



**DP WORLD**

Kigali Logistics Platform  
Located in Gitara Cell  
Masaka, Kicukiro  
Kigali (Rwanda)

Job Vacancy Announcement

Position: Assistant Operations Manager

Company: Kigali Logistics Platform (KLP) seeking to hire a qualified and experienced Assistant Operations Manager

**Key Responsibilities:**

- Act as vital link between Head of Operations & ground level staff; oversee client schedules, warehouse performance and inventory control.
- Ensure adequate resources – manpower and equipment – to meet daily operations; check & approve maintenance schedules (PMS).
- Maintain SOPs, strong process controls and all relevant documentation to prevent revenue leakage.
- Identify and address major risks, poor performance and attitudes in a timely manner.
- Monitor KPIs (Destuff/loading times, truck turnaround) and execute seamless end-to-end operations daily.
- Manage service delivery, warehouse management, cargo safety and regulatory compliance in the dedicated zone.
- Prepare daily/weekly/monthly reports; investigate complaints and incidents as required.
- Focus on people's engagement – motivate and coach teams; conduct performance reviews.
- Promote positive workforce relationships and track performance against targets.
- Ensure HSE risk assessments, safe working procedures, proactive safety inspections and GHSE reporting.
- Assess HSE compliance, training requirements; report accidents and incidents promptly.

**Qualifications & Requirements:**

- Bachelor's degree in business, Operational Management, Logistics or related discipline.
- Minimum 5 years' experience in Supply Chain & Logistics Operations, with managerial experience.
- Strong organizational, planning and analytical skills; effective communicator at all levels.
- Sound understanding of Health & Safety legislation; ability to identify risks in a terminal environment.
- High problem-solving ability; agile, decision-driven, customer-focused; flexible working hours.

**Key Competencies:**

- Strong leadership, mentoring and stakeholder management skills.
- High attention to detail; ability to work under pressure and meet tight deadlines.
- Good communication, reporting and safety-conscious approach to work.

How to apply: Interested candidates should send their updated Curriculum Vitae, Academic credentials, and application letter addressed to Head of Human Resources DP World Rwanda on [info.dpworldkigali@dpworld.com](mailto:info.dpworldkigali@dpworld.com) not later than 21st June 2026

Juliet NAIGA  
Head of Human Resource  
Kigali Logistics Platform

