



## NATIONAL MEDICAL STORES

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

### EXTERNAL JOB ADVERTISEMENT- **AMENDED**

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, Entebbe, Uganda.

#### Summary:

SN.	Title	Department	No. of Positions
NMS/ 2019/ 44	Principal Quality Control Officer	Quality Assurance & Quality Control	01
NMS/ 2019/ 45	Senior Quality Analyst	Quality Assurance & Quality Control	02
NMS/ 2019/ 46	Laboratory Assistant	Quality Assurance & Quality Control	01
NMS/ 2019/ 47	Cold Chain Technician	Stores & Operations	01
NMS/ 2019/ 48	Security Guard	Human Resource & Administration	02
NMS/ 2019/ 49	Quality Analyst	Quality Assurance & Quality Control	01

NMS/ 2019/ 50	Laboratory Technician	Quality Assurance & Quality Control	02
---------------	-----------------------	--	----

**MODE OF APPLICATION:**

Interested applicants should submit signed application letters together with curriculum vitae, copies of academic documents/transcripts, names and contact details of three referees to the *Chief Human Resource & Administration Officer* not later than **5: 00pm on Friday 2<sup>nd</sup> August 2019** at the address below;

***The 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.**

**NMS/ 2019/ 44: PRINCIPAL QUALITY CONTROL OFFICER**

**Job Title: Principal Quality Control Officer**

**Reports to: Chief Pharmacist**

**Responsible for: Senior Quality Analyst, Warehouse Assistant**

**Job Grade: 3**

**Purpose of the job:** To develop a set of activities that ensure quality medicines and medical supplies within NMS supply chain are maintained

**KEY RESULT AREAS/ ACCOUNTABILITIES:**

- i. To support the development, implementation and maintenance of laboratory quality management systems.
- ii. To support the development and revision of quality guidelines, manuals and standard operating procedures for NMS Quality Control Laboratory
- iii. To participate in auditing NMS quality management systems for compliance with standards and advise on corrective measures.
- iv. To provide information to assist clients and stakeholders in all matters related to quality of medicines and medical supplies
- v. To follow-up Departments / action holders for timely implementation and closure of corrective and preventive actions identified from LQMS audits.
- vi. To identify any risk (s) noted during the course of execution of your duties and formally report to your immediate supervisor
- vii. Perform any other duties as may be assigned within the Department from time to time.

**JOB SPECIFICATIONS AND EXPERIENCE.**

- i. A Bachelor's degree in Pharmacy or Chemistry
- ii. Good knowledge of ISO/IEC 17025 Standard and WHO Good Manufacturing practices relating to drug regulation and control.
- iii. Proficient in Computer especially computerized and automated laboratory equipment, MS office, MS Excel and MS Access.
- iv. Good understanding of national and international standards, norms and practices related to Pharmaceutical Quality Control
- v. Not less than 6 years of experience in a pharmaceutical quality Control preferably in medicines regulation, research or health institution



**NMS/ 2019/ 45: SENIOR QUALITY ANALYST**

**Job Title** : Senior Quality Analyst  
**Reports to** : Principal Quality Control Analyst  
**Job Grade** : 4

**Job purpose:**

To ensure timely and accurate quality control testing of samples and report results.

**KEY RESULT AREAS/ ACCOUNTABILITIES:**

- i. The Senior Quality Analyst is in charge of QMS at the laboratory and will be required to interact with stakeholders and quality certification and accreditation bodies and prequalification agencies like NDA, World Health Organization and others.
- ii. Manage the review, development and implementation of quality management measures at the laboratory ISO 17025, in the regulation of medicines and other health products at the laboratory.
- iii. Ensure Good Laboratory Practice (GLP) in compliance to the international standards
- iv. Support laboratory units in establishing quality procedures in their internal operations in line with acceptable best local, regional and internationally accepted practices for quality.
- v. To identify any risk (s) noted during the course of execution of your duties and formally report to your immediate supervisor
- vi. Perform any other duties as may be assigned within the Department from time to time.

**QUALIFICATIONS AND EXPERIENCE**

- i. A Bachelor's degree in Pharmacy, Chemistry or Microbiology
- ii. Proficiency in quality Control testing of medicines and medical supplies
- iii. Good Knowledge of Good Laboratory and analytical practices
- iv. Proficient in use of computer to analyze data
- v. At least 3 years of working experience in a similar job.

**NMS/ 2019/ 46:      LABORATORY ASSISTANT**

**Job Title                : Laboratory Assistant**

**Reports to              : Laboratory Technician**

**Job Grade                : 8**

**Job Purpose:** To prepare laboratory reagents, Clean laboratory equipment and take custody of laboratory supplies.

**KEY RESULT AREAS/ ACCOUNTABILITIES:**

- i.     Responsible for safe custody of laboratory equipment, chemicals and reagents and other materials as well as documents under his/her.
- ii.    Prepare and label reagent solutions and buffer solutions for use in the daily testing of samples
- iii.   Clean and dry daily all laboratory glassware that has been used for testing
- iv.    Distil daily water for use in the testing of samples
- v.     Maintain good storage of samples and issue them daily to Drug Quality Analysts and Laboratory Technicians for testing
- vi.    Maintain an inventory of laboratory consumables
- vii.   Clean and de-dust daily laboratory equipment and work-top benches
- viii.  Safely dispose of daily solid and liquid waste within the laboratory
- ix.    Participate in the orderly placement and proper storage of the retained samples in the retained sample store.
- x.     Maintain a database of weekly activities performed.
- xi.    To identify any risk (s) noted during the course of execution of your duties and formally report to your immediate supervisor
- xii.  Perform any other duties as may be assigned within the Department from time to time.

**QUALIFICATIONS AND EXPERIENCE**

- i.     A Diploma in Laboratory Technology (Chemical) or equivalent

- ii. Proficient in Computer applications
- iii. 3 years' experience in similar job in a reputable organization.

**NMS/ 2019/ 47: COLD CHAIN TECHNICIAN**

**Job Title: Cold Chain Technician**

**Reports to: Vaccines Stores Management Officer**

**Salary Scale: Grade 8**

**Job Purpose:**

- (i) To provide technical support and oversight for ensuring seamless up-time for cold chain equipment.
- (ii) To ensure safe handling and storage of vaccines while adhering to established standards.

**KEY RESULT AREAS/ACCOUNTABILITIES**

1. To supervise picking and packing of vaccines.
2. To maintain temperature recording of cold chain that ensures quality assurance of vaccines as they come into stores
3. To supervise delivery of vaccines to health facilities
4. To supervise receipt of vaccines at health facilities
5. Develop daily, weekly, monthly and annual maintenance plans for cold chain equipment
6. Control maintenance activities through periodic checks, standard engineering practices, root cause analysis and corrective action for cold chain equipment
7. Drive independent maintenance practices for cold chain equipment
8. Provide on-job training in proper use and preventive maintenance of cold chain equipment for users
9. To undertake electrical and mechanical maintenance for faults identified on cold chain equipment
10. Assess the need for major engineering services on cold chain equipment to be outsourced
11. Ascertain that outsourced engineering services have been done to the satisfaction of the Corporation.
12. Manage inventory of work tools and consumables related to maintenance and repair job routines
13. Manage repair and maintenance costs within budget

14. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor
15. Perform any other duties as may be assigned within the Department from time to time.



## QUALIFICATIONS AND EXPERIENCE

- i. An Honours Bachelor's Degree or Technical Qualification at a level of Diploma in Cold Chain Management and Refrigeration or Ordinary Diploma in Refrigeration, Heat and Air Conditioning.
- ii. A minimum of 6 years' hands-on experience in overseeing cold-chain systems.

**NMS/ 2019/ 48: SECURITY GUARD**

**Job Title: Security Guard**

**Reports to: Senior Security Officer**

**Salary Scale: Grade 11**

**Job Purpose:** To guard NMS facilities and staff in order to ensure safety and security and to limit theft.

### KEY RESULT AREAS/ACCOUNTABILITIES

1. To man and control assigned access points of the Corporation in accordance with set Security Guidelines.
2. To monitor and prevent wastage, damage, theft and abuse of the Corporation property in line with NMS guidelines and policies.
3. To monitor and witness the receipt and loading of medicines and sundries in line set procedures.
4. To maintain security dispatch registers in line with security guidelines.
5. To produce, maintain and keep security records in line with guidelines.
6. To conduct body searches when required and in adherence to procedures.
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 as may be assigned within the Department from time to time.

### QUALIFICATIONS

- i. Minimum of Uganda Certificate of Education
- ii. Training in Security or guard skills from security forces.
- iii. 3 years' experience in security

- iv. Experience obtained from service in Uganda Government Security Organizations shall be an advantage
- v. Training in Customer Service shall be added advantage.

**NMS/ 2019/ 49:      QUALITY ANALYST**

**Job Title               : Quality Analyst**

**Reports to             : Senior Quality Analyst**

**Job Grade             : 6**

**Purpose of Job:**

Responsible for implementation of, and adherence to the required national and international standards and practices in the process of testing samples, management and control of data and results

**KEY RESULT AREAS/ ACCOUNTABILITIES:**

- i. Ensure that samples allocated are tested according to approved methods and that test results are reported.
- ii. Cleaning data and preparing for transfer to data analysis software.
- iii. Initial data analysis and submission of results tables.
- iv. Assists in the development of alternative analysis strategies when changes to planned analyses are needed.
- v. Responsible for accuracy of statistical tables and data listings and accuracy of report text. Contribute to the interpretation and publication of the findings
- vi. Preparing manuscripts for publication.
- vii. To identify any risk (s) noted during the course of execution of your duties and formally report to your immediate supervisor
- viii. Perform any other duties as may be assigned within the Department from time to time.

**QUALIFICATIONS AND EXPERIENCE**

- i. A Bachelor's degree in Pharmacy, Chemistry or Microbiology
- ii. Proficiency in quality Control testing of medicines, public health chemicals, medical devices and related products

- iii. Good Knowledge of Good Laboratory and analytical practices
- iv. Proficient in the use of Computer to analyse data
- v. At least 2 years working experience in a similar job

**NMS/ 2019/ 50:      LABORATORY TECHNICIAN**

**Job Title                : Laboratory Technician**

**Reports to              : Senior Quality Analyst**

**Job Grade               :6**

**Responsible for      : Laboratory Assistant**

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

- i. Conducting and supporting scientific investigations and experiments
- ii. Planning, setting up and undertaking controlled experiments and trials
- iii. Recording and analysing data
- iv. Demonstrating procedures
- v. Collecting, preparing and/or testing samples
- vi. Maintaining, calibrating, cleaning and testing sterility of the equipment
- vii. Providing technical support
- viii. Presenting results to senior staff
- ix. Writing reports, reviews and summaries
- x. Keeping up to date with relevant scientific and technical developments
- xi. Supervising staff
- xii. Ordering and maintaining stock and resources
- xiii. To identify any risk (s) noted during the course of execution of your duties and formally report to your immediate supervisor
- xiv. Perform any other duties as may be assigned within the Department from time to time.

#### **QUALIFICATIONS AND EXPERIENCE**

- i. A Bachelor's degree in Micro Biology, Bio Chemistry, or Chemistry
- ii. Three years working experience as a laboratory Technician in medicines testing in well-established Laboratory set up
- iii. Proficient in Computer applications