



**NMS**  
MEDICAL LOGISTICS  
Passionate about your Life

NATIONAL MEDICAL STORES

Plot 4-12, Nsamizi Road

P.O Box 16, Entebbe, Uganda.

### **JOB ADVERTISEMENTS**

National Medical Stores is an autonomous Corporation that was established by an Act of Parliament 1993 Cap 207. Our mandate is to procure, store and distribute medicines and other medical supplies to all public 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 competent persons who possess appropriate skills, knowledge and right attitude to fill positions which have fallen vacant. Applications are now invited from suitably qualified candidates to fill the following vacant positions within the Corporation.

National Medical Stores is an equal opportunity employer. All applications should be addressed to the ***Head of Human Resource and Support Services, National Medical Stores, P.O Box 16 Entebbe. Applications should reach him not later than 5:00 p.m. on 11<sup>th</sup> September 2017.***

***ONLY shortlisted candidates will be contacted.***

**Reference:** NMS/2017/05  
**Job Title:** CHIEF PHARMACIST  
**Reports to:** General Manager  
**Salary Scale:** Grade2  
**Duty Station:** Entebbe

**Job Purpose:** Will be the Chief Pharmacist in charge of NMS, ensuring high standards of quality of commodities at the time of procurement, warehousing and distribution, in compliance with pharmaceutical requirements and best practices, and to meet expectations of the end user.

**Responsible for:** Quality Control Officer and Quality Assurance Officer

## **KEY RESULT AREAS**

### **A. QUALITY CONTROL**

1. Develop systems to ensure that quality of medicines and medical supplies is consistent with approved quality standards.
2. Development and implementation of Standard Operating Procedures and systems, record forms and other documentation related to all areas of procurement, inventory control, storage, security, drug information monitoring and evaluation.
3. Ensure that regular random sampling and quality checks on products supplied to NMS is Carried out.
4. Analyze reasons for poor quality, with the aim of minimizing the incidence of this problem.
5. Liaising with NDA and other relevant bodies in ensuring that analysis of products is carried out as required.
6. Develop Quality Assurance Systems throughout the supply chain to ensure quality of medical commodities from source to end user.
7. Ensure that drugs and medical supplies procured are of acceptable quality, by ensuring that inspection of products prior to their receipt into NMS's Warehouse is conducted

8. Defines categories of products and how many batches to be analysed per month.
9. Ensure quality of supplies received by NMS and those delivered at facilities.

#### **B. QUALITY ASSURANCE**

- 1) Managing Quality Management Systems (QMS) as a Management Representative ensuring ISO 9001:2008 Audits and Management Reviews are carried out in time to ensure continued NMS Certification.
- 2) Ensure that customers' complaints relating to poor quality products are investigated and responded to and ensure proper management of any recalls.
- 3) Coordinate Supplier Audits and Post Distribution Surveillance activities to ensure that integrity of product is assured before procurement and after distribution
- 4) Ensure safe disposal of expired and obsolete medical commodities
- 5) Conduct technical evaluation of Health Products procured by NMS
- 6) Implementing recall procedures if necessary
- 7) Monitoring QA aspects of warehousing practices for compliance with good warehousing practice with World Health Organization standards.
- 8) Ensuring quality of the results obtained from the Quality Control Laboratory by strict adherence to Good Laboratory Practices.
- 9) To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor.

#### **C. LIAISON WITH NATIONAL DRUG AUTHORITY (NDA)**

- 1) Collaborate with NDA on confirmatory tests regarding quality of medicines.
- 2) Producing certificates of analysis in liaison with NDA
- 3) Obtains certificates of clearance from NDA regarding medicines coming to NMS.
- 4) Liaison with NDA to get suitability of premises and all relevant permit for NMS operations.

## **QUALIFICATIONS AND EXPERIENCE**

1. A minimum of an Honors Degree of Bachelor of Pharmacy.
2. Must have a Master's degree in Pharmaceutical Analysis.
3. A Post Graduate Qualification in Management shall be an added advantage
4. Must have a minimum of 8 years experience in Laboratory analysis of medicines and medical supplies.
5. 4 years experience at a senior management position
6. Must have knowledge of Good Manufacturing Practices (GMP) with good analytical, numerical and communication skills.
7. Must be Computer proficient.

**Reference:** NMS/2017/ 06

**Job Title:** QUALITY CONTROL OFFICER

**Reports to:** Chief Pharmacist

**Salary Scale:** Grade 3

**Duty Station:** Entebbe

**Job Purpose:** *To develop a set of activities that ensure quality medicines and medical supplies within NMS warehouse are maintained.*

**Responsible for:** Quality Control Assistants, Laboratory Technician and Laboratory Attendant

## **KEY RESULT AREAS**

- 1) To develop systems in place to assure quality according to given set standards.
- 2) To develop robust procedures for ensuring that medicines are test against set standards
- 3) To identify defects of medicines and medical supplies and correct them before they are delivered to facilities
- 4) To ensure that activities and techniques are developed to maintain quality of medicines and medical supplies

- 5) To find and eliminate sources of quality problems within warehouse
- 6) To collect and analyse samples of medicines and medical supplies
- 7) To administer analytical testing of samples against set standards
- 8) To inspect and verify medicines and medical supplies and be able to detect defects and advise whether quality indicators for medicines are improving.
- 9) To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor.

## **QUALIFICATIONS AND EXPERIENCE**

1. A minimum of an Honours Bachelors Degree of Pharmacy.
2. Must have at least four years of working experience in laboratory analysis of medicines and Medical supplies
3. Knowledge of Good Manufacturing Practices
4. Good analytical skills
5. Must be proficient in Computer

**Reference:** NMS/2017/07

**Job Title:** PERSONAL ASSISTANT

**Reports to:** Head of Finance & Accounts

**Salary Scale:** Grade 6

**Duty Station:** Entebbe

**Job Purpose:** Provides the administrative support to the Head of Finance and Accounts in order to ensure effectiveness and efficiency.

## **KEY RESULT AREAS/ACCOUNTABILITIES**

- 1) Prepares and processes correspondences and reports for the department in line with NMS set policies and procedures.
- 2) Arrange departmental, Management and Board meetings and inform relevant parties according to NMS procedures.
- 3) Design and manage department filing system according to NMS records and filing procedures.

- 4) Provide auxiliary support to the immediate supervisor in line with NMS set procedures. Arrange and equip the department with stationary and office provisions in line with the NMS Procedures
- 5) Prepare annual departmental report as directed by the Head of Department
- 6) Make appointments for the head of department and to inform the relevant parties accordingly
- 7) To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor
- 8) In charge of incoming and outgoing mail

### **QUALIFICATIONS**

1. An honors Degree in Secretarial and Administrative studies or an honors degree with additional qualification in office practice/secretarial studies from a recognized University or institution.
2. Must have a minimum typing speed of 50 to 60 words per minute
3. Computer literate.
4. Certificate in Customer Service is an added advantage
5. Must have a minimum of 3 years experience as a personal Assistant

**Reference:** NMS/2017/08

**JOB Title:** PUBLIC RELATIONS ASSISTANT

**Reports To:** Public Relations Officer

**Salary Scale:** Grade 6

**Duty Station:** Entebbe

**Job Purpose:** To assist and deputize the Public Relations Officer

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

- 1) Assists Public Relations Officer in planning, coordinating and executing public relations activities and events across the country to promote a positive image.
- 2) Assists Public Relations Officer and other staff in coordinating print, broadcast and new media campaigns.

- 3) Assists with writing and distributing news releases announcements, brochures, magazines and any other literature for the benefit of the Corporation.
- 4) Shall from time to time gather, edit and provide information to be used on the Corporation website.
- 5) Arranges photo shoots with professional photographers and provides digital photography for Publications and to record special events and electronic photo archives.
- 6) Assist in daily media monitoring.
- 7) He/She will from time to time do Public relations research for both electronic and broadcast media and conduct opinion survey
- 8) The PR Assistant shall perform any other duties as assigned by the line manager in the interest of the organization.
- 9) To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor

## **QUALIFICATION**

1. A minimum of an honour's degree with a Media or Public Relations Module and an additional qualification in mass communication or
2. An Honour's degree in Mass Communication or Public Relations
3. A minimum of 2 years' experience in a Public Relations role.
4. Fluency in one of these local languages i.e. Luo, Lugbara, Ateso will be an added advantage.

**Reference:** NMS/ 2017/09

**Job Title:** SALES ASSISTANT -LABORATORY

**Reports to:** Sales & Marketing Officer

**Salary Scale:** Grade 6

**Job Purpose:** To carry out counter sales of medical supplies and drugs.

**Duty Station:** Entebbe

## **KEY RESULT AREAS/ACCOUNTABILITIES**

- 1) Receiving customer laboratory orders and initiating order processing in line with set procedures
- 2) Handling technical customer inquiries to customer satisfaction according to pharmaceuticals standards of selling drugs and NMS procedures
- 3) Monitoring consumption rate versus shelf life of stock in accordance with NMS sales procedure
- 4) Matching customer needs with available stock including advising customers on probable alternatives
- 5) Preparing sales monthly reports in line with the sales and marketing plan
- 6) To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor

## **QUALIFICATIONS**

1. A minimum of Diploma in Biomedical Laboratory Technology or Diploma in Medical Laboratory technology
2. Computer literacy
3. 2 years of working experience
4. Training in Customer Service is an added advantage

**Reference:** NMS/ 2017/10

**Job Title:** COLD CHAIN TECHNICIAN

**Reports to:** Vaccines Stores Management Officer

**Salary Scale:** Grade 8

**Duty Station:** Entebbe

**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) Any other duties as may be assigned.

### **QUALIFICATIONS**

1. 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.
2. A minimum of 6 years hands-on experience in overseeing cold-chain systems.

**Reference:** NMS/2017/11  
**Job Title:** ESTATES CLERK  
**Reports to:** Estates Assistant  
**Salary Scale:** Grade 10  
**Duty Station:** Entebbe

**Job Purpose:** Estates Clerk shall be required from time to time to carry out inventory management of Non - trading stock and deputizing the Estates Assistant.

**KEY RESULT AREAS/ACCOUNTABILITIES**

- 1) Maintain an inventory and update information on Corporation estates store for non-trading stock.
- 2) Maintain proper fittings and fixtures like doors, windows shutters and all the furniture.
- 3) Help in maintenance of electrical and mechanical works including plumbing and related civil works.
- 4) Assisting the Estates Assistant during electrical installations.
- 5) Issuing out stationery user departments and tea requirements to staff.
- 6) Prepare monthly reports regarding stationary use
- 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 assigned from time to time.

**QUALIFICATIONS:**

1. A certificate C or B in Electrical Engineering
2. 2 years' experience of doing similar work
3. Computer literacy is an added advantage

**Reference:** NMS/2017/12

**Job Title:** OFFICE ATTENDANT

**Salary Scale:** NMS Grade 12

**Reports to:** Revenue Accountant

**Duty Station:** Entebbe

**Job Purpose:** To provide office support services to the Revenue accountant.

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

- 1) To crosscheck released order confirmations from Sales & Marketing Department to ensure correspondence with invoice/ delivery notes from Transport Section and avoid duplication
- 2) Matching and stamping invoices/delivery notes and dispatching them to Transport Section for delivery to Health Facilities
- 3) To arrange and file sales invoices and order confirmations with the supporting source documents according to order number in a descending manner
- 4) Ensure storage and Retrieval of documents needed in resolving customer complaints, audit and other purposes
- 5) Record stock receiving reports from Finance and Stores departments
- 6) To help in directing visitors/callers/customers to respective offices from the front desk
- 7) To help in spiral binding, photocopying and faxing documents
- 8) To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor
- 9) To perform any other duties assigned from time to time by the immediate supervisor.

### **QUALIFICATIONS**

1. A minimum of Diploma in Office Management/Practice or a Diploma in Business Administration
2. Computer literate
3. 2 years experience in working experience in related work
4. Training in Customer Service is an added advantage