



VACANCY: ASSISTANT PEOPLE & CULTURE MANAGER

Mantis Epic Hotel & Suites – Nyagatare, Rwanda

Join Our Heartist® Journey

At Mantis, a member of the Accor Group, we believe in creating meaningful connections and memorable experiences for our guests. As a Heartist®, you are more than a team member—you are a passionate creator of moments, driven by purpose, collaboration, and care.

We are seeking an experienced, motivated and people-focused **Assistant People & Culture Manager** to join our leadership team and play a pivotal role in creating an engaging workplace culture while ensuring operational excellence, compliance and employee development throughout the hotel.

Your Purpose

As the Assistant People & Culture Manager, you will be responsible for delivering professional HR support across the employee lifecycle while fostering a positive, high-performance workplace culture. You will champion our Heartist® values by ensuring compliance with labour legislation, developing our people, supporting departmental leaders, and creating an environment where every employee can thrive.

What You Will Be Doing

- Lead and manage the hotel's recruitment, onboarding, induction and probation processes to attract and retain exceptional talent.
- Support department leaders in performance management, employee development, coaching and succession planning.
- Foster a positive employee culture by promoting engagement, teamwork, recognition and employee wellbeing.
- Ensure full compliance with Rwandan Labour Law, statutory requirements, Accor policies and hotel procedures.
- Maintain accurate employee records, HR documentation and confidential personnel files.
- Coordinate payroll inputs, leave administration, attendance records and employee benefits.
- Manage disciplinary procedures, grievances and employee relations matters professionally and fairly.
- Coordinate learning and development initiatives to support operational excellence and career growth.
- Prepare HR reports and analyse workforce metrics including turnover, absenteeism and staffing trends.
- Support Health & Safety initiatives and actively participate in promoting a safe and compliant working environment.
- Assist with manpower planning, workforce budgeting and organisational development initiatives.
- Promote diversity, inclusion and equal employment opportunities throughout the organisation.
- Work collaboratively with the Executive Committee to support the hotel's strategic and commercial objectives.



What We Are Looking For

- A passionate HR professional with proven experience in a Assistant People & Culture Manager or Human Resources Generalist role, preferably within the hospitality industry.
- A Heartist® mindset with the ability to build trust, inspire people and create meaningful workplace relationships.
- Excellent knowledge of Rwandan Labour Law and HR best practices.
- Strong communication, coaching and conflict resolution skills.
- Excellent organisational, planning and administrative abilities.
- High level of integrity, professionalism and confidentiality.
- Strong analytical and problem-solving capabilities.
- Excellent computer literacy with proficiency in Microsoft Office applications and HR information systems.
- Ability to work independently while supporting a collaborative leadership culture.
- Excellent verbal and written communication skills in English.

QUALIFICATIONS

- Bachelor's Degree (A0) in Human Resources Management, Business Administration, or another related field.
- Minimum **3–5 years' experience** in Human Resources, preferably within a hotel or hospitality environment.
- Professional HR certification will be an added advantage.
- Demonstrated knowledge of Rwandan Labour Law, employment regulations and statutory compliance.

Why Join Us

- Be part of a global hospitality leader with a strong local soul.
- Grow your career within the Accor and Mantis portfolio.
- Work in an environment that values people, collaboration, innovation and purpose.
- Competitive remuneration package and professional development opportunities.
- Contribute to creating an exceptional workplace culture while supporting memorable guest experiences.



Apply Now

If you are ready to build an exceptional employee experience and contribute to a culture of excellence, we invite you to apply by submitting the following:

Please send the following documents to Elma.Labuschagne@mantiscollection.com

- Cover Letter
- Resume (Curriculum Vitae)
- Academic papers (the successful candidate will be required to submit notarized copies)
- Successful candidate will be required to present a criminal record
- Service certificates proving work experience
- Three (3) professional references
- All attachments should be in Word or PDF format and submitted as one combined document

Interested candidates should submit their applications in English **not later than Monday, 20 July 2026 at 04:00 PM.**

Mantis EPIC Hotel & Suites is an equal employment opportunity employer committed to attracting, developing and retaining talented individuals who share our passion for hospitality excellence.