



VACANCY

ASSISTANT STORE KEEPER – GRADE EG 9

Applications are invited from suitably qualified serving members of staff origin to fill the vacant position of Assistant Store Keeper tenable in the company at Kanengo Peaking Plants Station in Lilongwe.

Person Specifications:

- Holder of Malawi School Certificate of Education
- In possession of Diploma in Chartered Institute of Purchasing and Supply(CIPS)
- Must be prepared to work during odd hours
- Must have 3 years relevant working experience
- Must be 25 to 35 years of age

Job Specifications:

- Preparing purchase requisitions
- Updating bin cards
- Posting issues in the system
- Stock replenishment
- Identifying slow moving and obsolete stocks
- Stock taking
- Stock reconciliations
- Handling petty cash

Method of Application:

Interested persons should submit applications attaching a comprehensive CV, relevant certificates and names of three traceable referees to reach the undermentioned not later than **19th August 2022**. Only shortlisted candidates will be acknowledged.

Human Resources and Development Manager
Electricity Generation Company (MW) Ltd
Chayamba Building – Floor No. 4
P O Box 1567

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