

WE ARE HIRING

- **FOOD AND BEVERAGE STOCK CONTROLLERS**
3 positions
- **SENIOR CHIEF ENGINEER**
1 position
- **FOOD AND BEVERAGE SPECIALIST (MANAGER)**
1 position
- **FACILITIES COORDINATORS**
2 positions

JOB VACANCY ANNOUNCEMENT

QA Venue Solutions Rwanda is a private company legally registered in Rwanda with expertise to manage and commercialize sports and entertainment venues across Africa. We are committed to delivering world-class event experiences and operational excellence across our portfolio. We are currently seeking qualified, dynamic, and results-oriented individuals to fill the following positions: **F&B Stock Controllers (3), Senior Chief Engineer (1), F&B Specialist (Manager), Facilities Coordinators (2).**

JOB TITLE FOOD AND BEVERAGE STOCK CONTROLLERS <i>(3) position Reporting to: F&B Specialist</i>	DUTIES AND KEY RESPONSIBILITIES (NOT EXHAUSTIVE) SCOPE OF THE JOB The F&B Stock Controller manages the receipt, storage, distribution, and reconciliation of food and beverage stock for all vendors and in-house outlets. This role is essential in controlling shrinkage, ensuring accountability, and maintaining product availability before, during, and after stadium events. Inventory Management <ul style="list-style-type: none">• Maintain accurate and up to date records of all F&B inventory, including dry goods, perishables, and beverages.• Conduct physical stock counts pre- and post-event, reconciling against POS reports and requisitions. Receiving & Storage <ul style="list-style-type: none">• Oversee delivery inspections, ensuring quality, quantity, and expiry checks are performed on all incoming stock.• Organize storage areas by category, rotation system (FIFO), and safety standards.• Ensure that all delivery notes are accurate, match the physical stock received, are duly signed, and are promptly shared with the Finance team. Distribution & Vendor Support <ul style="list-style-type: none">• Prepare and dispatch stock to vendors and F&B stations according to requisitions and sales forecasts.• Track issued stock vs. returns and reconcile discrepancies.	KNOWLEDGE AND SKILLS REQUIRED EDUCATION AND QUALIFICATIONS Advanced diploma or bachelor's degree in Procurement, Logistics, Hospitality, or related field. Minimum of 3 years in inventory or stock control, preferably in hospitality, catering, or stadium environments. KEY SKILLS Excellent attention to detail and recordkeeping, possesses strong arithmetic and reconciliation skills, and is reliable, discreet, and trustworthy in handling inventory.
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	<p>Reporting & Controls</p> <ul style="list-style-type: none"> • Produce regular stock variance, wastage, and consumption reports for management • Support internal and external audits by maintaining well-documented stock records and bin cards. 	
<p>JOB TITLE SENIOR CHIEF ENGINEER <i>(1) position</i> Reporting to: Country Director</p>	<p>DUTIES AND KEY RESPONSIBILITIES (NOT EXHAUSTIVE)</p> <p>SCOPE OF THE JOB</p> <p>The Senior Chief Engineer is responsible for the overall maintenance, technical operation, and engineering infrastructure of AMAHORO stadium, BK Arena, and other venues under QA Venue Solutions management in Rwanda. This leadership role ensures facilities operate safely, efficiently, and sustainably, aligning with international standards and Rwanda's national development goals in sports, entertainment and tourism.</p> <p>Engineering Leadership & Operations</p> <ul style="list-style-type: none"> • Oversee the engineering team responsible for electrical, mechanical, HVAC, water, and structural systems. • Develop and implement preventive and corrective maintenance plans. • Manage day-to-day operations related to facility infrastructure and critical systems. <p>Project Management</p> <ul style="list-style-type: none"> • Lead capital improvement projects, renovations, and upgrades to stadium and arena facilities. • Coordinate with contractors, architects, and government bodies on construction and refurbishment projects. • Ensure timely completion of engineering projects within budget and in compliance with regulatory standards. 	<p>KNOWLEDGE AND SKILLS</p> <p>REQUIRED EDUCATION AND QUALIFICATIONS</p> <p>Bachelor's or master's degree in civil, Mechanical, Electrical Engineering or related field. Minimum 10 years of engineering experience, with at least 5 years in a senior leadership role managing large venues or similar infrastructure.</p> <p>Strong knowledge of international building codes and engineering best practices. Experience with smart building systems, automation, and energy management technologies.</p> <p>KEY SKILLS</p> <p>Extensive knowledge of engineering systems, including pitch irrigation and scoreboard/video wall systems. Familiar with certification requirements for event hosting and sustainable building certifications (LEED, EDGE, etc.). Proficient in Building Management Systems (BMS), CAD software, and asset management tools.</p> <p>Strong leadership abilities, project management skills, and expertise in energy management, mechanical and electrical systems, safety regulations, and regulatory compliance.</p> <p>Excellent problem-solving and communication skills, with a focus on collaboration and efficiency.</p>

	<p>Health, Safety & Compliance</p> <ul style="list-style-type: none">• Ensure compliance with local and international building codes, safety regulations, and environmental standards.• Maintain up-to-date safety protocols, risk assessments, and emergency preparedness plans. Supervise regular safety drills, inspections, and compliance audits. <p>Energy & Sustainability</p> <ul style="list-style-type: none">• Implement energy efficiency strategies and sustainability initiatives.• Oversee systems related to water management, waste control, and green energy adoption.• Provide reports on energy consumption and recommend improvements. <p>Team Management & Development</p> <ul style="list-style-type: none">• Lead, mentor, and manage a multidisciplinary engineering team.• Recruit, train, and evaluate engineering staff and contractors.• Foster a culture of innovation, accountability, and continuous improvement. <p>Stakeholder Engagement</p> <ul style="list-style-type: none">• Work closely with venue management, government agencies, event organizers, and sports federations.• Provide technical input during planning of large-scale events (e.g., football tournaments, concerts, conferences).• Represent the venue in engineering matters at national and international forums.	
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JOB TITLE FOOD AND BEVERAGE SPECIALIST (MANAGER) (1) position Reporting to: Deputy Venue Manager	DUTIES AND KEY RESPONSIBILITIES (NOT EXHAUSTIVE) SCOPE OF THE JOB F&B Specialist oversees all food and beverage operations, ensuring quality service delivery during events and day-to-day operations. This role manages vendors, ensures food safety standards are met, and drives revenue through effective planning, coordination, and customer satisfaction. F&B Operations Oversight <ul style="list-style-type: none">• Plan, coordinate, and supervise all food and beverage operations for events days and daily venue use.• Ensure cleanliness, timely service, and proper staffing across food outlets, kiosks, VIP lounges, and hospitality suites.• Collaborate with the Operations and Events teams to align F&B with event timelines and guest expectations. Vendor Management & Quality Control <ul style="list-style-type: none">• Manage performance of contracted F&B vendors and ensure they meet agreed service standards.• Conduct routine audits of food quality, hygiene, staff behavior, and health code compliance.• Lead periodic vendor briefings before events to ensure alignment on logistics and expectations. Inventory & Stock Oversight <ul style="list-style-type: none">• Oversee food and beverage inventory, including ordering, stock movement, waste reduction, and loss prevention.• Coordinate closely with the F&B Stock Controller to ensure accurate stock reporting.• Ensure POS and sales systems are working properly and linked to inventory records	KNOWLEDGE AND SKILLS REQUIRED EDUCATION AND QUALIFICATIONS Bachelor's degree in hospitality management, Food Services, or Business Administration. Certification in food safety or hospitality leadership is a plus. At least 5 years of experience in F&B or event driven hospitality operations, with a strong focus on high volume service delivery and revenue generation. Must include at least 3 years in a senior management role within stadiums, arenas, entertainment venues, or large-scale event environments. KEY SKILLS Strong leadership and organizational skills with the ability to manage high volume F&B operations in a fast-paced event environment. Proven commercial mindset with experience driving revenue. Excellent communication, vendor coordination, and team management abilities. Proficient in budgeting, inventory control, and POS systems, with a focus on delivering quality guest experiences.
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	<p>Financial Management</p> <ul style="list-style-type: none"> Monitor sales revenue, cost of goods sold, and vendor commissions to maximize profitability. Work with Finance to develop pricing strategies and revenue targets. Analyze F&B performance after events and prepare financial and operational reports. <p>Compliance & Licensing</p> <ul style="list-style-type: none"> Ensure compliance with Rwandan food safety laws, health inspections, and venue regulations. Maintain necessary licenses, permits, and documentation required for food and alcohol service. <p>Team Supervision & Service Standards</p> <ul style="list-style-type: none"> Lead a cross-functional F&B team including stock controllers, tech support, and vendor liaisons. Set clear standards for customer service, dress code, and response to complaints. Organize regular training and capacity-building sessions for team members and vendors. 	
<p>JOB TITLE FACILITIES COORDINATORS (2) position Reporting to : Operations Specialist</p>	<p>DUTIES AND KEY RESPONSIBILITIES (NOT EXHAUSTIVE)</p> <p>SCOPE OF THE JOB</p> <p>The Facilities Coordinator oversees all cleaning and hygiene-related activities within the stadium. This role ensures cleanliness standards are met before, during, and after events, manages cleaning teams and schedules, and ensures the stadium offers a clean, safe, and welcoming environment for all guests and staff.</p> <p>Event Readiness & Zone Planning</p> <ul style="list-style-type: none"> Compile daily and event-specific readiness plans for all zones (bowl/stands, concourses, restrooms, hospitality areas, back-of-house, offices) Align with Events on facility tasks and access timings Coordinate pre-open checks, opening resets, halftime/intermission turns, and post-event resets with vendor supervisors 	<p>KNOWLEDGE AND SKILLS</p> <p>REQUIRED EDUCATION AND QUALIFICATIONS</p> <p>Advanced Diploma in Hospitality, Facilities Management, or related field. Minimum of 3 years in cleaning supervision or housekeeping in large facilities or venues. Familiar with industrial cleaning tools, chemicals, and hygiene standards, and possesses solid knowledge of occupational safety regulations related to cleaning operations.</p> <p>KEY SKILLS</p> <p>Excellent attention to detail, excels in team supervision and shift scheduling, and is capable of maintaining high hygiene standards under pressure during events.</p>

- Monitor washrooms, concourses and seating for stock levels, spills, odors and overall presentation and trigger rapid response.
- Verify completion against checklists, log misses and request corrective action

Waste & Sustainability

- Plan event-time waste rounds and post-event clear-down with the waste contractor
- Ensure segregation at source (general/recyclables/organics where applicable) and correct container placement/labeling
- Record volumes and hotspots; recommend changes to reduce litter and improve diversion

Work Orders & Minor Maintenance

- Log defects from daily walks (seats, doors/locks, fixtures, signage, dispensers etc...) and raise work orders
- Coordinate with Engineering on urgent public-area fixes and utilities (lighting, water supply, drainage etc...)
- Track close-out and update the live defect list with priority and owner.

Vendor & SLA Coordination (no direct supervision)

- Run brief toolbox huddles with vendor supervisors before doors and at break times
- Check staffing levels, equipment readiness (e.g., buffers, wet vacs), and consumables availability with vendor leads
- Record SLA performance, incidents, and agreed corrective actions; escalate repeated misses to Ops.

Inventory & Chemical Safety (Contractor-managed, QA oversight)

- Verify that contractors maintain adequate stocks of paper goods, soap, sanitizers, liners, and other facilities products
- Check safe storage/labeling and Material safety data sheet availability; flag non-compliance to HSE and vendor management.

	<p>Safety, Compliance & Risk</p> <ul style="list-style-type: none"> • Conduct pre-open readiness walks with Ops/HSE; sign the facilities checklist • Ensure spill kits are deployed and accessible, trigger incident logging and clean-up for spills, blockages, and biohazards. <p>Event Day operations (Facilities)</p> <ul style="list-style-type: none"> • Act as facilities POC for cleanliness, waste, and minor facility issues • Redeploy vendor teams (via their supervisors) to congestion or high-use areas; monitor queue/crowd pinch points and cleanliness impacts • Verify post-event reset to standard within the agreed time. <p>Reporting & Continuous Improvement</p> <ul style="list-style-type: none"> • File a brief facilities event report (readiness issues, incidents, waste metrics, defects, lessons etc....) within two working days. • Maintain a rolling log of recurrent hotspots and propose practical fixes (e.g., bin placement, signage, service frequency etc...). 	
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APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS:

- Application cover letter addressed to the Country Director - QA Venue Solutions Rwanda
- Curriculum vitae including your personal details, education level and any experience
- Name, address, emails and telephone numbers of three (3) formal employers
- A copy of National ID
- Deadline: **13th February 2026, at 5:00 pm.**
- Submit your application package **Hiring@qavenuesolutions.com** with subject line: **(Position Title) - (Your Full Name).**

Please note that only candidates with the qualifications needed and relevant experience will be shortlisted.

Done at Kigali, 30th January 2026