



CENTRAL MEDICAL STORES TRUST

Trusted Partner in Healthcare

VACANCIES

The Central Medical Stores Trust (CMST) is responsible for procurement, warehousing, sales and distribution of quality medicines and medical supplies to all public health facilities in Malawi. The CMST seeks to recruit staff in various positions.

Job Title : **PHARMACIST**
Grade : MS5
Responsible to : Pharmacy In-Charge
Responsible for : Coordinating pharmaceutical procurement, warehousing and distribution activities to ensure smooth operation of the Trust.

Overall Purpose of the Job:

Under the responsibility of the Pharmacist In-Charge, he or she shall ensure the management and supervision of pharmaceutical operations in the specific area in which he or she shall be assigned, including, but not limited to, procurement, warehousing, quality assurance, pharmaceutical information and distribution.

Duties and Responsibilities:

1. Supervising and monitoring warehouse activities and processes to ensure efficient inventory management, order fulfilment and shipment.
2. Ensuring regulatory compliance of warehouse operations including receiving, storage, registration and proper recording/documentation in real time and distribution under optimal conditions according to World Health Organization (WHO) Good Warehousing and Distribution Practices.
3. Supervising the encoding and updating of all stock movements (receipts, returns, adjustments, issues) in the Management Information system.
4. Ensure accurate, timely, and efficient shipment of all RMS allocations and specific orders requested by Ministry of Health.

5. Checking and approving all receipts and issue of goods generated and file printed documents from the Management Information System.
6. Liaising with the Finance Directorate /Head Office according to the Client Invoicing SOP.
7. Ensuring accurate, timely, and efficient shipment of all routine and emergency orders requested by customers.
8. Organising the picking, packing and dispatch operations according to the agreed distribution schedule.
9. Coordinating shipments with the subcontracted transport agent in the distribution management and evaluate their impact on service delivery and operating costs.
10. Conducting regular stock taking, physical inventories and report stock discrepancies to management.
11. Advising management on stock status.
12. Managing the optimization and maintenance of warehouse equipment.
13. Developing, maintaining, and implementing effective and relevant Standard Operating Procedures (SOPs) for all activities in the warehouse.
14. Training newly appointed staff under his/her supervision on current valid SOPs related to their job within a given training program period.
15. Ensuring that materials handling processes are safe and efficient.

Qualification

- A minimum of a Bachelor's Degree in Pharmacy and registered with the Pharmacy and Medicines Regulatory Authority (PMRA).

Experience and Skills

- At least three years of experience working in warehouse management, of which at least one year must have been spent in a progressive and responsible position preferably with health systems and logistics management at the national and local (district/community/service delivery) level.
- Ability to handle several tasks at the same time, set priorities and work independently.
- Exceptional client management skills, excellent interpersonal skills, sound judgment, communication skills and high ethical standards, training experience.
- Demonstrable computer literacy and or skills in Microsoft Office suite applications including, Word, Excel and Power Point.
- In depth knowledge of warehouse management software.
- Ability to work in a team environment, demonstrating leadership.

- Ability to facilitate a collaborative approach to enhance supply chain management system, including the promotion of a sustainable commodity security strategy and.
- Understanding of International Standards and Quality Management Systems.

Job Title : **INVENTORY CONTROL OFFICER**

Grade : MS6

Responsible to : Warehouse Manager (MS3)

Responsible for : Coordination of all inventory control activities of the Trust for the smooth functioning of the Trust.

Overall Purpose of the Job:

The Inventory Control Officer shall directly report to the Warehouse Manager. He or she shall be responsible for supervising and coordinating all inventory control activities of the Trust. He or she shall ensure that optimum levels of inventory are maintained at all times and shall be responsible for maintaining accurate stock records and initiating action to replenish stock.

Duties and Responsibilities:

1. Monitoring and controlling stock levels in the warehouse and timely initiating stock replenishment process.
2. Timely generate and share stock status reports with all stakeholders.
3. Ensuring that warehouse records are accurate, well maintained and that all transactions are captured in the ERP.
4. Ensure right stock is in the right bin and in the right quantities through regular cycle counts.
5. Ensure that expired, damaged stock is managed closely as per SOPs'.
6. Ensure that all significant inventory variances are thoroughly investigated and resolved.
7. Coordinating and supervising stock control activities i.e. receipting, costing, storage, and issuing of goods.
8. Ensuring productivity, effective utilization of space, documentation and stock management.
9. Ensuring and checking that stocks are entered on stock cards timely.
10. Performing inventory management for all stock items of the Trust and provide input in the procurement planning processes and procedures.
11. Ensure that all documentation handled and needed for any official records are neatly filed and easily retrievable.

12. Undertake the function of stock taking and confirm the periodic stock on a regular basis by working closely with the designated staff members.
13. Producing and submitting monthly stock control reports.

Qualification

- A minimum of a Bachelor's Degree in Stock Management, Stock control, Accountancy, Supply Chain Management or Warehousing Management or closely related discipline obtained from a recognised and reputable learning institution.
- Those with a qualification in Pharmacy will have an added advantage.

Experience and Skills

- A minimum of three years working experience in a FMCG warehousing environment;
- Strong mathematical background with the ability to carry out in-depth calculations during inventory planning and forecasting activities.
- Solid knowledge of Data Analysis and Forecasting with proven ability to forecast for the future while being proactive and ready to handle emergency cases as they arise.
- Exceptional client management skills, excellent interpersonal skills, sound judgment, communication skills and high ethical standards.
- Knowledge of appropriate methods for data analysis and reporting.
- Ability to work in team environment, demonstrating leadership;
- Ability to write lucid reports and documents in English.
- Practical knowledge and experience in use of information systems in inventory management.

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| Job Title | : | PROCUREMENT OFFICER |
| Grade | : | MS6 |
| Responsible to | : | Senior Procurement Officer (MS4) |
| Responsible for | : | All procurement activities of the Trust for the smooth functioning of the Trust. |

Overall Purpose of the Job:

Responsible for Contract Management and Monitoring to ensure that Suppliers, Service Providers and Contractors perform.

Duties and Responsibilities:

1. Facilitating pre-contract negotiation meetings with successful bidders.

2. Facilitating contract signing between CMST and successful suppliers.
3. Ensuring that signed contracts have been distributed to all required stakeholders.
4. Ensuring that performance securities have been submitted by successful bidders.
5. Ensuring that contracts have been captured and approved in Enterprise Resource Planning (ERP).
6. Monitoring all contracts to ensure that deliveries of goods, works and services are done according to terms and conditions of contract.
7. Ensuring preparation of monthly, quarterly, bi-annual and annual Contract Performance Reports.
8. Follow up and communications to suppliers/contractors/service providers on outstanding deliveries, works and services.
9. Recommending and preparing contract termination letters to suppliers/contractors/service providers that fail to complete contracts according to terms and conditions of contract.
10. Facilitating dispute resolutions between CMST and its suppliers/contractors/service providers on issues that may emerge in the course of execution of contract.
11. Preparing claims from suppliers on issues encountered during delivery of goods works or services.
12. Assisting suppliers on all matters concerning customs clearance.

Qualification

- ✓ A minimum of a Bachelor's Degree in Procurement, Supply Chain Management or Business Administration from a recognized and reputable learning institution. Membership with Malawi Institute of Procurement and Supply (MIPS) is essential.

Experience and Skills

- ✓ A minimum of 3 years progressive experience in procurement of fast-moving consumer goods and experience in procurement of medicines and medical supplies is a clear added advantage.
- ✓ Ability to pay attention to detail.
- ✓ Excellent numerical analytical and skills and,
- ✓ Excellent computer literacy.

Attributes

- ✓ A strong proven passion to fight corruption,
- ✓ A high measure of tested financial and moral integrity,
- ✓ Free from past convictions by a court of law of criminal offences.
- ✓ Ability to manage staff.

- ✓ Commitment to the tenets of good corporate governance.

Job Title : **ASSISTANT PROCUREMENT OFFICER**
Grade : MS7
Responsible to : Procurement Officer (MS6)
Responsible for : Assisting in all procurement activities of the Trust for the smooth functioning of the Trust.

Overall Purpose of the Job:

Responsible for Procurement Directorate's record keeping and documentation for effective implementation and compliance of records management systems and procedures of the Trust.

Duties and Responsibilities:

1. Opening procurement files and maintaining supplier data base and files.
2. Assisting in the preparation and publication of procurement notices, invitation for bids and calls for expression of interest as well as evaluation of tenders.
3. Assisting in the sending out of Request for Quotations (RFQs) to prospective bidders.
4. Assisting in preparing Quarterly Procurement Reports and maintaining appropriate records to ensure that procurement process decisions and contractual agreements are accurately documented for accountability and audit processes.
5. Assisting in preparing and facilitating the signing of Local Purchase Orders (LPOs) and contracts by CMST and suppliers.
6. Ensuring that signed contract copies are distributed to all relevant units (i.e. Procurement Unit, Finance, Receipt Section and Suppliers).
7. Handling the dispatch and collection of procurement mail.
8. Assisting in verifying and vetting procurement documents to ensure adherence to relevant regulations.
9. Carrying out data entry and processing activities in order to achieve the mandate of CMST.

Qualifications

- ✓ A minimum of a Diploma in Supply Chain Management or Advanced Diploma in Purchasing and Supply; or CIPS Level 5 Diploma or Diploma in Business

Administration. Membership with Malawi Institute of Procurement and Supply (MIPS) is essential.

Experience and Skills

- ✓ At least 3 years progressive experience in procurement and/or supply chain management.
- ✓ Experience in the procurement of medicines and medical supplies and services shall be an added advantage.
- ✓ Ability to pay attention to detail with excellent computer literacy in Microsoft Office.
- ✓ Excellent numerical and analytical skills.
- ✓ Ability to understand oral and written instructions.

Attributes

- ✓ A strong proven passion to fight corruption.
- ✓ A high measure of tested financial and moral integrity.
- ✓ A clean criminal record with commitment to the tenets of good corporate governance.

Language Requirements for all positions:

- ✓ Fluent in both written and spoken English.

Submission of Application:

Interested and qualifying individuals should submit applications and detailed Curriculum Vitae (CV), with at least three names of traceable referees and copies of certificates. Applications in sealed envelopes clearly marked position being applied for to be submitted not later than **16.00 HOURS on Monday, 30TH NOVEMBER, 2020** through email: ceo@cmst.mw or to this address:

**The Chief Executive Officer,
Central Medical Stores Trust,
Private Bag 55,
LILONGWE.**

Physical Address: Mzimba Street, Opposite Kamuzu Nursing College, Lilongwe.
CMST is an equal opportunity employer.