



## NATIONAL MEDICAL STORES

Plot 4-12, Nsamizi Road  
P.O Box 16,

**ENTEBBE, UGANDA.**

**Date: 25/01/2021**

### 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 suitably competent Ugandans 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 existing at NMS Head Office.

#### Summary:

SN.	Title	Department	No. of Positions
<b>NMS/2021/01</b>	Principal Public Relations Officer	Office of the General Manager	<b>01</b>
<b>NMS/2021/02</b>	Senior Internal Auditor	Internal Audit	<b>01</b>
<b>NMS/2021/03</b>	Driver	Stores & Operations	<b>01</b>

Details are available on our website: [www.nms.go.ug](http://www.nms.go.ug)

**MODE OF APPLICATION:**

Interested applicants should submit an **online application**. Please scan your academic qualifications: Degree/Diploma qualifications, Curriculum Vitae, Uganda Advanced Certificate of Education, Uganda Certificate of Education and other relevant academic documents and National Identity Card (both faces) and submit them online: <http://careers.nms.go.ug>

**The deadline to receive the Online applications is Monday, 8<sup>th</sup> February, 2021 not later than 5: 00pm.**

The application letter should be addressed as below and should be scanned and sent online:

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

**Note: i.** *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.*

**ii.** *Candidates should attach all relevant academic documents as **One PDF File***

**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/2021/01: PRINCIPAL PUBLIC RELATIONS OFFICER**

**Job Title:** Principal Public Relations Officer

**Reports to:** General Manager/CEO

**Job Grade:** NMS Grade 3

**Duty Station:** Entebbe

**Responsible for:** Public Relations Officer, Public Relations Officer-Stakeholder Management, Public Relations Officer-New Media.

**Job Purpose:** To provide leadership in Public and Media relations for Medical Stores.

**KEY RESULT AREAS/ACCOUNTABILITIES**

1. Serves as the central source of all information about the Corporation as the official channel of information between the Corporation and customers, media, donors, government, the general public and all other stakeholders.
2. Arranges and coordinates the General Manager's official programmes, briefs with the press in line with the General Manager's work schedules and instructions.
3. Plans, budgets and coordinates all public relations promotional programmes in conjunction with the Corporate Plan.
4. Coordinates all public relations procurements for goods and services in line with the Corporation Plan.
5. Conduct surveys, collects and analyses information to assess public opinion with regard to service delivery.
6. Supervises and coordinates processing press releases and public notices in the print and electronic media in line with the set Corporation Plans.
7. Advises management on media/public relations functions in accordance with Corporation's specific needs.

8. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor.
9. Carryout any other duties as may be assigned by the Supervisor.

### **QUALIFICATIONS AND EXPERIENCE**

- i. A Master's Degree.
- ii. A Bachelor's Degree in any of the following; Mass Communication or Journalism, or Public Relations from a University recognized by the National Council for Higher Education.
- iii. Must have a minimum of **7 years'** hands-on experience in a public relations role, **two (02)** of which should have been at Senior Management level and **two (2)** in a health/medical service organization
- iv. **Must** be a member of the Public Relations Association of Uganda or the Uganda Journalists Association.

### **Desired competencies**

- i. Excellent communication, analytical and interpersonal skills with a good command of English Language.
- ii. Excellent knowledge of Uganda's Health Sector
- iii. Proficiency in Microsoft Office suite, use of New Media for mass communication purposes
- iv. Ability to work independently and with strong organizational and planning skills.

**NMS/2021/02: SENIOR INTERNAL AUDITOR**

**Job Title:** Senior Internal Auditor

**Reports to:** Chief Internal Auditor

**Job Grade:** Grade 4

**Job Purpose:** To Plan and effect audit programs and prepare required audit reports.

**Responsible for:** Internal Auditor

**KEY RESULT AREAS**

1. Plan and formulate audit programmes for the functional audit program for financial audits to be executed in line with the Internal Audit Charter and International standards of auditing.
2. Conduct Functional audit of all NMS Departments in line with Internal Audit Charter and International Standards of auditing.
3. Examine NMS operations to ensure that all Corporation assets are properly recorded and safeguarded as per NMS financial regulations and policies
4. Carry out Control, Risk Self-Assessment in all departments in NMS as per the NMS Risk Management Strategy and departmental procedures.
5. Detect and prevent fraud in NMS as per NMS Fraud Policy
6. Prepare audit reports and submit to Management in line with NMS guidelines
7. Follow up all recommendations on audit queries as per the international auditing standards
8. Performing any other duties assigned by supervisor
9. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor.

**QUALIFICATIONS**

1. An Honors Bachelors Degree in Finance and Accounting or BBA (Finance/Accounting) or B.COM (Finance/Accounting)
2. Full qualification of ACCA or CPA
3. Computer Literacy

4. A minimum of 3 years working experience in Internal Audit

**NMS/2021/03: DRIVER**

Job Title: Driver  
Location: NMS Head Office  
Reports to: Transport and Logistics Officer  
Responsible for: None  
Job Grade: Grade 11

**Job Purpose:** To drive NMS motor vehicles 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.

### **QUALIFICATIONS AND PERSON SPECIFICATIONS**

- 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
- iv. Must be Medically, physically and Mentally fit to drive
- v. Training in Customer Service is an added advantage