



**NMS**  
MEDICAL LOGISTICS  
Passionate about your Life

## NATIONAL MEDICAL STORES

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

**Date: July 12, 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 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 Ugandans to fill the following vacant positions existing at NMS Head Office, Entebbe, Uganda.

#### SUMMARY:

<b>Job Ref. Number</b>	<b>Title</b>	<b>Grade</b>	<b>No. of Positions</b>
NMS/2021/16	Senior IT Security Officer	Grade 4	1
NMS/2021/17	Senior IT Internal Auditor	Grade 4	1
NMS/2021/18	Procurement Officer	Grade 6	1
NMS/2021/19	Procurement Records Assistant	Grade 10	1

#### MODE OF APPLICATION:

Interested applicants should submit an **online application**. Please scan your academic qualifications: Degree qualifications, Curriculum Vitae, Uganda Advanced Certificate of Education, Uganda Certificate of Education, Membership

to the professional body and other relevant academic documents and National Identity Card (both faces) and submit them online: <http://careers.nms.go.ug>.

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

**The deadline for receiving the Online applications is Monday, 26<sup>th</sup> July 2021 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 4-16 Nsamizi Road,  
ENTEBBE- UGANDA.*

**Note:**

- i. Only shortlisted candidates will be contacted. If you don't hear from us within one month from the date of closure of receipt of applications, consider your application unsuccessful.*
- ii. Candidates should attach all relevant academic 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/2021/16: SENIOR IT SECURITY OFFICER**

**Job Title: Senior IT Security Officer**

**Reports to: Chief ICT Officer**

**Salary Scale: Grade 4**

**Responsible: N/A**

**Job Purpose:** To design and enforce policies and procedures that protect NMS' ICT infrastructure from all forms of IT security breaches.

**KEY RESULT AREAS / ACCOUNTABILITIES**

- i. Identify vulnerabilities in the existing ICT infrastructure.
- ii. Work with the ICT department leadership to develop plans to secure the ICT network.
- iii. Monitor network usage to ensure compliance with IT security policies.
- iv. Keep up to date with new developments in ICT security standards and threats and ensure these are incorporated in the Corporation policies and procedures
- v. Perform penetration tests to find any flaws.
- vi. Document any security breaches and assess their damage.
- vii. Educate colleagues about security systems and best practices for information security.
- viii. Identify ICT security related risks and report them to the immediate supervisor.
- ix. 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 minimum of a Bachelor's Degree in Computer Science or in an ICT related area **Or**  
Bachelor of Science Degree with a Post Graduate Diploma in an ICT related field.
- ii. A Professional IT Security Certification.
- iii. Must have at least 4 years' experience in an Information Security role
- iv. A Solid Knowledge of various information security frameworks shall be an added advantage.



**NMS/2021/17: SENIOR IT INTERNAL AUDITOR**

**Job title: Senior IT Internal Auditor**

**Location: NMS Head Office, Entebbe, Uganda**

**Department: Internal Audit Department**

**Reports to: Chief Internal Auditor**

**Responsible for: Internal Auditor**

**Job Grade: 4**

**Job Purpose:** To perform detailed evaluation of internal control and audit reviews of computer information systems.

**KEY RESULT AREAS / ACCOUNTABILITIES**

- i. Directs and/or performs reviews of internal control procedures and security for systems.
- ii. Maintains and develops computerized audit tools.
- iii. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- iv. Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.
- v. Consults with and advises auditors and staff on various operational issues related to computerized information systems, and on general business operations as needed.
- vi. Follows up on audit findings to ensure that management has taken corrective action(s).
- vii. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- viii. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- ix. Develops data analytics tools for the department.
- x. Performs miscellaneous job-related duties as assigned.



## **QUALIFICATIONS AND EXPERIENCE**

- i. An Honor's Bachelor's Degree in Computer Science or a related field;
- ii. Certification in Information Systems Auditor (CISA), OR Certified Internal Auditor (CIA), OR Certified Public Accountant (CPA).
- iii. At least 3 years of experience in IT Auditing.

## **Desirable Knowledge, skills and abilities**

- i. Knowledge of current technological developments/trends in area of expertise.
- ii. Knowledge of auditing concepts and principles.
- iii. Ability to evaluate and review a range of mainframe, PC, and distributed production and applications computer systems.
- iv. Ability to review system backup, disaster recovery and maintenance procedures.
- v. Ability to communicate with and understand the requirements of professional staff in area of specialty.
- vi. Knowledge of software requirements for the auditing of computing systems and procedures.

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**NMS/2021/18: PROCUREMENT OFFICER**

**Job Title: Procurement Officer**

**Reports to: Senior Procurement Officer**

**Salary Scale: Grade 6**

**Job Purpose:** To carry out procurement duties including bidding preparations and bid valuations.

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

- i. Prepare standard bidding documents and PPDA submission forms for procurements for review and approval
- ii. Prepare notifications of award and contract managers in tracking delivery schedules of supplies, works, and services in order to enforce compliance with contract terms.
- iii. Update the pre-qualified supplier's data base to be used in selecting possible suppliers of works, services and goods.
- iv. To issue bids and support bid opening meetings
- v. To attend and give advice during bid evaluation meetings
- vi. To provide procurement and supply chain information required to be used during procurement process
- vii. To assign procurement reference numbers and keeps all necessary documents on the procurement files
- viii. Work closely with the contract managers in tracking delivery schedules of supplies, works and services in order to enforce compliance with contract terms
- ix. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor
- x. To perform any other duties assigned from time to time

### **QUALIFICATIONS AND EXPERIENCE**

- i. Must be a holder of a Diploma in Pharmacy.
- ii. A minimum of 3 years of working experience in procurement from a reputable organization.
- iii. Computer literate



**NMS/2021/19: PROCUREMENT RECORDS ASSISTANT**

**Job Title: Procurement Records Assistant**

**Reports to: Chief Procurement Officer**

**Job Grade: NMS Grade 10**

**Duty Station: Head Office**

**Responsible for: None**

**Job Purpose:** To keep accurate Procurement related records and manage their movement and custody.

**KEY RESULT AREAS/ACCOUNTABILITIES**

- i. Ensuring completeness of procurement files
- ii. Identifying procurement files for archiving and drawing this to the immediate supervisor.
- iii. Ensuring safe custody of both active and archived procurement files and records to ensure quick retrieval.
- iv. Maintaining a record of all procurement files kept by the department and availing them to authorized personnel when required.
- v. To identify and report any risk(s) noted during the course of execution of duties by staff
- vi. Any other duties that may be assigned by the Immediate supervisor.

**QUALIFICATIONS AND EXPERIENCE**

- i. A minimum of a Diploma in Records/ Library and Information Science or Records and Archives Management
- ii. Two years of working experience in managing records
- iii. Computer Literate

