



Executive Placement



VACANCY

CENTRAL MEDICAL STORES TRUST

The Central Medical Stores Trust (CMST) was established and declared as a body corporate under the Trustees Incorporation Act (Cap 5:03) of the Laws of Malawi to, inter alia, ensure an efficient, sustainable and economical national procurement system of quality medicines and medical supplies in partnership with the Government of Malawi, Non-Governmental Organisations and cooperating partners in the health sector and ensure accessibility and availability of quality medicines and medical supplies for the general population. The CMST was established with financial and managerial autonomy and marketing orientation. The CMST now seeks to recruit a Procurement Manager tenable at its Head office in Lilongwe.

Job Title : PROCUREMENT MANAGER
Grade : MS3
Responsible to : Director of Procurement (MS2)

Overall Purpose of the Job:

Reporting to the Director of Procurement, the Procurement Manager shall play a key role in the procurement of all medicines, medical supplies, goods, works, and consultancy services required by Central Medical Stores Trust and provide leadership to the Procurement Officers.

The role of the Procurement manager shall include supervision of staff and assisting the Director of Procurement with managing the purchasing and supply chain management for the Trust. The incumbent shall also help establishing policies and procedures covering cost reduction, strategic sourcing, compliance with spending limits and improving productivity.

Duties and Responsibilities:

1. Planning and supervising the activities of staff within the Procurement unit;
2. Assist the Director of Procurement with technical issues when liaising with the Director of Public Procurement and Donors;
3. Provide advice through the Director of Procurement on all matters relating to procurement;
4. Participate as a member of the CMST Internal Procurement Committee;
5. Contribute to the preparation and update of the CMST Annual Procurement Plan;
6. Participate in the review and approval of Bidding Documents, Specifications, Procurement Notices, Letters of Invitation, Short listing and Bid Evaluation Reports and contracts in respect of CMST procurement;
7. Review procurement requests submitted by Departments;
8. Draft reports on procurement activities undertaken by CMST;
9. Oversee maintenance of procurement databases and registers; and
10. Liaise with Procurement Auditors and assist with the audit process.

Job Attributes:

The incumbent should:

- Have a strong personality and be of a decisive disposition and of undoubted integrity;
- Be a self-starter;
- Be capable of managing a department and motivating employees to perform and deliver on their mandates;
- Be a team builder and a team player;
- Have excellent communication and interpersonal skills;
- Be a self-motivated individual with the ability to work under pressure to meet strict deadlines;
- Possess the qualities and skills that will enable them to successfully perform the duties described above.

Job Specifications

Qualifications:

- A Masters Degree in Procurement and Supply Chain Management coupled with a Bachelors Degree in Procurement, Commerce, Business Administration, Law or any other relevant discipline.
- Those also with a professional qualification in procurement and supply management such as the Chartered Institute of Purchasing & Supply, Malawi Institute of Procurement and Supply (MIPS) or equivalent shall have an added advantage. Membership to a professional procurement body is essential.

Experience and Skills

- A minimum of 8 years verifiable experience in the management of public procurement with specific experience of procurement for major projects and programmes in the health sector.
- 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.

Those qualifying for the position should apply enclosing detailed CV with references to:

**Executive Placements – PM/CMST,
KPMG Advisory Services Limited,
P.O. Box 508,
Blantyre.
Email: mw-fmrecruitment@kpmg.com**

Closing date: **31st October, 2017.**

Only shortlisted applicants will be acknowledged.