



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 as follows:

Job Title : **DIRECTOR OF PROCUREMENT**
Grade : **MS2**
Responsible to : **Chief Executive Officer (MS1)**

Overall Purpose of the Job:

The Director of Procurement is expected to ensure the effective and efficient running of all CMST procurement activities through adoption of best practices in procurement in order to adhere to the Public Procurement and Disposal of Public Assets Act, (PPDAA), public procurement regulations and other related laws, desk instructions and directives to maximize value for money and product integrity in the procurement of medicines and medical supplies and other goods and services.

The role of the Director of Procurement shall include planning, organizing, staffing and managing purchasing and supply chain management for the Trust. The Director of Procurement shall establish policies and procedures and lead initiatives such as cost reduction, strategic sourcing, compliance with spending limits, departmental metrics and reporting. The incumbent shall perform advanced analytical and consultative activities that report and leverage data

for all suppliers and analyze new, innovative cost effective ways to reduce expenses and improve productivity.

Duties and Responsibilities:

1. Developing and improving procurement systems, processes and policies in support of CMST's vision and mission.
2. Participating in long-term planning including development of strategic plans.
3. Developing and implementing strategic sourcing initiatives, leading identification, qualification, evaluation, negotiation and approval of suppliers, contracts and terms and monitors and acts on supplier performance, championing supplier development, and drives use of preferred suppliers.
4. Leading and overseeing the development of the Annual Procurement Plan (APP) and initiatives geared towards procurement excellence.
5. Ensuring that the APP is adhered to during implementation and progress is reported regularly (monthly, quarterly and annually) to the Chief Executive Officer (CEO) and the Board of Trustees as appropriate.
6. Liaising with the Public Procurement and Disposal of Assets Authority (PPDAA) and Development Partners on technical matters concerning procurement.
7. Initiating procurement audits and facilitating the audit process.
8. Developing annual work plans and budget estimates for the Directorate of Procurement.
9. Leading and overseeing development of specifications for goods and services, bidding documents, advertisements, bid evaluation and contracts management with suppliers and service providers in respect of CMST procurements, and prepares recommendations that are legal, ethical and demonstrate best value for the Trust.
10. Initiating capacity building, staff motivation initiatives and conducting performance appraisals for procurement staff in

- consultation with the Directorate responsible for human resource management.
11. Advising CMST management on all matters relating to procurement and act as Secretary to the Internal Procurement and Disposal Committee (IPDC).
 12. Executing procurement strategies, standards, controls, policies, procedures and performance metrics to effectively and efficiently manage the acquisition and reporting of procurement expenditures across CMST to ensure consistent and high quality and value delivery.
 13. Initiating and lead rigorous contract negotiations with contractors, suppliers and service providers.
 14. Conducting business review meetings with key stakeholders to assess risk, review future strategies, and identify potential cost reduction opportunities.
 15. Maintaining strong working relationships with strategic suppliers to ensure cost, quality, and delivery targets are met.
 16. Building market intelligence capabilities on key markets, suppliers and solutions for strategy development purposes.
 17. Any other duties as may be assigned from time to time.

Job Attributes:

- Excellent team builder and leader with team player abilities and motivating spirit towards the accomplishment of a goal.
- Visionary, honest, with integrity and demonstrated sense of responsibility and ability to comply with professional ethics.
- Excellent interpersonal and communications skills (public speaking, individual negotiations, correspondence).
- Ability to work under pressure and handle multiple tasks within tight deadlines while paying attention to detail.
- Extensive experience and strong understanding of the Malawi Public Procurement legislation and regulations.
- Demonstrable experience working with Government of Malawi and/or Development Partner systems including extensive experience in managing donor-funded procurement project life cycles.

- Understanding/working knowledge of pharmaceutical industry standards and health commodities.
- Highly organized, goal and result oriented.

Job Specifications

Qualifications:

- Bachelor's and Master's Degrees in Procurement, Supply Chain Management, Business Administration, Commerce, Finance and Economics or any other relevant discipline from Internationally recognized (accredited) universities;
- Be a paid-up Member of a Procurement and Supply Chain professional body such as the Chartered Institute of Procurement and Supply (CIPS) and Malawi Institute of Procurement and Supply (MIPS).

Experience and Skills

- A minimum of ten (10) years working experience as Director or Senior Manager of Supply Chain, Procurement, or related function.
- Computer proficiency in Microsoft Word, Excel, Project Management, PowerPoint and Internet.
- Ability to coordinate multiple group efforts to achieve objectives.
- Demonstrated strong analytical skills and decision-making ability.
- Ability to conduct effective negotiations and manage complex transactions involving suppliers, customers and all levels of management.
- Demonstrated knowledge and ability to perform financial analysis and budgeting; application of tools and processes to successfully develop & implement supplier arrangements, conducting negotiations to improve processes.
- Demonstrated excellent influencing skills and strong negotiation, analytical and organizational skills.

- Proven ability to effectively partner with diverse groups with different needs and agendas.
- Proven ability to work across functional area boundaries, and to lead multifunctional teams.
- Excellent problem solving and conflict management skills

Job Title : **INTERNAL AUDIT MANAGER**
Grade : **MS3**
Responsible to : **CHIEF EXECUTIVE OFFICER (MS1)**

Overall Purpose of the Job:

Administratively reporting to the Chief Executive Officer and operationally to the Board of Trustees. This is a permanent managerial position responsible for the management and co-ordination of all internal audit work and risk management of the Trust. The role of the Internal Audit Manager shall focus on the effective and efficient running of all Internal Audit functions through adoption of policies, guidelines and best practice.

Duties and Responsibilities:

1. Carrying out an independent appraisal of the effectiveness of the policies, procedures and standards in CMST for the financial, physical, and information resource management.
2. Adding value by acting as a facilitator in business risk management and carrying out value for money reviews, thereby assisting the management and trustees of CMST in the effective discharge of their responsibilities.
3. Ensuring information security, business continuity planning, audit, insurance and compliance.

4. Conducting value for money audits and reviews with special regard to economy, efficiency and effectiveness of CMST operations.
5. Reporting to both the committee and management on the policies, programmes and activities of the department.
6. Coordinating coverage with external auditors and ensure that each party is not only aware of the other's work but also well briefed on areas of concern.
7. Advising on systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation.
8. Ensuring that a system is in place which ensure that all major risks of the charity are identified and analysed on an annual basis.
9. Reporting on the value for money that the charity obtains in all its charities with special regard to economy, efficiency & effectiveness.
10. Conducting any reviews or tasks requested by Trustees, Audit committee, Chief Executive or Finance Manager.
11. Conducting internal monitoring and auditing and responding promptly to detected offences; develop corrective action and reporting findings to CMST board and Management via established channels.
12. Performing any other duties as may be assigned by the Board or CEO from time to time.

Job Specifications

Qualification:

- A fully Certified Internal Auditor (CIA) with a Bachelor's degree in Auditing, Accountancy, Finance, Economics or related qualifications obtained from accredited universities;
- Full and active membership of the Institute of Internal Auditors in Malawi is compulsory.

Experience:

- Possess at least eight (8) years' practical and verifiable Auditing and risk experience at a senior management position preferably in the public or private sector;

Skills and attributes:

- A self-starter, team leader and player of undoubted integrity.
- High level of integrity and professional credibility across the sector.
- Proven and practical knowledge in using Auditing information system software.
- Ability to meet strict deadlines
- Excellent written communication skills and presentation skills.
- Computer literate with the basic knowledge of Word, Excel, Powerpoint, Email and Internet

Submission of Application:

Interested and qualifying individuals should submit applications and detailed Curriculum Vitae (CV) with at least three traceable referees and copies of certificates. Applications in sealed envelopes clearly marked "**VACANCY**" and name of position being applied for to be submitted not later than **16.00 HOURS on Friday 9TH JULY, 2021** through email: **ceo@cmst.mw** or to this address:

**The Chief Executive Officer
Central Medical Stores Trust
Opposite Kamuzu Nursing College
Mzimba Street
Private Bag 55
LILONGWE**

The job vacancy advert is also available at www.cmst.mw

CMST is an equal opportunity employer and only shortlisted applicants will be acknowledged.