



## NATIONAL MEDICAL STORES

Plot 4-12, Nsamizi Road

P.O Box 16,

ENTEBBE, UGANDA.

27<sup>th</sup> July 2020

### 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 in Uganda.

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:

S/N.	JOB TITLE	DEPARTMENT	GRADE	NO. OF POSITIONS
NMS/ 2020/47	Principal Human Resource Management Officer	Human Resource & Administration	NMS Grade 3	01
NMS/ 2020/ 48	Senior Program Developer	ICT Department	NMS Grade 5	01

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 10<sup>th</sup> August 2020 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,  
ENTEebbe- 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/ 2020/ 47: PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER**

**Job Title:** Principal Human Resource Management Officer

**Reports to:** Chief Human Resource and Administration Officer (CHRAO)

**Job Grade:** 3

**Job Purpose:** The Principal Human Resource Management Officer will support the CHRAO. Will be responsible for performance management and employee relations of the Corporation.

**Responsible for:** Records & information Management Officer and Front Desk Officers.

### **KEY RESULT AREAS/ ACCOUNTABILITIES:**

1. To participate in selection, recruitment and placement of employees in accordance with the HR Manual.
2. Assist the CHRAO in Planning, monitoring and evaluation and Overseeing the implementation of NMS' efforts of performance management and quality improvement programs.
3. Initiate and develop Human Resource plans, acquisition, development and annual talent plans.
4. Develop and implement an organization-wide Learning & Development strategies and programs that will ensure that NMS staff are equipped with the skills and knowledge necessary for full performance in their roles
5. Undertake annual Training Needs Assessments of staff
6. Prepare budget for training that will support the annual training programme.
7. Act as a Change Agent of the Corporation
8. Provide continuous guidance, assessment, coaching, and counselling of staff who have performance related challenges and advise on support systems for such staff.
9. Conduct orientation sessions and arrange on job training for new hires.
10. Take charge of employee wellness
11. To identify any risk (s) noted during the course of execution of your duties and formally report to your immediate supervisor
12. Perform any other duties assigned by the Supervisor

## QUALIFICATIONS AND EXPERIENCE

### a) **Qualifications:**

1. An honor's Bachelor's Degree in either Human Resource, Business Administration with (Human Resource Management option) Social Sciences, Organizational Psychology from a recognized University/Institution.
2. A Master's Degree in Business Administration or Human Resource Management.
3. Possession of a post graduate diploma in Human Resource Management or a diploma in Human Resource/ Personnel management.

### b) **Experience**

1. At least Five years of work experience in Human Resource Management three of which should have been gained at a level of Middle Management.

### c) ***Desirable skills and Competencies***

1. Membership of the professional HR body shall be an added advantage
2. Computer literacy skills in MS Word, Excel, Power point is a must have.

## **NMS/ 2020/ 48: SENIOR PROGRAMME DEVELOPER**

Job Title: **Senior Programme Developer**

Reports to: Senior Database Administrator, NMS Grade 4

Job Grade: NMS Grade 5

Duty Station: Head Office

Responsible for: None

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

### **KEY RESULT AREAS/ACCOUNTABILITIES**

1. Designs and writes computer programmes 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 propriety applications as may be assigned from time to time
3. Keeps track and manages version control of in-house developed applications and /or computer programmes.
4. Develops, maintains, keeps all documentation and software code of all in-house applications and computer programmes.
5. Provides technical support relating to in-house developed applications and computer programmes.
6. Participates actively in the analysis and development of functional requirement for identified areas requiring in-house applications.
7. Identify any risk (s) noted during the course of execution of your duties and formally report to your immediate supervisor
8. Any other duties that may be assigned from time to time

### **QUALIFICATIONS AND EXPERIENCE**

1. An Honors Bachelor's degree in any of the following: Computer Science, Information Technology, Business and Information Technology, Business Computing, Information Systems or their equivalents.
2. Experience of working with integrated development environment such as Microsoft Visual Studio, Eclipse, NetBeans, etc.

3. Experience of working across database such as MySQL Sever, Microsoft SQL Server, Oracle
4. Use of Microsoft Project and or related project management software
5. Programming experience, VB.Net, C#, C++, Java, PHP, etc.
6. Experience of developing SQL queries
7. A minimum of three years' post-qualification experience in technology-intensive enterprise.