



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;

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 24th May 2019** at the address below;

SN.	Title	No. of Positions
NMS/ 2019/21	Senior Maintenance Engineering Officer (Re-advertised)	01
NMS/2019/22	Accountant (Payroll)	01
NMS/ 2019/23	Accountant	01
NMS/2019/24	Accounts Assistant	01
NMS/2019/25	Quality Assurance Officer (Re-advertised)	01

**Chief Human Resource and Administration Officer
National Medical Stores
P.O Box 16, Entebbe
Plot 4-16 Nsamizi Road,
ENTEBBE- 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. Female applicants are encouraged to apply.

Applicants who had previously applied for the position of Senior Maintenance Engineering Officer are encouraged to apply.

NMS/ 2019/21: SENIOR MAINTENANCE ENGINEERING OFFICER (Re-advertised)

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]

NMS/2019/22: ACCOUNTANT (PAYROLL)

Job Title: Accountant (Payroll)

Reports to: Senior Accountant- Cost and Management

Job Grade: Grade 6

Duty Station: Entebbe

Job Purpose: To be responsible for monthly preparation of the payroll and to regularly up-date payroll information as instructed as well as oversee salary payments to staff.

KEY RESULT AREAS/ACCOUNTABILITIES

1. Implementing approved payroll payment processes and update related accounts
2. Preparing and submitting tax and other statutory deductions including PAYE, NSSF, VAT, LST (Local Service Tax)
3. carrying out banking on daily basis and generating weekly banking reports
4. Reconciling of specific staff accounts by capturing payments, Posting recoveries and other necessary applications
5. Reconciling of specific staff accounts by capturing payments, posting recoveries and other necessary applications
6. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor
7. Performing any other duties assigned by Supervisor

QUALIFICATIONS AND SKILLS

- i. Honors Degree in Business Administration, Commerce, Finance and statistics
- ii. Stage 2 of ACCA or CPA
- iii. computer literate with competence in MS Office Suite
- iv. 3 years of accounting work experience

NMS/2019/23: ACCOUNTANT

Job Title: Accountant

Reports To: Senior Accountant

Job Grade: NMS Grade 6

Duty Station: Entebbe

Job Purpose: *To prepare vendor payments, maintain accurate payment records and manage tax and other statutory deductions.*

KEY RESULT AREAS:

- 1) Preparing trade Vendor payments by;
 - (a) Writing Cheque payment vouchers.
 - (b) Capturing invoices in the appropriate accounting system.
 - (c) Creation of new customers in the appropriate system.
 - (d) Preparation of Electronic funds transfer for both local and international vendors.
 - (e) Receiving receipts and other required documents from suppliers.
- 2) Maintain an updated schedule of trade vendor payments and processing status in accordance with the Finance and Accounts Manual.
- 3) Reconciling Vendor accounts in an appropriate accounting system.
- 4) Assist the Senior Cost and Management Accountant during the stock take exercise.
- 5) Ensuring payment documents for trade vendor payments are appropriately filed away with all relevant necessary attachments for ease of future reference.
- 6) To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor
- 7) Performing any other duties assigned by the Supervisor.

QUALIFICATIONS AND EXPERIENCE

- i. Honors Degree in Business Administration, Commerce, Finance and statistics.
- ii. Stage 2 of ACCA or CPA
- iii. Computer literate with competence in Ms. Office Suite
- iv. 2 years of accounting work experience

NMS/ 2019/ 24: ACCOUNTS ASSISTANT

Job Title: Accounts Assistant

Reports to: Accountant- General Ledger

Job Grade: NMS Grade 8

Duty Station: Entebbe

Job Purpose: *To assemble primary documents, file them and use them for compiling revenue data and information.*

KEY RESULT AREAS/ACCOUNTABILITIES:

1. Assist in obtaining documents that support the transaction history analysis of general ledger accounts and bank reconciliations.
2. Reconciliations of transactions from subsidiary accounts to General Ledger.
3. Assist in the filing of dispatch documents for Accountability of Vote 116 funds as and when required.
4. Assist in the filling and retrieval of documents required to support bank and General Ledger transactions as and when required.
5. Assist in the movement of Finance and Accounts documents.
6. Assist in the cash book generation.
7. To identify any risk (s) noted during the course of execution of your duties and formally report to your immediate supervisor
8. Perform any other duties from time to time as assigned by the supervisor.

JOB SPECIFICATIONS AND EXPERIENCE

- i. An Honors Degree in Business Administration, Finance or Accounting, or Bachelor of Commerce.
- ii. Stage 2 of ACCA OR CPA.
- iii. Computer Literacy in Excel and Accounting packages
- iv. Two (2) years' experience in Accounts Department of a commercial entity.

NMS/2019/25: QUALITY ASSURANCE OFFICER (Re-advertised)

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 sake 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