



TAMA FARMERS TRUST

VACANCY: COMMISSIONAIRE

TAMA Farmers Trust is a tobacco growers' body and a non-profit making organization whose main objective is to safeguard and promote the production and marketing of the Malawi tobacco. The Trust has buildings and assets that need security and is inviting applications from suitable and well experienced persons to fill the vacant position of **Commissionaire** as follows:

POST: COMMISSIONAIRE - Reporting to the Administration Manager.

KEY PURPOSE: To provide security services to ensure that the Trust's property is safeguarded from all forms of theft.

KEY RESPONSIBILITIES:

- Provide security to premises, offices, personnel and property at all times while on duty.
- Maintain staff attendance, visitors and security registers.
- Conduct routine security checks, lock ups and report any breach of security to the Administration Manager.
- Welcoming and attending to visitors' enquiries and directing them to the right offices and responsible personnel.
- Attending to telephone calls and messages for prompt response or action by appropriate personnel.

QUALIFICATIONS & EXPERIENCE:

- MSCE or its equivalent.
- Must have a six month's training certificate with any security institution
- 3 years experience with any of the security state owned organization
- Ability to investigate or handle cases that are criminal in nature
- Good communication skills in both spoken and written English.
- Honesty and trustworthy in handling security matters.

Interested candidates should forward their applications with detailed Curriculum Vitae (CV) plus names of three traceable referees to the following address not later than **16th June, 2023**:

The Human Resource Officer
TAMA Farmers Trust
P.O. Box 31360, LILONGWE 3
Email: tama@tamalawi.com