



VACANCY FOR TEMPORARY DATA ENTRY STAFF

The Central Medical Stores Trust invites applications from suitably qualified individuals of Malawi origin for temporary employment who will be attached to the Information Technology and Finance departments as follows:

TEMPORARY DATA ENTRY STAFF ATTACHED TO INFORMATION TECHNOLOGY DEPARTMENT (5 positions)

Responsible to : Pharmacist In-Charge

Duty Station : **Lilongwe, Blantyre and Mzuzu**

Responsible for: Managing and capturing data, while ensuring it is complete and consistent, for all ICT related needs in line with procedures and policies of the Trust.

Duties and Responsibilities:

1. Enter data from source documents according to appropriate Standard Operating Procedure and software guidelines;
2. Keep track of received data and source documents in an ERP system and manual record filling;
3. Confirm accuracy of data such as figures in denomination of product, expiration date, batch numbers and allocation;
4. Compare data entered with source documents and/ or re-enter data verified by supervisor;
5. Compile, sort, and verify accuracy of data to be entered;
6. In consultation with supervisor resolve inconsistencies and/or missing data;
7. Maintain confidential information; and
8. Undertake any other duties assigned to him/her from time to time by supervisors.

Qualification:

- A Diploma in Information Technology from recognized and reputable institution.

Skills and Personal Attributes:

- Computer literate with knowledge of Microsoft Office Suites a necessity (knowledge of an ERP software is an asset)
- Ability to work fast with minimum errors
- Great attention to detail

- Knowledge of records management procedures
- Ability to operate various work-processing software spreadsheets

TEMPORARY DATA ENTRY STAFF ATTACHED TO FINANCE DEPARTMENT (5 positions)

Responsible to: Accountant

Duty Station : Lilongwe, Blantyre and Mzuzu

Responsible for: Ensuring proper and accurate maintenance of books of accounts in line with and/or compliance with financial accounting systems and procedures and policies of the Trust.

Duties and Responsibilities:

1. Maintaining debtor's and creditor's ledger and capturing in ERP system;
2. Preparing reconciliations (sales, creditors, debtors, bank and stores control accounts and capturing in ERP system);
3. Carry out order processing activities;
4. Preparing general ledger schedules;
5. Maintaining fixed asset register;
6. In consultation with supervisor resolve inconsistencies and/or missing data;
7. Maintain confidential information; and
8. Carry out physical inventory count.

Qualification:

- A Diploma in Accounting from a recognized and reputable institution.

Skills and Personal Attributes:

- Working knowledge of standard computer software and accounting packages;
- Knowledge an ERP system will be an added advantage;
- Computer literate with knowledge of Microsoft Office Suites a necessity (knowledge of an ERP software is an asset);
- Ability to work fast (but with minimal mistakes);
- Good attention to detail;
- Knowledge of records management procedures;
- Ability to operate various work-processing software spreadsheets.

Submission of Application

Interested and qualifying individuals should submit their applications and detailed Curriculum Vitae (CVs) with copies of certificates in a sealed envelope clearly marked "Vacancy: " IT or Finance Temporary Data Entry Staff", *Not later than 16.00 HOURS on 3rd April, 2020* to:

**The Chief Executive Officer
Central Medical Stores Trust
Mzimba Drive
P/Bag 55
LILONGWE**

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