



NATIONAL MEDICAL STORES
 Plot 4-12, Nsamizi Road
 P.O Box 16,
ENTEBBE, UGANDA.

EXTERNAL JOB ADVERTISEMENT

National Medical Stores is an autonomous Corporation that was established by an Act of Parliament in 1993. Our mandate is to procure, store and distribute medicines and other medical supplies to health facilities.

Our vision is **“A POPULATION WITH ADEQUATE AND ACCESSIBLE QUALITY MEDICINES AND MEDICAL SUPPLIES”**

Our Mission is **“TO EFFECTIVELY AND EFFICIENTLY SUPPLY ESSENTIAL MEDICINES AND MEDICAL SUPPLIES TO HEALTH FACILITIES IN UGANDA”**

We are now looking for competent persons who possess appropriate skills, knowledge and right attitude to fill vacant positions which have either fallen vacant or have been created in the NMS structure. Applications are now invited from suitably qualified candidates to fill the following vacant positions;

SN.	Title	No. of Positions
NMS/ 2019/ 02	Senior Maintenance Engineering Officer	01
NMS/2019/03:	Senior Program Developer	01
NMS/ 2019/ 04	Transport and Logistics Officer	01
NMS/2019/05:	Clients Services Officer	01
NMS/2019/06:	Clients Services Officer- Laboratory	01
NMS/2019/07:	Quality Assurance Officer	01
NMS/ 2019/ 08	Driver	05

MODE OF APPLICATION:

Interested applicants should submit application letters together with curriculum vitae, copies of academic documents/transcripts, names and contact details of three referees to the *Chief Human Resource and Administration Officer* not later than **Friday 25th January 2019** at the address below;

***Chief Human Resource and Administration Officer
National Medical Stores
P.O Box 16, Entebbe
Plot 4-16 Nsamizi Road,
ENTEebbe- UGANDA.***

Note: Only shortlisted candidates will be contacted. If you don't hear from us, one month from the date of closure of receipt of applications, consider your application unsuccessful.

Please note that National Medical Stores reserves the right to verify documents attached with the relevant awarding institutions to authenticate their validity. Any form of canvassing will lead to automatic disqualification. National Medical Stores is an equal opportunity employer.

NMS/2019/02: SENIOR MAINTENANCE ENGINEERING OFFICER

Job Title: Senior Maintenance Engineering Officer

Reports To: Chief Stores and Operations Officer

Job Grade: NMS Grade 4

Duty Station: Entebbe

Responsible For: Transport and Logistics Officers.

JOB PURPOSE: *The Maintenance Officer shall be responsible for the running of the EPI Central mechanical Workshop.*

KEY RESULT AREAS:

- 1) To coordinate and superintend over the departmental function of maintenance of the distribution fleet of trucks, forklifts and other warehouse equipment.
- 2) To provide a continuous maintenance and servicing of forklifts, 4 pallet trucks and a series of conveyor belts and HVAC systems to ensure proper running.
- 3) To plan procurement of Cold Chain equipment.
- 4) To participate in the exercise of assessing and determining EPI cold chain requirements and spare parts.
- 5) To be responsible for delivery of EPI spare parts to districts.
- 6) To determine fleet repair requirements before taking the fleet to garage
- 7) Responsible for managing EPI central mechanical workshop
- 8) To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor

QUALIFICATIONS AND EXPERIENCE

- i. A Bachelor's Degree in Mechanical Engineering from a recognized Institution
- ii. 3 years of working experience in Similar Engineering works related to the above Key Result Areas.
- iii. Computer knowledge
- iv. Membership to an Engineering Registration Body (ERB)

NMS/2019/03: SENIOR PROGRAM DEVELOPER

Job Title: Senior Program Developer

Reports to: Senior Database Administrator, NMS Grade 4.

Salary Scale: Grade 5

Duty Station: Entebbe

Job Purpose: To develop and supervise the implementation and maintenance of applications for supporting business operations.

KEY RESULT AREAS/ACCOUNTABILITIES

1. Designs and writes applications for both in-house and proprietary applications as may be assigned from time to time.
2. Carries out tests and quality assurance of in-house and proprietary applications as may be assigned from time to time.
3. Keeps track and manages version control of in-house developed applications.
4. Develops, maintains, and keeps all documentation and software code of all in-house applications.
5. Provides technical support relating to the use of in-house developed applications.
6. Participates actively in the analysis and development of functional requirements for identified business processes.
7. To identify any risk(s) noted during the course of execution of your duties and formally report to the immediate supervisor
8. Any other duties that may be assigned from time to time.

QUALIFICATIONS

- 1) A Bachelors degree in any of the following: Computer Science, Information Technology, Business and Information Technology, Business Computing, Information Systems or equivalent computer science.
- 2) Experience of working with integrated development environments such as Microsoft Visual Studio, Eclipse, NetBeans, etc.
- 3) Experience of working with popular database management systems such as MySQL server, Microsoft SQL Server, Oracle etc.
- 4) Use of Microsoft Project and or related project management software.
- 5) Programming experience with common languages such as VB.Net, C#, C++, Java, PHP, etc.
- 6) Experience of developing SQL queries.
- 7) A minimum of three years post-qualification experience in a technology-intensive enterprise.

NMS/2019/04: TRANSPORT AND LOGISTICS OFFICER

Job Title: Transport and Logistics Officer

Job Grade: NMS Grade 7

Reports To: Senior Maintenance Engineering Officer

Job Purpose: *To oversee fleet deployment, repairs and maintenance and to supervise drivers.*

KEY RESULT AREAS:

1. To develop and implement the maintenance management element as part of the adoption within NMS that includes:
 - a) Asset criticality, maintenance strategy development and spares optimization/management.
 - b) Ongoing development and review of maintenance standards and procedures to continually improve asset integrity, safety, efficiency and cost.
 - c) Establish key performance indicators and reporting mechanisms to provide quality assurance demonstrating compliance and a culture of continuous improvement.
 - d) Authorization requirements are met for all process changes required during maintenance (in design, materials or settings) with supervisor.
2. To ensure all maintenance undertaken is adequately resourced by trained and competent staff and contractors.
3. To monitor and evaluate with regular internal reviews and audits of maintenance management system and standards of inspection, maintenance and certification.
4. To document a transparent asset management strategy for all vehicle classes and ware house equipment in place that all stakeholders understand.
5. To develop annual inspection plan, communicate and implement safety compliance deadlines.
6. To ensure timely, safe and efficient equipment inspection, assessment repairs, and certification, return to service and job close out.
7. To investigate vehicle or warehouse equipment failures or opportunities for improvement.
8. To prepare and seek approval of maintenance budget.
9. To monitor expenditure and ensure any deviations are reported.
10. To maintain an overview of the maintenance system ensuring all data is accurate and timely, system process are run.
11. To maintain a current knowledge of vehicle and warehouse equipment service, repair and management standards and practices.
12. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor

QUALIFICATIONS AND EXPERIENCE

1. A minimum qualification of ordinary Diploma in mechanical Engineering.
2. Computer literate.
3. 2 years of working experience in fleet management and motor vehicle Mechanic repairs.

NMS/2019/05: CLIENTS SERVICES OFFICER

Job Title: Clients Services Officer

Reports to: Senior Clients Services Officer

Salary Scale: Grade 6

Duty Station: Entebbe

Job Purpose: To achieve and maintain customer satisfaction by directing and controlling the processing and fulfilment of customer orders to their full satisfaction.

KEY RESULT AREAS/ ACCOUNTABILITIES

1. Receiving customer orders and initiating order processing in line with set procedures
2. Assuring full customer order fulfillment in assigned service area and focus items
3. Follow up with internal stakeholders to ensure that service area requirements are fully met as hereunder:
 - i. Ensuring availability and adequacy of the procurement plans for agreed items
 - ii. Ensuring that proper analysis of consumption is done for agreed items
 - iii. Monitor and evaluate availability, accuracy and adequacy call offs for agreed items
1. Prepare monthly reports for service areas
2. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor
3. Suggest and advise SCSO on service improvements

QUALIFICATIONS

1. Diploma in Pharmacy
2. Member of Allied Health Professional Council
3. Computer literate of Ms word, Ms Excel and Power point
4. At least 2 years of working experience in a busy pharmaceutical setting

NMS/2019/06: CLIENTS SERVICES OFFICER
Job Title: Clients Services Officer-Laboratory
Reports to: Senior Clients Services Officer
Salary Scale: Grade 6
Duty Station: Entebbe
Job Purpose: To carry out counter sales of medical supplies and drugs.

KEY RESULT AREAS/ACCOUNTABILITIES

1. Receiving customer laboratory orders and initiating order processing in line with set procedures
2. Handling technical customer inquiries to customer satisfaction according to pharmaceuticals standards of selling drugs and NMS procedures
3. Monitoring consumption rate versus shelf life of stock in accordance with NMS sales procedure
4. Matching customer needs with available stock including advising customers on probable alternatives
5. Preparing sales monthly reports in line with the sales and marketing plan
6. Follow up with internal stakeholders to ensure that service area requirements are fully met
7. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor
8. Suggest and advise SCSO on service improvements

QUALIFICATIONS

1. A minimum of Diploma in Biomedical Laboratory Technology or Diploma in Medical Laboratory technology
2. Computer literacy
3. 2 years of working experience
4. Training in Customer Service is an added advantage

NMS/2019/07: QUALITY ASSURANCE OFFICER

Job Title: Quality Assurance Officer (Pharmaceuticals)

Reports to: Principal Quality Assurance Officer

Salary Scale: Grade 6

Duty Station: Entebbe

Job Purpose: To be responsible for ensuring that set standards for pharmaceutical and medical supplies are maintained.

KEY RESULT AREAS/ACCOUNTABILITIES

1. Evaluate tender bids and recommend for procurement of high quality products confirming to national pharmaceutical standards and NMS set specifications.
2. Inspect incoming pharmaceuticals and medical supplies and check for adherence to national pharmaceutical standards
3. Inspect at random and sample products in stores for conformity to national pharmaceutical standard
4. Inspect outgoing goods to minimize customer quality related complaints and return of goods
5. Establish base of customer product quality complaints and prepare customers sales data, which be required in implementing recalls of defective products, as a policy by the pharmacy statute to halt their sale and use
6. Transfer expired, damaged or deteriorating products into containers or disposals, to allow more storage room and policy by pharmacy statute to ensure halt in sale and use
7. Prepare an up-date of NMS supplier databank in line with NMS set guidelines
8. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor

QUALIFICATIONS

1. Diploma in Pharmacy
2. Registered with allied Health professional Council
3. Computer literate with competence in MS Office Suite and statistical package
4. 3 years of working experience in Quality Assurance

NMS/2019/08: DRIVER

Job Title: Driver

Reports to: Transport and Logistics Officer

Salary Scales: Grade 11

Job Purpose: *To drive NMS motor cars while transporting NMS staff and medicines and medical supplies to facilities as well as providing vehicle care.*

KEY RESULT AREAS/ACCOUNTABILITIES

1. To maintain a record of and account for all transitions regarding the assigned vehicle mileage, fuel, service, repair costs, incidents or occurrences if any
2. To transport and safely deliver medicines and other medical supplies to health facilities as per set dispatch procedures.
3. To supervise the loading of supplies in order to fit in the vehicle in line with the set departmental guidelines.
4. To ensure that mechanical faults are detected and reported and mileage forms filled in line with departmental guide lines.
5. To monitor functionality of the assigned vehicle and ensure all assigned equipment are maintained and secured.
6. To ensure adherence to health and safety guidelines at all times (to include but not limited to using Safety gear.
7. To ensure security of both assigned supplies and vehicle while in transit at all times
8. To operate and park vehicles with maximum security for the supplies and the vehicles in order to minimize losses and damage to NMS property while in transit
9. To safely transport NMS staff and other official visitors as required from time to time.
10. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor.

QUALIFICATION

- i. A valid driving permit of class CH
- ii. Minimum of three (3) years clean driving experience including heavy commercial vehicles
- iii. Training in Defensive Driving is an added advantage
- iv. Training in Customer Service is an added advantage