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ACB Anti-Corruption Bureau, Malawi

EMPLOYMENT OPPORTUNITY

The Anti-Corruption Bureau was established by an Act of Parliament to receive and investigate complaints of alleged or suspected corrupt practices; to prosecute offences under the Corrupt Practices Act; to investigate and report on the conduct of any public officer which is connected or conducive to corrupt practices; to take necessary measures for the prevention of corruption in public and private bodies and to solicit public support in the fight against corruption. ACB is in the process of recruiting suitable persons to fill vacant posts as follows:

Job Title : **Supplies Assistant (Stores Clerk) G11/M**
Division : Corporate Services

Responsible to : Senior Supplies Assistant

Responsible for : N/A

Duty Station
Mzuzu

Purpose of the Job

To effectively manage the logistical cycle of stocks.

Key Duties and Responsibilities

- a) Taking care and custody of all stores.
- b) Receipting and recording stores.
- c) Issuing stores to users.
- d) Maintaining and updating Stores Records/Ledgers.
- e) Advising Management on stock levels and requirements.

Qualifications and Experience

- Malawi School Certificate of Education plus Certificate in Stores Management.

All correspondences to be addressed to the Director General quoting our reference numbers

- Two years' experience.

If you think you meet the standards set out for the post above, please send your application and Curriculum Vitae to:

The Director General
Anti-Corruption Bureau
P.O. Box 2437
LILONGWE

Please indicate the post you have applied for.

Closing Date for applications is 17^h **April, 2020**

A CAREER IN THE ANTI-CORRUPTION BUREAU IS A COMMITMENT TO FIGHTING CORRUPTION.

Anti-Corruption Bureau is an equal opportunity employer