



## CENTRAL MEDICAL STORES TRUST VACANCY

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 invites applications from legible individuals to fill three vacant positions of Packer (MS11).

**Job Title** : PACKER  
**Grade** : MS11  
**Location** : **Regional Medical Stores (Mzuzu 1 post & 2 post 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 the jobs named above submit your application with CV three traceable referees and copies of certificates to the undersigned not later than Friday, 11<sup>th</sup> May, 2018.

**Submission of Application**

Interested Candidates should send detailed Curriculum Vitae, copies of certificates plus names of three traceable referees. Applications be clearly marked for the VACANCY of Packer (MS11) be submitted before noon on closing date to:

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