



LUANAR

Lilongwe University of Agriculture
and Natural Resources

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BUNDA FILLING STATION VACANCY

Position: Filling Station Manager
Employment Type: Fixed Contract (Renewable)

Bunda Filling Station invite applications from well qualified, experience and competent candidates to be considered for the vacant position of **Filling Station Manager**.

Qualifications, Skills and Experience:

- Candidates must have a Malawi School Certificate of Education (MSCE) **plus** a Diploma in Accounting.
- A minimum of 5 years relevant working experience at a Filling Station possibly at supervisory level.
- Must be willing to work during normal working hours, public holidays, and weekends.

Specific Duties and Responsibilities:

- Creating work schedules and managing staffing levels.
- Monitoring and managing the station's financial performance
- Ordering fuel, oils, and other products to maintain sufficient inventory.
- Monitoring fuel levels and coordinating deliveries with suppliers.
- Managing and reconciling inventory records.
- Handling customer complaints and resolving issues promptly.
- Implementing strategies to enhance customer satisfaction and loyalty.
- Enforcing safety and environmental regulations.
- Overseeing the maintenance and cleanliness of the station premises.
- Coordinating repairs and maintenance of fuel dispensers, pumps, and other equipment.
- Maintaining accurate records of sales, transactions, and inventory.
- Compiling reports on sales, expenses, and other relevant data.
- Submitting required reports to relevant authorities.
- Implementing security measures to prevent theft and vandalism.
- Monitoring surveillance systems and alarms.
- Perform any other duties as assigned by relevant authorities.

Conditions of Engagement:

The successful candidate will be engaged on contractual basis and will therefore be appropriately remunerated in line with applicable and existing staff regulations and conditions for the service station which are comparable to the filling station industry in Malawi. The contract is subject to renewal on the basis of satisfactory performance.

Please note that Bunda Filling Station is a stand-alone business entity with its own regulations and conditions of service different from those of the shareholder (LUANAR).

Mode of Application:

Hard copy application package should include an up-to-date Curriculum Vitae (CV), names and contact details of three traceable referees one of which should be current employer where applicable plus copies of certified academic and professional qualifications. The title of the position **must** be indicated on the envelope and sent to:

**The University Registrar
Lilongwe University of Agriculture and Natural Resources (LUANAR)
P.O. Box 219
LILONGWE**

All applications should reach the UNIVERSITY not later than **Friday, 9th February, 2024**. Only shortlisted candidates will be acknowledged.

LUANAR is an equal opportunity employer hence females are encouraged to apply.