



## **CENTRAL MEDICAL STORES TRUST VACANCIES**

The Government of Malawi established the Central Medical Stores Trust (CMST) to ensure efficient, sustainable and economical national procurement, warehousing, sales and distribution of quality and affordable medicines and medical supplies to Public Health Facilities and Christian Health Association of Malawi (CHAM) Hospitals throughout the country.

CMST now invites applications from legible individuals to fill vacant positions detailed below. For each position applicants must **indicate their preferred** location or duty station where they should be deployed if successful.

### **Pharmacy Technician (2x Positions for Blantyre & Lilongwe)**

**Grade** : MS8

**Responsible to** : Pharmacist-In-Charge or Pharmacist (as appropriate)

**Location** : **Blantyre and Lilongwe**

### **Duties and Responsibilities**

Guiding supplies personnel on pharmaceutical matters in the warehouse.

Ensuring products are distributed following the first to expire first out principle.

Observing and reporting storage conditions in the warehouses.

Spot-checking product shelf lives and physical attributes of the same.

Verifying stock availability before issuing out.

Verifying requisitions whether they are admissible and MEDL/MSTG compliant

Ascertaining that products are adequately packed, appropriately separated, and are accorded the necessary transport conditions before being delivered to health facilities.

Undertake any other duties as assigned by senior officers from time to time

### **Qualifications and Experience**

- Diploma in Pharmacy or equivalent obtained from a recognized institution coupled with membership with Pharmacy, Medicines and Poisons Board (PMPB).
- 
- At least 3 years experience working in a similar industry;
- Strong organizational skills;
- Excellent mathematical skills and attention to detail;

- Ability to handle several tasks at the same time, set priorities and work independently;
- An ability to work to deadlines;
- An ability to work fast (with minimal mistakes);
- Knowledge of records management procedures;
- Knowledge of assigned program activities guidelines and processes; Communicate efficiently and effectively both verbally and in writing; and
- Following instructions given in verbal or written format.

**Job Title** : PACKER  
**Grade** : MS11  
**Location** : **Regional Medical Stores (2 x posts Lilongwe)**  
**Responsible to** : Class Holder (MS9)

**Responsible for:**

- Loading and off-loading of products; packing, stacking, racking, unpacking and picking of medicines and medical supplies; and ensuring that the warehouse is clean and tidy at all times.

**Duties and Responsibilities**

- Ensuring cleanliness of the warehouse and attached offices at all times
- Cleaning of all warehouse equipment and fittings.
- Operating warehouse equipment as and when required
- Stacking/racking of products in warehouses including batching where necessary, as per standard operating procedures
- Picking and assembling of medicines and medical supplies as requested by customers with Instructions from Pharmacists
- Packaging of medicines and medical supplies as assembled including clear labelling
- Loading and off-loading of products for deliveries or as stocks
- operating folk lift safely in the warehouses as required
- Reporting folk lift maintenance issues
- Ensuring the safety of other workers in warehouses.

**Educational Qualification**

- A full MSCE with credits in Science subjects including Mathematics and English. Certificates in Supply Chain Logistics, Microcomputers or Health Systems is an added advantage.

**Experience and Skills**

- At least two years working experience in a busy Fast Moving Consumer Goods industry , preferably in a Health Systems warehouse and Logistics environment or similar industry.
- An ability to work fast (with minimal mistakes) with high level of financial integrity;

- Excellent communication and interpersonal skills

If you are qualified for any of jobs named above submit your application with CV, three traceable referees and copies of certificates to the undersigned not later than Monday, 20<sup>th</sup> January, 2020.

**Submission of Application**

Interested candidates should send their applications clearly marked for VACANCY applied for to:

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