrusion detection/prevention systems (IDS/IPS), and endpoint protection solutions; ▪ Lead Research & Development initiatives to evaluate emerging cybersecurity technologies, methodologies, and tools; ▪ Conduct feasibility studies and proof-of-concept projects to assess the integration of innovative security solutions into the company's existing infrastructure; ▪ Collaborate with academic institutions, industry experts, and technology vendors to stay current on emerging trends and best practices in cybersecurity; ▪ Monitor global and industry-specific threat landscapes to proactively identify potential risks; ▪ Develop threat intelligence reports and contribute to the continuous improvement of the company's incident response plan; ▪ Collaborate with cross-functional teams to ensure prompt resolution of security incidents and post-incident analysis; ▪ Research, design, and develop tools, scripts, and automation solutions to improve cybersecurity operations and threat detection capabilities; ▪ Prototype new security concepts and technologies to enhance the overall security posture of the organization; ▪ Ensure that innovative Research & Development projects align with the company's strategic objectives and regulatory requirements; ▪ Ensure that all cybersecurity practices comply with national and international standards, including ISO 27001, NIST, and relevant aviation security regulations; ▪ Maintain detailed documentation of security processes, research findings, and project outcomes to support audits and continuous improvement initiatives; ▪ Prepare technical reports, presentations, and recommendations for senior management; ▪ Work closely with the cybersecurity team, IT operations, and other stakeholders to integrate Research & Development outcomes into production environments; ▪ Mentor and provide guidance to junior cybersecurity staff, fostering a culture of continuous learning and innovation; ▪ Represent the company at industry forums, conferences, and workshops, sharing insights and contributing to the broader cybersecurity community;	1
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			Perform any other duties and responsibilities as assigned by management to support organizational goals and emerging cybersecurity challenges.	
8	Baggage Handling System Agent	- Minimum A2 (Certificate of Secondary Education); - Certificates and experience in Mechanics is an added advantage - Maximum Age is 35.	- Supervise the automated baggage handling system (BHS) to ensure smooth and uninterrupted baggage processing; - Monitor baggage flow from check-in to screening, sorting, loading, unloading, and baggage claim areas; - Coordinate with airlines and ground handling teams to resolve baggage-related delays, jams, and misrouting issues; - Ensure compliance with airport baggage regulations, airline policies, and IATA baggage handling standards; - Assist in the routine maintenance, troubleshooting, and minor repairs of the BHS; - Identify system faults and escalate technical issues to the engineering and IT support teams; - Ensure that baggage scanners, conveyors, and sorting systems are operating efficiently; - Conduct system performance checks and report any operational inefficiencies; - Ensure baggage handling operations comply with aviation security and safety protocols (ICAO, IATA); - Work closely with security agencies to ensure compliance with explosive detection and baggage screening regulations; - Monitor and report any suspicious baggage or security threats within the system; - Liaise with airlines, ground handling agents, customs, and security teams to ensure seamless baggage transfer; - Support baggage reconciliation processes to reduce lost or mishandled baggage cases; - Assist in baggage recovery and passenger claims by working with lost-and-found services; - Track baggage processing times, error rates, and system efficiency metrics; - Perform any other duties in line with the employee area of expertise as required from time to time by the immediate supervisor.	2
9	Employee Welfare Assistant/Barista	- Minimum A2 (Certificate of Secondary Education); - Minimum of one (1) years' experience in Coffee Barista	- Prepare and serve hot beverages such as coffee, espresso, cappuccino, latte, tea, and specialty drinks in accordance with established standards; - Operate coffee machines, grinders, and other café equipment safely and efficiently; - Ensure high standards of hygiene, cleanliness, and food safety in compliance with health regulations;	1



			▪ Provide excellent customer service, responding to inquiries, and addressing complaints professionally; ▪ Maintain cleanliness of the coffee room, tables, and service areas at all time; ▪ Monitor stock levels of coffee beans, milk, syrups, cups, and other supplies; ▪ Report shortages in a timely manner; ▪ Assist in receiving, storing, and organizing café supplies; ▪ Adhere to company policies, safety procedures, and service standards.	
10	Employee Welfare Assistant	▪ Minimum A2 (Certificate of Secondary Education); ▪ Minimum of two (2) years' experience in employee welfare, customer care or other related field.	▪ Assist in planning and executing welfare activities such as health checks, recreational events, and stress management programs; ▪ Provide administrative support for employee assistance programs like counselling; ▪ Maintain records of welfare cases and ensure confidentiality in handling sensitive employee matters; ▪ Prepare reports on welfare program effectiveness and employee satisfaction; ▪ Monitor workplace facilities to ensure employee comfort and report issues affecting staff well-being; ▪ Assist the Employee Welfare Assistant/Barista in the day-to-day activities; ▪ Provide support in the day-to-day HR and Administrative operations.	1

NB:

Interested Rwandan candidates are invited to submit their applications via email: applications@rac.co.rw not later than 13th January 2026 at 5:00 PM. The required documents are listed below:

- Download, fill and sign an application form obtained from RAC Website: www.rac.co.rw;
- Updated CV;
- Copies of degree and professional certificates;
- Copy of National Identity Card;
- Copy of working experience testimonials.


Charles HABONIMANA
 Managing Director