



COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION

JOB ADVERTISEMENT

SUBJECT: Recruitment of Cooperative Manager and Assistant Recovery Officer

To all interested applicants,

COPCOM Cooperative is seeking to recruit highly motivated individuals for the following positions: Cooperative Manager and Assistant Recovery Officer. These positions play a pivotal role in ensuring smooth operation, financial sustainability, and growth of cooperation.

Application Details:

Interested candidates are invited to submit their applications, including a detailed CV, copies of academic certificates, and a cover letter specifying the position applied for. Applications can be submitted:

In Hard Copy: Delivered to COPCOM Cooperative's office located at Gasave Village, Musezero Cell, Gisozi Sector, Gasabo District, Kigali City; Or:

In Soft Copy: Sent via email to copcom2050@gmail.com.

Deadline for Submission: Not later than 5pm, Friday, February 21, 2025.

All applications should be addressed to the Chairperson of COPCOM Cooperative.

COPCOM Cooperative reserves the right to accept or reject any application. Only short-listed candidates will be invited for further examination.

For more details about the positions, check the attached Job descriptions for all Positions or visit the following website: www.jobinrwanda.com or copcom.co.rw

Kigali on February 06, 2025.

KAYITARE Jerome
Chairperson of the Board of Directors
KOPERATIVE COPCOM



COPCOM JOB DESCRIPTION FOR MANAGER AND ASSISTANT RECOVERY OFFICER

ASSISTANT RECOVERY OFFICER JOB DESCRIPTION

Job Title: Assistant Recovery Officer

Reports To: Recovery Officer

Department: Recovery

Employment Type: Full-time

Key Responsibilities

- Assist in delivering cooperative messages to members using appropriate communication channels.
- Provide timely responses to member inquiries related to recovery matters.
- Support in identifying debts owed to the cooperative and debts owed by the cooperative.
- Maintain an updated record of monthly debt reports for review by the Recovery Officer.
- Assist in identifying tenants upon entry into cooperative properties as per the cooperative's agreements.
- Identify unoccupied or non-rental cooperative properties and report them to the Recovery Officer.
- Help track rented and non-rented cooperative properties, including rooms and hangars.
- Assist in reminding tenants and customers of their payment obligations using technology or other means.
- Notify the Recovery Officer of unpaid customer accounts to support timely decision-making.
- Show available rental properties to prospective customers and facilitate the key handover process.
- Prepare draft monthly reports summarizing activities and progress within assigned responsibilities for review by the Recovery Officer.
- Foster positive relationships with cooperative members, employees, and external partners.
- Perform other relevant duties as may be assigned by the supervisor or superior

Education and Experience requirements

- Education: Bachelor's degree in business administration, finance, Accounting, Economics, or a related field.
- Pursuing relevant professional qualification courses would be an added advantage
- Experience: Previous 2 years of experience in debt, recovery or property management or related field is an asset.
- **Must not have been convicted of any criminal offense/imprisonment.**
- **Must have no record of involvement in, or be under investigation for, corruption, embezzlement, fraud, or related offenses.**



COOPERATIVE MANAGER JOB DESCRIPTION

Job Title: Cooperative Manager

Reports To: Chairman of the Board of Directors

Department: Finance and Administration

Employment Type: Full-time

Key Responsibilities

- Represent the cooperative as authorized by the Board of Directors.
- Act as a liaison with external partners, stakeholders, and financial institutions.
- Promote cooperative activities aligned with its vision and strategic goals.
- Draft and propose policies, bylaws, and regulations for approval and implementation.
- Recommend amendments to align with operational and legal requirements.
- Co-sign financial transactions with the Board Chairman or designee.
- Approve petty cash and manage cash flow within the budget.
- Prepare and submit financial and activities reports (quarterly, annual, and recovery -specific).
- Draft annual budgets and financial plans.
- Ensure timely tax declarations, payments and compliance with tax regulations.
- Develop and submit action plans, strategies, and budgets.
- Conduct research and evaluations for cooperative growth.
- Oversee daily operations and staff performance.
- Monitor expenditures and resource efficiency.
- Ensure alignment of activities with reports and objectives.
- Sign and implement contracts with Board approval.
- Foster relationships with members, employees, and stakeholders.
- Facilitate internal and external audits and follow up on recommendations.
- Organize training for cooperative members and staff in collaboration with committees.
- Guide staff on effective implementation of policies and strategies.
- Report financial crises or irregularities to the Board promptly.
- Attend and contribute to General Assembly and Board meetings.
- Advise on budget utilization, strategic investments, and financial matters.
- Perform other duties as assigned by the General Assembly or Board of Directors.



Education and Experience requirements

- Bachelor's degree in business administration, Accounting, Finance, or a related field.
- **At least 3 years of experience in cooperative management, organizational leadership, or related areas.**
- Masters degree in the above areas would be an added advantage
- Possess full or part professional qualifications such as CPA, ACCA, etc would be an added advantage
- Experience in handling all type taxes
- **Must not have been convicted of any criminal offense/imprisonment.**
- **Must have no record of involvement in, or be under investigation for, corruption, embezzlement, fraud, or related offenses.**
- **A person applying must be at least 35 years old.**

Kigali on February 06, 2025.

KAYITARE Jerome
Chairperson of the Board of Directors
KOPERATIVE COPCOM