



March 30th, 2026

JOB ADVERT

RwandAir Catering Ltd is a fast-growing In-flight Catering Company in Rwanda that started its operations from August 2014 and is providing catering services to scheduled airlines, private jet and charters. RwandAir Catering Ltd aims to be one of the biggest aviation catering companies in Africa in few years to come.

As part of this strategy, we are looking for interested, qualified, committed and competent candidate to apply for the position mentioned below:

PROCUREMENT SPECIALIST

Job Purpose:

The Procurement specialist will be responsible for sourcing goods, services and works, requesting proposals, quotations and bids. Evaluating and analyzing submissions and providing recommendations for consideration. All activities must be conducted in full compliance with company policies and SOPs. The role involves daily procurement operations.

Job Title: Procurement Specialist
Department: Procurement
Reporting to: Head of Procurement

Main duties and responsibilities:

- Prepare bidding documents, bid receipts, bid opening reports and bid evaluation reports. Request clarifications during the tendering process and notify bidders of outcomes;
- Liaise with user departments on technical evaluation of bids;
- Coordinate contract review processes with users and suppliers;
- Receive requisitions from users and prepare purchase orders;
- Prepare suppliers vetting slips, submit to the security department and prepare relevant reports;
- Follow up on vetting feedback with the security department;
- Collaborate with the logistics Office and Finance department to follow up on supplier payments when necessary;
- Work closely with user department to provide terms of reference where required;
- Request samples from suppliers, coordinate approval processes and provide feedback;
- Identify and shortlist suppliers as part of the procurement process;
- Ensure full compliance with policies and SOPs and maintain proper filing and safekeeping of records;



- Perform any other duties assigned by supervisor.

Required Qualifications, Skills, Experience and Abilities

- Bachelor's degree or Master's degree in Procurement with at least five (5) years of professional experience in a reputable institution **OR**
- Bachelor's degree in Law with CIPS Level 4 Diploma in Procurement and supply with five (5) years professional procurement experience.
- Candidates with a Procurement degree but without a CIPS Level 4 Diploma should be willing to register for CIPS.
- Practical knowledge of logistics operations, preferably in cross-border trade.
- Practical knowledge of Incoterms is required.
- Knowledge of the aviation industry is an added advantage.
- High integrity and ethical conduct
- Basic negotiation skills
- Proficiency in MS Word, Excel, PowerPoint and Outlook
- Fluent communication in English (oral and written), basic knowledge of French is an advantage.
- Ability to conduct procurement analysis and provide unbiased recommendations.
- Team player with networking and relationship-building skills.

How to apply

Interested candidates should submit the following:

- Application letter addressed to Head of HR & Administration specifying the position you are applying for in English
- Recent Curriculum Vitae, including three referees with their personal telephone contacts and E-mail addresses; in English
- Recent Notarized degree/ diploma certificates
- Relevant professional certificates
- Photocopy of Passport or National ID
- **All documents must be signed and dated**
- Send at hr.admin@rwandaircatering.rw
- **Deadline: 13th April 2026 at 05:00 pm.**
- **Only shortlisted candidates will be contacted.**

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KIGALI RWANDA