

Job Description

JOB TITLE : Temporary Compliance Officers

Department : Audit and Compliance

Grade : F7 (T)

KEY DUTIES AND RESPONSIBILITIES

Reporting to : Regional Business Officer

Responsible for : FISP Temporary Sales Clerk

PURPOSE OF THE JOB

The Temporary Compliance Officer shall be responsible for monitoring, supervising and facilitating FISP project transaction for a FISP cluster.

Duties:

- Review all cash sales (fertilizer redemption) and general receipts
- Review and ensure depot cluster reconciliation of sales are done according to prescribed procedures
- Ensure all sales cash for cluster are banked accurately and timely
- Production of weekly reports for a cluster
- Liaise with banker and ensure timely cash collections
- Monitor inventory reorder levels and process requisitions for restocking of AIP fertilizers for depots within cluster
- Production of general receipts returns and introspection reports
- Supervising subordinates

QUALIFICATIONS AND WORK EXPERIENCE

The ideal candidate must have:

- Bachelor's degree in Social Science, Business Administration, Agricultural Economics, Agri-Business Management or any related disciplines.
- Malawi School of Education with Credit in Mathematics and English,
- Must have a valid motorcycle licence.
- At least 2 years of work experience in a busy Monitoring and Evaluation or sales office.
- Should be between 25-50 years old
- Should not have any criminal record.

ADDITIONAL SKILLS AND ABILITIES

- Leadership, planning, coordination and negotiation skills
- Attention to detail
- Ability to meet deadlines
- Ability to work cooperatively and effectively with others
- Ability to give and follow oral and written instructions.
- Problem-solving abilities
- Ability to work under intense pressure with minimal supervision.
- Flexible, result oriented and innovative thinking
- Resilient and ability to work long and odd hours
- Be honest and of sober habits
- Must have good communication skills, self-starter, team player
- Knowledge of ICT is a must

To apply, visit: **<https://careers.sffrfm.org/>**