



Trusted Partner in Healthcare

VACANCY

CHIEF EXECUTIVE OFFICER

Central Medical Stores Trust (CMST) is a Government agency responsible for procurement, warehousing, sales and distribution of quality medicines and medical supplies to all public, faith-based [including Christian Health Association of Malawi (CHAM)], and NGO health facilities in Malawi. CMST is seeking to recruit a transformative, visionary and goal driven Malawian with ability to drive organisational change, to fill the position of **Chief Executive Officer (CEO)** as detailed below:

Job Title : **Chief Executive Officer**

Grade : **MS1**

Responsible to : **Board of Trustees**

Overall Purpose of the Job

The CEO is responsible for ensuring that CMST meets its objective of efficiently and cost-effectively providing quality and safe medicines and medical supplies, at affordable prices at all times to all public health facilities in Malawi. The CEO is also accountable for maintaining a sustainable service by fostering and influencing the CMST's relationships with its stakeholders that include the Government of Malawi, private and public sector organisations, special interest groups, donor organisations and members of the public through the Board of Trustees and the Ministry of Health.

The CEO serves as Secretary of the CMST Board of Trustees and is responsible for overseeing the strategic, operational and financial management of the Trust under the guidance of the Board of Trustees.

Duties and Responsibilities:

1. Leading the development and execution of the CMST strategies to ensure achievement of the CMST's objectives and long-term financial sustainability;
2. Developing, reviewing and implementing appropriate financial and pharmaceutical operational policies, guidelines and procedures and relevant systems of internal controls;
3. Identifying financial needs; and championing and leading resource mobilisation initiatives to address gaps and present critical financial matters to the Board and stakeholders;
4. Preparing, presenting and justifying annual Performance Management Plans and Budgets (PMPBs) and Cash Flow Forecast with focus on Medicines and Medical Supplies (MMS) to the Board of Trustees and other key stakeholders;
5. Implementing policies and programmes of the Trust ensuring alignment with the Trust's vision, mission and core values and reporting thereon to the Board;
6. Providing leadership to senior management and staff to ensure excellent organisational performance;
7. Overseeing the administration, organisation and management of human resources of the Trust according to current laws and regulations that are supported by approved personnel policies and procedures that fully conform to and ensures productivity;
8. Fostering a conducive corporate culture that promotes strong ethical practices, good governance and employee productivity;
9. Providing company secretarial work including arrangement of meetings of the Board and development of relevant documents for the Board;
10. Performing any other work-related tasks as assigned by the Board of Trustees from time to time.

Job Attributes:

1. Excellent team builder and leader with team player abilities and motivating spirit towards accomplishment of multiple goals;

2. Visionary, honest, with integrity and demonstrated sense of responsibility and ability to comply with professional ethics;
3. Excellent interpersonal and communication skills in public speaking, individual negotiations and correspondence;
4. Ability to work under pressure and handle complex tasks within tight deadlines while paying attention to detail;
5. Understanding and demonstrating working knowledge of pharmaceutical industry standards and health commodity management;
6. Highly organised and goal and result oriented.

Job Specifications

Qualifications and Experience:

Applicants must:

1. Have at least a Bachelor's Degree and either a Master's Degree in Healthcare Sciences or Business Management / Public Administration or Financial Management obtained from an accredited institution of higher learning or professionally qualified accountants with ACCA or CIMA.
2. Have post qualification work experience in a reputable institution(s) of not less than ten (10) years; five (5) of which must have been at senior management position(s).
3. Be assertive, proactive, resilient and diligent leader with commitment to high standards of service delivery. Applicants capable of demonstrating special expertise in supply chain management as per pharmaceutical industry standards will have an added advantage.

Skills and Personal Attributes

1. Excellent spoken and written communication skills;
2. Working knowledge of standard computer software and packages;
3. Strong organisational and analytical skills and ability to set priorities and work independently;

4. Proven ability to partner, coordinate and lead diverse and multifunctional teams or groups and achieve objectives within deadlines;
5. Demonstrated excellent influencing and negotiation skills with an ability to find acceptable compromise when faced with fierce opposing views.

Submission of Application

Interested and qualifying individuals should submit their applications and detailed Curriculum Vitae (CVs), copies of certificates and names of three traceable referees, clearly marked '**VACANCY FOR CMST CHIEF EXECUTIVE OFFICER**' to:

**The Comptroller of Statutory Corporations,
Department of Statutory Corporations,
Capital Hill, New Building Office Block,
Ground Floor, P.O. Box 30061, Lilongwe 3.**

not later than 16H00 on 12th February, 2021. CMST is an equal opportunity employer although only shortlisted applicants will be acknowledged and may be invited for interviews.

The vacancy is also in the local press.