



## NATIONAL MEDICAL STORES

Plot 261, Kiwamirembe Road  
Kajjansi Town Council  
P.O Box 16,  
**ENTEBBE, UGANDA.**

**Date: 9<sup>th</sup> December, 2024**

### 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 fallen vacant within the NMS Structure. Applications are now invited from suitably qualified Ugandans to fill the following vacant positions existing at the NMS Head Office

#### SUMMARY:

Job Ref. Number	Job Title	Job Grade	No. of Positions
NMS/2024/13	Database Administrator	Grade 06	01

#### MODE OF APPLICATION:

**Interested applicants should** submit an **Online Application**. Please scan your academic qualifications: Degree or Diploma Qualifications, Uganda Advanced Certificate of Education, Uganda Certificate of Education, valid driving permit where applicable, Curriculum Vitae, **relevant previous appointment letters or documentation as testament of previous work experience** and National Identity Card (both faces); and submit them online: <http://careers.nms.go.ug>.

**Failure to attach any of the listed (relevant) required documents shall lead to automatic disqualification of the applicant.**

Detailed job description can be accessed from the Corporation's website:  
[www.nms.go.ug](http://www.nms.go.ug)

**The deadline for receiving the online applications is Friday, 20<sup>th</sup> December, 2024 not later than 5: 00pm.**

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

***The Chief Human Resource and Administration Officer  
National Medical Stores  
P.O Box 16, Entebbe  
Plot 261, Kiwamirembe Road,  
Kajjansi Town Council 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 documents as PDF Files***
- iii. National Medical Stores reserves the right to verify documents attached with the relevant awarding institutions to authenticate their validity.***
- iv. Any form of canvassing will lead to automatic disqualification***
- v. National Medical Stores is an equal opportunity employer.***

**NMS/2024/13:**                    **Database Administrator**  
**Job Title:**                    **Database Administrator**  
**Reports to:**                    **Senior Database Administrator**  
**Job Grade:**                    **NMS Grade 6**

**Job Purpose:**                Responsible for supporting the Senior Database Administrator to ensure availability, stability, access, functionality and usability of all NMS database management systems.

**Responsible for:**            **None**

### **ACCOUNTABILITIES**

- i. Installation, Maintenance, Capacity Planning, Performance Management and Tuning of all database management systems.
- ii. Data extraction, transformation, loading and specialized handling
- iii. Database Backup, Testing, Archiving, Restoration and Disaster Recovery Implementation
- iv. Database Security, System and User Access Management/Authentication
- v. System Troubleshooting, Knowledge Transfer, Training and Preparation of Technical Reports.
- vi. Provide technical support for Projects, Software Development, Core Systems (ERP) and IT helpdesk.
- vii. Identify any risks noted during execution of duties and formally report to the immediate supervisor.
- viii. Any other duties that may be assigned by the supervisor

### **QUALIFICATIONS**

- A minimum of an Honor's Bachelor's degree in either Computer Science, Software Engineering, Computer Engineering, Data Science, Information Technology and Computing, Management Information Systems, Statistics with Computing Option, or Mathematics with Computing Option.
- Any of or a combination of the following: MySQL Database Administration, Oracle Database Administration, Microsoft SQL Server Administration, IBM DB2 Certification, Certified Postgres/Enterprise DB DBA.

## **WORK EXPERIENCE**

- At least 2 years in an IT environment of a busy corporate environment
- Experience with ERP systems such as Microsoft Dynamics, SAGE, SAP, Oracle, IFS etc is an added advantage

## **SKILLS AND COMPETENCIES**

- Self-drive and accountability
- Problem solving
- Operational excellence
- Teamwork
- Agility and attention to detail
- Planning

**NMS/2024/14:**                    **Procurement Officer**  
**Job Title:**                    **Procurement Officer**  
**Reports to:**                    **Senior Procurement Officer**  
**Job Grade:**                    **Grade 06**  
**Job Classification:**        **Officer**

**Job Purpose:**                To procure both trading and non-trading stock as well as carrying out disposal of assets in line with the Public Procurement and Disposal of Public Assets Act (PPDA) Regulatory Requirements.

**Responsible for:**            **None**

### **ACCOUNTABILITIES**

- i. Prepare accurate Standard Bidding Documents (SBDs), Public Procurement and Disposal of Public Assets Act (PPDA) submission forms, evaluation reports, BEBs, and notification of award in accordance with the Public Procurement and Disposal of Public Assets Act (PPDA) regulatory requirements for review and approval.
- ii. Assign procurement reference numbers, issue bids & support bid opening meetings, keep all necessary documents on procurement files in accordance with the Public Procurement and Disposal of Public Assets Act (PPDA) regulatory requirements.
- iii. Draft of contracts (trading & non trading) for approval by the Secretary to the Board.
- iv. Handle disposal of assets that have come to end of their life cycle and those reaching the end of their usefulness. This is carried out on ad-hoc basis
- v. Prequalify suppliers to be included on the organization's supplier's list.
- vi. Source suppliers depending on the procurement method and in accordance with the Public Procurement and Disposal of Public Assets Act (PPDA) regulatory requirements.
- vii. Provide weekly and monthly reports to the Senior Procurement Officer and Chief Procurement Officer respectively
- viii. Create and generate purchase orders into for all deliveries made to NMS & upload of data into GPP (Government Procurement Portal).

- ix. Identify any risks noted during execution of duties and formally report to the immediate supervisor.
- x. Any other duties that may be assigned by the supervisor

### **QUALIFICATIONS**

- Diploma in Pharmacy or an Honors Bachelor's Degree in Procurement Supply Chain Management
- A full Chartered Institute of Purchasing and Supply qualification is an added advantage

### **WORK EXPERIENCE**

- A minimum 3 years' experience in a Procurement role

### **SKILLS AND COMPETENCIES**

- Problem solving
- Analytical
- Negotiation
- Computer skills especially Microsoft Excel, Word etc.
- Knowledge of Public Procurement guidelines
- Category management
- Inventory management

**NMS/2024/15:**                    **Driver**  
**Job Title:**                        **Driver**  
**Reports to:**                      **Transport and Logistics Officer**  
**Job Grade:**                        **Grade 11**  
**Job Classification:**            **Support**  
**Job Purpose:**                    To drive NMS motor vehicles while maintaining them well, transporting staff and delivering essential medicines & medical supplies.  
**Responsible for:**                **None**

### **ACCOUNTABILITIES**

- i. Transport NMS staff.
- ii. Deliver essential medicines and health supplies.
- iii. Deliver and collect NMS mails and other documents to and from different NMS stakeholders.
- iv. Identify and report all mechanical faults with the vehicles.
- v. Service the vehicles timely for operational continuity and safety.
- vi. Oversees loading and offloading of essential medicines and medical supplies.
- vii. Account for proof of delivery,
- viii. Identify any risks noted during execution of duties and formally report to the immediate supervisor.
- ix. Any other duties that may be assigned by the supervisor

### **QUALIFICATIONS**

- Uganda Certificate of Education (UCE)
- A valid Driving Permit of **Class CH** or its equivalent (**CE**)

### **WORK EXPERIENCE**

- A minimum of 5 years driving experience, 3 of which should be driving heavy commercial vehicles.
- Experience in driving a bus shall be an added advantage.
- Must be Medically, physically and mentally fit to drive

## **SKILLS AND COMPETENCIES**

- Relationship management
- Communication
- Teamwork
- Planning
- Geographical knowledge of distribution routes
- Knowledge of the Transportation principles
- Road safety and defensive driving
- Inventory/ logistics handling
- Documentation and data management
- Transport security
- Customer centricity