COPCOM

CALL FOR APPLICATIONS

RECRUITMENT OF AN INTERNAL AUDITOR, ADMINISTRATIVE ASSISTANT AND INFORMATION TECHNOLOGY (IT) STAFF MEMBER

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
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PART 1: BACKGROUND AND INTRODUCTION

1.1. Background of COPCOM

COPCOM (Coopérative pour la Promotion des Commerçants de Matériels de Construction) is a cooperative operating in Rwanda that brings together traders in construction and building materials. As a cooperative,

COPCOM requires appropriate administrative arrangements, effective management of resources, reliable records and suitable systems to support its activities and serve its members.

The effective operation of a cooperative depends on the availability of qualified personnel who can perform their duties responsibly and contribute to the achievement of its objectives. Proper financial controls help protect resources and promote accountability. Effective administrative services support communication, documentation and coordination, while reliable information technology systems help maintain access to information and support daily operations.

To strengthen these areas, COPCOM intends to recruit three employees: an Internal Auditor, an Administrative Assistant and an Information Technology (IT) Staff Member. Each position will perform different responsibilities but will contribute to the overall efficiency, accountability and proper management of the cooperative.

1.2. Rationale for the Recruitment

The proposed recruitment is intended to strengthen COPCOM's human resource capacity in three important areas: internal control and accountability, administrative management, and information technology.

The Internal Auditor will help assess whether financial and operational activities are properly controlled, identify weaknesses and recommend improvements. The Administrative Assistant will support the preparation and management of documents, meetings, correspondence and institutional records. The IT Staff Member will support the maintenance and security of computer systems, networks and other technology resources.

By recruiting qualified and competent personnel for these positions, COPCOM expects to improve the performance of its internal functions and establish clearer responsibility for the activities assigned to each position.

The specific staffing needs, reporting arrangements and employment conditions shall be confirmed by COPCOM before this document is approved and published.

1.3. Purpose of This Recruitment Document

The purpose of this document is to establish clear requirements and procedures for recruiting the three employees.
It provides information about the positions available, the responsibilities of each employee, the minimum qualifications and experience required, the application documents to be submitted and the criteria that will be used to evaluate candidates.

It also guides the recruitment committee in conducting the process fairly and consistently, documenting its decisions and recommending suitable candidates for appointment.

1.4. Overall Objective

The overall objective is to recruit qualified, competent and responsible employees who will strengthen COPCOM's financial oversight, administrative operations and information technology services.

1.5. Specific Objectives

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The recruitment aims to:

1. Recruit an Internal Auditor who will assess internal controls, identify risks, review financial and operational activities and recommend improvements.
2. Recruit an Administrative Assistant who will support office management, communication, document preparation, recordkeeping and coordination of daily activities.
3. Recruit an IT Staff Member who will maintain IT equipment, support users, manage technical problems and help protect COPCOM's information and systems.
4. Establish clear duties, responsibilities and reporting arrangements for each position.
5. Ensure that candidates are selected based on relevant qualifications, experience, competencies and demonstrated ability.
6. Promote transparency, fairness, confidentiality and accountability throughout the recruitment process.
7. Maintain appropriate recruitment records to support the selection decisions and demonstrate compliance with the approved procedures.

1.6. Positions to Be Filled

COPCOM intends to recruit the following personnel:

No.	Position	Number of vacancies
1	Internal Auditor	1
2	Administrative Assistant	1
3	Information Technology (IT)	1
	Total	**3**

PART 2: SCOPE OF THE RECRUITMENT

2.1. Scope and Coverage

This recruitment covers the identification, assessment and selection of qualified candidates for the three positions listed in Part 1. Each position will have specific duties, qualifications, experience requirements and competencies to ensure that candidates are assessed according to the work they will perform.

The recruitment process will begin with approval and publication of the recruitment announcement. It will then proceed through receipt of applications, administrative screening, evaluation of qualifications and experience, practical or written assessments where applicable, interviews, verification of information and final approval of the recommended candidates.

2.2. Areas Covered by the Three Positions

The recruitment covers the following functional areas:

a) **Internal audit and control:** Reviewing financial and operational activities, assessing internal controls, identifying risks, checking compliance and recommending corrective actions.

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b) Administration and office management: Managing correspondence, preparing documents, organizing meetings, maintaining records and supporting daily office operations.

c) Information technology: Maintaining computers and networks, providing technical support, supporting server-room operations where applicable, protecting information and maintaining IT equipment records.

2.3. Expected Results of the Recruitment

Upon completion of the recruitment process, COPCOM expects to have:

- Selected qualified candidates for the three positions through a documented and transparent process.
- Established clear job descriptions and reporting arrangements.
- Maintained complete records of applications, evaluations and selection decisions.
- Obtained approval of the recommended candidates from the authorized body.
- Prepared the necessary documentation for issuing appointment offers and completing the employment process.

PART 3: GENERAL RECRUITMENT REQUIREMENTS AND CONDITIONS

3.1. Eligibility Requirements

Candidates must meet the minimum academic qualifications and professional experience specified for the position applied for. They must provide the required application documents and demonstrate that they possess the knowledge, skills and personal qualities necessary to perform the job.

Applicants must provide accurate information about their education, professional experience and qualifications. COPCOM may verify this information before making a final appointment.

3.3. General Expectations of Successful Candidates

Successful candidates shall be expected to:

- Perform their assigned duties carefully, honestly and professionally.
- Follow COPCOM's approved policies, procedures and lawful instructions.
- Protect the cooperative's property, information and other resources.
- Maintain confidentiality when handling financial, administrative, technical or personal information.
- Work respectfully with colleagues, management, members and other relevant stakeholders.
- Maintain accurate records and prepare reports related to their responsibilities.
- Report relevant problems, risks, errors or irregularities to the appropriate supervisor. □ Respect applicable employment requirements and workplace rules.

3.4. Equal Opportunity and Fair Treatment

COPCOM shall seek to ensure that all applicants are treated fairly. Candidates shall be assessed using the approved criteria for the position applied for, without unjustified discrimination.

Selection decisions shall be based on relevant qualifications, experience, competencies, assessment results and suitability for the position.

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3.5. Confidentiality of Applications

Applications and supporting documents shall be accessed only by authorized persons involved in the recruitment process. Candidate information shall be used for recruitment purposes and handled in accordance with applicable data-protection requirements.

3.6. Accuracy of Information

Candidates are responsible for ensuring that the information and documents submitted are accurate. If information is found to be materially false or misleading, COPCOM may disqualify the candidate or take other appropriate action in accordance with applicable rules.

PART 4: TERMS OF REFERENCE AND DETAILED JOB DESCRIPTIONS

This part explains the purpose, responsibilities, qualifications, experience, competencies and expected outputs for each position.

4.1. POSITION ONE: INTERNAL AUDITOR

4.1.1. Job Purpose

The Internal Auditor will provide independent and objective assurance on whether COPCOM's financial and operational activities are properly managed and controlled.

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The officer will review financial records, procurement activities, asset management and internal procedures to identify weaknesses, risks and areas for improvement. The Internal Auditor will prepare reports containing findings and recommendations and follow up on corrective actions agreed by management.

The officer must perform audit work objectively and report through an arrangement that protects professional independence.

4.1.2. Key Duties and Responsibilities

A. Internal audit planning The

Internal Auditor shall:

- Prepare periodic audit plans based on the main risks facing COPCOM.
- Identify areas requiring audit attention, including finance, procurement, revenue collection, expenditure and asset management.
- Discuss the proposed audit plan with the appropriate authority and obtain the required approval.
- Plan audit activities, identify documents needed and determine the procedures required for each review.
- Maintain a record of planned audits and monitor progress against the approved plan. **B. Review**

  of financial records The Internal Auditor shall:

- Examine cashbooks, bank statements, receipts, payment vouchers, invoices and other supporting documents.
- Check whether income received by COPCOM is accurately recorded and deposited through the approved procedures.
- Verify that expenditures are supported by valid documents and appropriate authorization.
- Review bank reconciliations and investigate unexplained differences.
- Examine financial reports for errors, unusual transactions or incomplete information.
- Check whether financial transactions are recorded in the correct accounts and reporting periods.
- Identify weaknesses in accounting procedures and recommend improvements. **C. Assessment of**

  internal controls The Internal Auditor shall:

- Review the procedures used to authorize payments, collect revenue and manage assets.
- Assess whether responsibilities are appropriately divided among employees to reduce the risk of errors or misuse of resources.
- Check whether financial and administrative records are complete, accurate and properly maintained.

  Examine whether approval limits and authorization procedures are followed. Identify control weaknesses and explain their possible effects on COPCOM.

Recommend practical corrective measures and follow up on their implementation.

D. Procurement and contract reviews The Internal Auditor shall:

- Review procurement files to assess compliance with approved procedures.
- Examine quotations, purchase orders, contracts, delivery notes, invoices and payment documents.
- Verify whether goods and services paid for were received and properly documented.
- Review supplier selection and contract administration records.
- Identify weaknesses in procurement documentation, approval procedures or contract monitoring.
- Recommend measures to strengthen transparency, accountability and value for money. **E. Asset and inventory management**

The Internal Auditor shall:

- Review records of equipment, furniture, vehicles and other assets where applicable.
- Verify whether selected assets exist and are recorded in the appropriate registers.
- Check whether asset purchases, transfers, disposals and losses are properly authorized and documented.
- Assess whether suitable measures are in place to protect COPCOM's property.
- Report discrepancies and recommend improvements to asset management procedures. **F. Risk management and compliance**

The Internal Auditor shall:

- Identify financial, operational and compliance risks affecting COPCOM's activities.
- Review compliance with applicable laws, approved internal policies and procedures.
- Examine whether management has appropriate measures to prevent errors, losses and misuse of resources.
- Report suspected irregularities through the approved reporting channels.
- Recommend actions to reduce risks and improve operational efficiency. **G. Audit reporting and follow-up** The Internal Auditor shall:

- Prepare clear audit reports describing the areas examined, findings, risks and recommendations.
- Explain the causes and possible effects of identified weaknesses.
- Discuss preliminary findings with the relevant officers and consider supporting explanations and evidence.
- Agree on or recommend corrective actions through the appropriate reporting arrangements. Follow up on whether agreed recommendations have been implemented. Maintain complete audit working papers to support audit conclusions.

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Report significant findings to the authorized body in accordance with the approved reporting structure.

4.1.3. Minimum Academic Qualifications

Candidates should possess:

- A bachelor's degree in Accounting, Finance, Auditing or a closely related field.
- CPA, ACCA or an equivalent professional qualification will be an added advantage.
- Additional training in internal auditing, risk management, fraud prevention or internal controls will be an advantage.

4.1.4. Minimum Professional Experience

The proposed minimum requirement is three years of relevant experience in internal auditing, external auditing, accounting, financial management or internal control.

Experience working with cooperatives, companies or other organizations with formal financial control systems will be an added advantage.

4.1.5. Required Knowledge and Competencies

The candidate should demonstrate:

- Knowledge of accounting and auditing principles.
- Understanding of internal control systems and risk assessment.
- Ability to examine financial documents and identify errors or irregularities.
- Strong analytical, investigative and problem-solving skills.
- Ability to prepare clear and accurate audit reports.
- Professional integrity, independence and objectivity.
- Good communication and interpersonal skills.
- Ability to maintain confidentiality and manage assignments independently.
- Proficiency in relevant accounting and office software.

4.1.6. Reporting Line

The Internal Auditor shall report through a structure approved by COPCOM's governing body that protects the officer's independence. COPCOM must confirm who will approve audit plans, receive reports and oversee the implementation of recommendations.

4.1.7. Expected Outputs

The Internal Auditor shall be expected to produce:

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Approved periodic audit plans.
Audit reports showing findings, risks and recommendations.
Records of identified control weaknesses and risks.

□ Follow-up reports on the implementation of recommendations. □
Properly maintained audit working papers.

4.2. POSITION TWO: ADMINISTRATIVE ASSISTANT

4.2.1. Job Purpose

The Administrative Assistant will provide administrative, secretarial and logistical support to COPCOM. The officer will help ensure that correspondence is handled properly, meetings are organized, documents are prepared accurately and institutional records are kept in an orderly manner.

4.2.2. Key Duties and Responsibilities

A. General office administration The

Administrative Assistant shall:

- Receive visitors and direct them to the appropriate office or officer.
- Handle telephone calls, emails and general administrative inquiries.
- Maintain an organized office environment.
- Schedule appointments and maintain calendars where required.
- Assist with daily administrative activities and coordination.
- Support the preparation of routine administrative plans and reports. **B. Correspondence**

and document preparation

The Administrative Assistant shall:

- Prepare, type, format and proofread letters, reports, notices and other official documents.
- Receive, register and distribute incoming correspondence.
- Dispatch outgoing correspondence and maintain records of important communications.
- Ensure that documents are properly formatted, signed, filed and distributed.
- Assist in preparing notices and communications for COPCOM members. □ Follow up on

pending correspondence and responses as instructed. **C. Meeting organization and coordination**

The Administrative Assistant shall:

- Arrange meetings, workshops and other approved activities.
- Prepare meeting invitations, agendas and supporting documents.
- Record meeting minutes and submit them for review and approval.

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- Maintain records of decisions, action points and responsible persons.

Follow up on outstanding actions as directed by management.

Coordinate communication between management, employees and other relevant stakeholders.

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D. Filing and records management The

Administrative Assistant shall:

- Maintain physical and electronic filing systems.
- Classify and store documents so that they can be retrieved easily.
- Update administrative registers and records when new information is received.
- Protect confidential documents from unauthorized access or loss.
- Assist with scanning, photocopying, printing and archiving documents. □ Maintain records

in accordance with COPCOM's approved procedures. **E. Office supplies and logistics** The

Administrative Assistant shall:

- Maintain records of stationery and other office supplies.
- Monitor stock levels and inform the supervisor when supplies need replenishment.
- Assist in preparing requests for stationery and other administrative requirements.
- Record supplies received and issued where assigned.
- Support the organization of office logistics and other approved activities. **F.**

Administrative reporting and support The Administrative Assistant shall:

- Prepare routine administrative reports when required.
- Assist in collecting information for management reports.
- Support the preparation and organization of procurement documents.
- Maintain records of assigned administrative activities.
- Perform other relevant duties assigned by the supervisor. **4.2.3. Minimum Academic**

Qualifications Candidates should possess:

- A bachelor's degree in Office Administration, Business Administration, Management, Secretarial Studies or a related field.
- Training in office management, records management or secretarial work will be an advantage.

4.2.4. Minimum Professional Experience

The proposed minimum requirement is two years of relevant experience in office administration, secretarial work, records management or a similar position.

Experience in preparing documents, coordinating meetings and maintaining electronic records will be an added advantage.

4.2.5. Required Knowledge and Competencies The

candidate should demonstrate:

- Good written and spoken communication skills.

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- Ability to prepare professional letters, reports and meeting minutes.
- Proficiency in Microsoft Word, Excel, email and other standard office applications.
- Good organization and time-management skills.
- Accuracy in document preparation and recordkeeping.
- Ability to handle confidential information responsibly.
- Good interpersonal skills and a professional attitude.
- Ability to work under limited supervision and meet deadlines.

4.2.6. Reporting Line

The Administrative Assistant shall report to the administrative supervisor, manager or other officer designated by COPCOM.

4.2.7. Expected Outputs

The Administrative Assistant shall be expected to produce:

- Properly prepared and organized administrative documents.
- Updated physical and electronic filing systems.
- Meeting agendas, minutes and action-point records.
- Accurate correspondence and administrative registers.
- Timely administrative support to management and staff.

4.3. POSITION THREE: INFORMATION TECHNOLOGY (IT) STAFF MEMBER

4.3.1. Job Purpose

The IT Staff Member will be responsible for the day-to-day operation, administration, maintenance and security of COPCOM's server room and associated IT infrastructure. The position will ensure the reliable operation of servers, network equipment, data storage systems and related infrastructure, while maintaining system availability, data integrity, information security and business continuity.

4.3.2. Key Duties and Responsibilities

The IT Staff Member shall:

- Operate, monitor and maintain the server room and its associated IT infrastructure to ensure reliable and uninterrupted service delivery.
- Install, configure, administer and maintain physical and virtual servers, operating systems, storage devices and other server-room equipment.
- Manage and maintain network infrastructure, including routers, switches, firewalls, network cables and other connectivity equipment.
- Monitor server performance, system availability, storage capacity, network traffic and resource utilization, and take corrective action when required.
- Monitor server-room environmental conditions, including temperature, humidity, ventilation and cooling, and report or address abnormal conditions promptly.

- Monitor the availability and condition of power supply systems, including uninterruptible power supply (UPS) units and other backup power arrangements, and coordinate maintenance where necessary.
- Implement and maintain appropriate physical security measures to prevent unauthorized access to the server room and its equipment.
- Apply cybersecurity measures, access controls, system updates, security patches and malware protection to safeguard servers, networks and institutional data.
- Establish, monitor and regularly test data backup, restoration and disaster recovery procedures to protect COPCOM's information and support business continuity.
- Maintain server-room documentation, including equipment inventories, network diagrams, system configurations, maintenance schedules, access logs and incident records.
- Perform preventive maintenance and coordinate repairs, servicing and replacement of faulty equipment in accordance with approved procedures.
- Diagnose and resolve server, network, hardware and software problems, escalating complex incidents to specialized service providers when necessary.
- Manage user accounts, system permissions and administrative access in accordance with COPCOM's approved IT security policies.
- Ensure proper cable management, equipment labeling, rack organization, cleanliness and safe working conditions within the server room.
- Monitor equipment warranties, software licenses, maintenance contracts and other relevant technical support arrangements.
- Prepare regular reports on server-room operations, system availability, security incidents, equipment condition, maintenance activities and identified risks.
- Advise management on server-room upgrades, infrastructure requirements, cybersecurity improvements and measures to enhance system reliability.
- Perform any other related duties assigned by the appropriate authority, consistent with the role.

4.3.3. Minimum Academic Qualifications

Applicants must meet the following requirements:

- Hold a Bachelor's Degree (A0) in Computer Networking, Information Technology, Computer Science, Information Systems, Computer Engineering, Cybersecurity, or a related field from a recognized institution.
- Professional certifications in networking, systems administration, or cybersecurity will be an added advantage.

4.3.4. Minimum Professional Experience

The proposed minimum requirement is three (3) years of relevant experience in network and server administration, IT support, computer maintenance, network administration, systems administration or IT infrastructure management.

Experience in server maintenance, data backups, cybersecurity and network equipment will be an added advantage.

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4.3.5. Required Knowledge and Competencies The

candidate should demonstrate:

- Knowledge of computer hardware and operating systems.
- Ability to diagnose and resolve technical problems.
- Understanding of computer networks and internet connectivity.
- Knowledge of data backup, recovery and information security.
- Good technical recordkeeping and equipment inventory skills.
- Ability to explain technical issues in simple language.
- Strong problem-solving skills and attention to detail.
- Respect for confidentiality and authorized access procedures.

4.3.6. Reporting Line

The IT Staff Member shall report to the manager or officer designated by COPCOM.

4.3.7. Expected Outputs

The IT Staff Member shall be expected to produce:

- Properly maintained IT equipment and systems.
- Records of technical problems and corrective actions.
- Updated IT equipment and software inventories.
- Data backup records and reports of failures.
- IT maintenance and security incident reports.
- Timely technical support to COPCOM employees.

PART 5: APPLICATION REQUIREMENTS AND SUBMISSION PROCEDURES

5.1. Documents Required from Applicants

Each candidate shall submit the following documents:

No.	Document	Purpose
1	Signed application letter	Explains the position applied for and the candidate's suitability.
2	Updated curriculum vitae (CV)	Shows education, employment history, skills and referees.
3	Academic certificates	Provides evidence of academic qualifications.
4	Professional certificates, where applicable	Provides evidence of professional qualifications.
5	Employment certificates or other verifiable evidence	Supports the candidate's claimed experience.
6	Identification document, where lawfully required	Supports identity verification.

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7	Contact details of at least two professional referees	Allows COPCOM to verify relevant experience and conduct.
8	Other documents specified in the recruitment announcement	Meets additional approved requirements.

5.2. Instructions for Preparing Applications

Candidates must:

- Clearly indicate the position they are applying for.
- Arrange documents in a clear and logical order.
- Ensure that information in the application letter and CV is consistent.
- Provide active telephone numbers and an email address where available.
- Check that all mandatory documents are included.
- Submit the application using the official method specified by COPCOM.

5.3. Submission Details

The following information must be completed before the recruitment announcement is published.

Item	Details
Submission method	Online Via the company email
Submission address or email	copcom2050@gmail.com
Application deadline	05 November 2026
Contact person or office	UFITEYEZU Marie Rose
Contact telephone number	(+250) 788 849 163
Email subject or envelope marking	Applicant name + Position applied

Late or incomplete applications shall be handled according to the requirements stated in the official recruitment announcement.

5.4. Application for Multiple Positions

Candidates who wish to apply for more than one position should submit separate applications. Each application must demonstrate that the candidate meets the requirements for the relevant position.

5.5. Verification of Information

COPCOM may verify academic qualifications, professional experience, references and other information supplied by candidates. Where clarification is required, it shall be handled consistently and fairly under the approved recruitment procedures.

PART 6: EVALUATION CRITERIA AND SELECTION METHODOLOGY

6.1. General Approach

COPCOM shall use a structured and documented process to identify candidates who best meet the requirements of each position.

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The process shall include administrative screening, technical evaluation, practical or written assessment where applicable, interviews, reference verification and final approval.

The recruitment committee shall use approved criteria and scoring forms, apply the same rules to candidates for the same position and maintain records of the results.

6.2. Stage One: Administrative Screening The

committee shall check whether:

- The application was received before the deadline.
- The candidate has identified the position applied for.
- The required application letter and CV are provided.
- Mandatory academic and experience documents are included.
- The candidate meets the published minimum eligibility requirements.

The committee shall record its decision and explain the reason for excluding an application that does not meet mandatory requirements.

Output: A list of eligible candidates for technical evaluation.

6.3. Stage Two: Technical Evaluation

The committee shall assess candidates using the criteria below. The proposed criteria and weights have be approved before the recruitment announcement is published.

A. Internal Auditor

Criterion	Maximum score
Academic and professional qualifications	20
Relevant professional experience	25
Auditing, internal control and risk management knowledge	30
Communication, analytical and report-writing skills	15
Professional ethics and suitability	10
Total	**100**

B. Administrative Assistant

Criterion	Maximum score
Academic and professional qualifications	20
Relevant administrative experience	20
Office administration, records and computer skills	25
Communication, organization and problem-solving skills	25
Professional conduct and confidentiality	10

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Total	100

C. IT Staff Member

Criterion	Maximum score
Academic and professional qualifications	20
Relevant IT experience	25
Technical knowledge and practical IT skills	30
Communication and problem-solving skills	15
Professional conduct and information security awareness	10
Total	**100**

The committee shall award points based on evidence in the application and the approved scoring guide. It shall not award points merely because information has been stated without considering its relevance to the position.

6.4. Stage Three: Written or Practical Assessment

COPCOM will require shortlisted candidates to complete a written or practical assessment.

For the Internal Auditor, the assessment may involve reviewing sample payment documents, identifying weaknesses in an internal control procedure, analysing a financial discrepancy or preparing a short audit finding.

For the Administrative Assistant, the assessment may involve preparing a formal letter, formatting a report, recording meeting minutes, organizing sample records or completing a basic spreadsheet.

For the IT Staff Member, the assessment may involve troubleshooting a computer problem, explaining a data backup procedure, identifying basic cybersecurity risks or demonstrating a safe technical support procedure.

The assessment shall be relevant to the job, and candidates applying for the same position shall be assessed under comparable conditions. The committee shall approve the assessment instructions, scoring guide and pass mark before administering the test.

6.5. Stage Four: Interview

Shortlisted candidates shall be invited for an interview according to the approved timetable.

The interview shall assess:

- Understanding of the position and its responsibilities.
- Relevant technical or professional knowledge.
- Ability to explain previous work experience.
- Problem-solving and decision-making skills.
- Communication and interpersonal skills.

- Professional conduct, integrity and confidentiality. □ Ability to work with colleagues and management.

The panel shall use an approved interview assessment form and record the scores and relevant comments for each candidate.

6.6. Stage Five: Reference and Qualification Verification Before

recommending a candidate for appointment, COPCOM may:

- Contact the referees provided by the candidate.
- Verify academic and professional qualifications.
- Confirm relevant employment history.
- Clarify material inconsistencies in submitted information.
- Verify any other mandatory requirements specified in the announcement.

Any significant concern shall be documented and handled fairly under the applicable rules.

6.7. Stage Six: Final Recommendation and Approval After

completing the assessments, the recruitment committee shall:

1. Consolidate the results for each candidate.
2. Prepare a comparative evaluation summary.
3. Identify candidates who meet the approved requirements and pass marks.
4. Document the reasons supporting its recommendation.
5. Submit the results to the authorized COPCOM approving body.
6. Retain the relevant recruitment records.

Final appointment shall be made by the authorized body after the required checks and approvals have been completed.

6.8. Proposed Final Scoring Formula

The following is a proposed scoring model for COPCOM's approval:

Assessment stage	Weight
Technical evaluation of qualifications and experience	40%
Written or practical assessment	30%
Interview	30%
Total	**100%**

Under this model, the final score shall be calculated as:

Final score = (Technical score × 40%) + (Practical assessment score × 30%) + (Interview score × 30%).

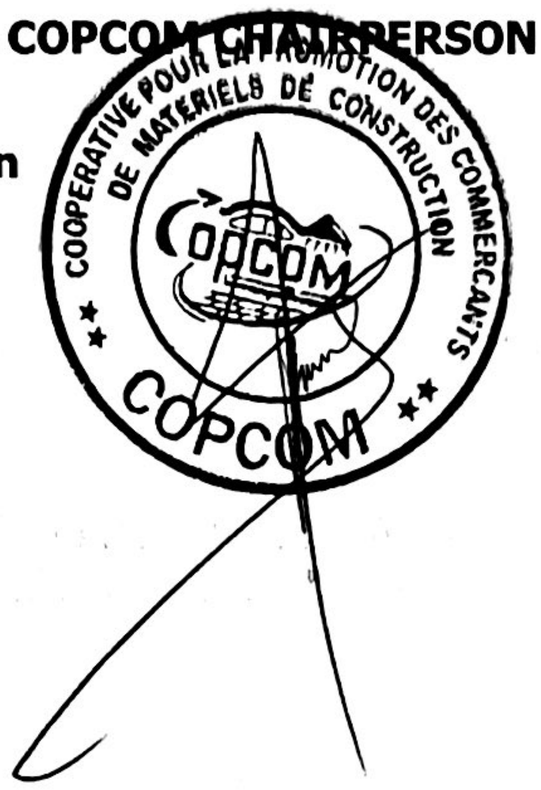
COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM

COPCOM must approve the final weighting and minimum pass marks before publication. If no practical assessment will be conducted, COPCOM shall approve a revised formula.

The committee shall apply the approved method consistently and shall not change the selection criteria after evaluating candidates, except where a correction is necessary and lawfully authorized.

Approved by the COPCOM CHAIRPERSON

MUHOZA Celestin



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