



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

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 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, and the various Regional Offices.

SUMMARY:

REFERENCE NUMBER	JOB TITLE	DEPARTMENT	GRADE	NO. OF POSITIONS
NMS/ 2020/25	Senior Pharmacist-Regions	Clients Services	NMS Grade 4	01
NMS/ 2020/ 26	Pharmacist -Regions	Clients Services	NMS Grade 5	09
NMS/ 2020/27	IT Support Officer	ICT Department	NMS Grade 6	01
NMS/ 2020/28	Estates Officer	Human Resource & Administration	NMS Grade 7	01
NMS/ 2020/29	Cold Chain Technician-Regions	Stores & Operations	NMS Grade 8	03

NMS/ 2020/30	Driver	Stores & Operations	NMS Grade 11	12
NMS/ 2020/31	Delivery Clerk	Stores & Operations	NMS Grade 12	7
NMS/ 2020/32	Last Mile Delivery Clerk - Arua	Stores & Operations	NMS Grade 12	3
NMS/ 2020/33	Last Mile Delivery Clerk - Gulu	Stores & Operations	NMS Grade 12	3
NMS/ 2020/34	Last Mile Delivery Clerk - Hoima	Stores & Operations	NMS Grade 12	3
NMS/ 2020/35	Last Mile Delivery Clerk - Jinja	Stores & Operations	NMS Grade 12	3
NMS/ 2020/36	Last Mile Delivery Clerk - Kampala	Stores & Operations	NMS Grade 12	2
NMS/ 2020/37	Last Mile Delivery Clerk - Mbale	Stores & Operations	NMS Grade 12	3
NMS/ 2020/38	Last Mile Delivery Clerk - Mbarara	Stores & Operations	NMS Grade 12	02
NMS/ 2020/39	Last Mile Delivery Clerk - Moroto	Stores & Operations	NMS Grade 12	03
NMS/ 2020/40	Last Mile Delivery Clerk - Soroti	Stores & Operations	NMS Grade 12	03
NMS/ 2020/41	Last Mile Delivery Clerk - Fort Portal	Stores & Operations	NMS Grade 12	03
NMS/ 2020/42	Driver-Regions	Clients Services	NMS Grade 11	10

Details are available on our website: 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 **Tuesday 19th May 2020** not later than **5: 00pm**.

The application letter should be addressed as below and should be scanned and sent online to:

***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, 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 File***

- iii.* Applicants for the position of Last Mile Delivery Clerk **Must** apply for **only one** Region/Area and should specify the Regional Office/Area applied for. Applying for **more than one** job of Last Mile Delivery Clerk will lead to **automatic disqualification**.
- iv.* Applicants for Last Mile Delivery Clerk must specify their proficiency in any of the **local languages** spoken in the region of choice. (A schedule indicating the geographical coverage of each Regional Office is available on the website)

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/2020/25: SENIOR PHARMACIST-REGIONS

Job Title: Senior Pharmacist-Regions
Location: NMS Head Office
Department: Client Services Department
Reports to: Chief Client Services Officer
Responsible for: Pharmacist (Regions)
Job Grade: NMS Grade 4
Job Purpose: The purpose of this position is to supervise, co-ordinate and manage the output of all Region in NMS.

KEY RESULT AREAS/ACCOUNTABILITIES

1. **Coordination and Support Supervision of Regional Pharmacy staff** by coordinating, supervising and managing the activities of the RPs in line with the approved NMS procedures and action plans
2. **Monitoring and Evaluation** to ensure availability of information relevant for forecasting and quantification of EMHS at a national level from collating the information from all the Regional Pharmacists
3. **Learning and Growth** by ensuring continuous training and mentorship of RPs
4. **Stakeholder management** by networking with and managing senior stakeholders in MoH and Health Development Partners on technical matters of the Management of EMHS in the Health Facilities countrywide
5. **Risk management** by identifying any risk(s) noted during the course of execution of duties and formally reporting them to the supervisor

QUALIFICATIONS AND PERSON SPECIFICATIONS

- i. An Honours Bachelor's degree of Pharmacy from a recognized University, and;
- ii. At least a Post Graduate Diploma in any of the following:
 - Business Administration;
 - Public Health;
 - Supply Chain Management;
 - Operations Management or
 - Health Economics.
- iii. A minimum of 3 years' experience in a Management position in an organization of at least 20 staff.

NMS/2020/26: PHARMACIST-REGIONS

Job Title: Pharmacist-Regions
Location: NMS Regional Offices (Kampala, Arua, Gulu, Hoima, Jinja, Mbale, Mbarara, Moroto, Soroti or Fortportal)
Department: Client Services Department
Reports to: Administratively to the Senior Regional Customer Care Officer and functionally to the Senior Pharmacist (Regions)
Responsible for: None
Job Grade: NMS Grade 5
Job Purpose: The Pharmacist -Regional shall be responsible for the technical matters relating to the management of Essential Medicines and Health Supplies within Health Facilities in their respective regions of jurisdiction.

KEY RESULT AREAS/ACCOUNTABILITIES

1. **Support Supervision** by ensuring compliance with SOPs for management and use of EMHS
2. **Coordination of Pharmaceutical Services** by liaising with relevant stakeholders to ensure EMHS are of good quality and are used safely and rationally within HF's
3. **Monitoring and Evaluation** to ensure availability of information relevant for forecasting and quantification of EMHS and ensure maximum utilization of funds allocated for procurement of EMHS by HFs countrywide
4. **Learning and Growth** by ensuring health workers involved in use and management of EMHS are equipped with the relevant skills and knowledge
5. **Stakeholder management** by networking with and managing stakeholders at the Local Government (Districts) and Implementing Partners technical matters relating to the Management of EMHS in the Health Facilities in their Regions
6. **Risk management** by identifying any risk(s) noted during the course of execution of duties and formally reporting them to the supervisor

QUALIFICATIONS AND PERSON SPECIFICATIONS

1. An Honours Bachelor's degree of Pharmacy from a recognized University.
2. A minimum of 2 years' relevant post-qualification experience.

NMS/2020/27: IT SUPPORT OFFICER

Job Title: IT Support Officer
Location: NMS Head Office
Department: ICT Department
Reports to: Senior IT Support Officer
Responsible for: None
Job Grade: NMS Grade 6

Job purpose: Provides first level support for NMS IT operations through direct and indirect contact with the NMS internal users, within the defined IT Policies and Procedures and agreed Service Level Agreements.

KEY RESULT AREAS/ACCOUNTABILITIES

1. Incident Management

- i. All incidents and requests accurately registered within the designated tools at the time of occurrence.
- ii. Maintain first call resolution at a level agreed with the immediate supervisor.
- iii. Ensure that there are no actionable incidents or requests that remain unresolved more than the agreed number of days after registration.
- iv. Prepare an accurate and complete Shift Report at the end of shift.

2. Configuration Management.

- a) Ensure that configuration management records and documentation updated at the time that an Incident or request is resolved.

3. Workflow Management

- i. Ensure that accurate and complete checklist(s) of assigned critical systems is in place.
- ii. Ensure that the checklist(s) above are executed as agreed with the immediate supervisor.

4. Service Level Management

- i. Answer/respond to the helpdesk in a timely manner, with standard script as agreed with the immediate supervisor.
- ii. Respond to support requests through the official channels within the existing helpdesk policy.
- iii. Ensure that all problems and outages are appropriately communicated according to the existing helpdesk policy.
- iv. To be on time for rostered shift changes.

5. Compliance Management

- i. Comply with all regulatory requirements.
- ii. Adhere to all the corporation's policies and procedures.
- iii. Acts in an ethical way when dealing with corporation's assets and other people.

QUALIFICATIONS AND EXPERIENCE

- i. An Honour's Bachelors of IT degree, BSC in IT, BSC in Computer Science, BSC in Information Systems, Bachelor of Business Computing
- ii. Certification like CISCO, Micro soft Certified Engineer, Oracle Certification, Linux training
- iii. At least 1 year working experience in a commercially oriented organization

NMS/2020/28: ESTATES OFFICER

Job Title: Estates Officer

Location: NMS Head Office

Reports to: Senior Estates Officer

Job Grade: Grade 7

Job Purpose: To provide buildings maintenance oversight including supervision of service providers and budget supervision.

Responsible for: Estates Assistant

KEY RESULT AREAS/ACCOUNTABILITIES

1. Ensure proper functioning of the corporation's power supply and telecommunication systems.
2. To carryout electrical installation and repairs whenever necessary.
3. To advise management on proper maintenance of health and safety issues.
4. To maintain an inventory and update information on corporation estates and utilities and ensuring their protection against any damage and pilferage.
5. To participate in the preparation of estates budget
6. To ensure that the corporation's generator is in proper working condition.
7. To maintain proper fittings and fixtures which include steel doors, windows, ordinary doors, shutters, steel cup boards and all other furniture items.
8. To ensure proper functioning of equipment such as folk lifts, cold rooms, battery chargers, photocopiers and their air conditioners.
9. To supervise related civil work including preparing bills of quantities

QUALIFICATIONS AND EXPERIENCE

1. A Higher Diploma in Electrical Engineering
2. Four years' experience in Estates Administration, Repairs and Maintenance
3. Computer literate with Microsoft Office Suite.

NMS/2020/29: COLD CHAIN TECHNICIAN- REGIONS

Job Title: Cold Chain Technician-Regions
Location: NMS Head Office
Department: Stores & Operations Department
Reports to: Senior Maintenance Engineering Officer
Responsible for: None
Job Grade: NMS Grade 8
Job Purpose: To manage Cold chain equipment maintenance across the country

KEY RESULT AREAS/ACCOUNTABILITIES

1. Support and oversee regional cold chain maintenance activities to plan, and implement cold chain equipment maintenance.
2. Conduct regular preventive and corrective maintenance of cold rooms, generators & refrigerators, refrigerated trucks, and remote temperature monitoring devices.
3. Ensuring functionality of cold chain equipment in the districts.
4. Inspect Cold Chain Equipment and ensure that the preventive maintenance for this equipment is done
5. Coordinate Cold Chain Maintenance of DCCTs
6. Control maintenance activities through periodic checks, standard engineering practices, root-cause analysis and corrective action for cold chain equipment.
7. Support forecasting, availability and proper stock management of the cold chain materials and spare parts.
8. Provide cold chain maintenance training for senior and mid-level cold chain technicians
9. Build capacity of district cold chain technicians through on the job-training and regular supportive supervision in the districts.
10. Support establishment of proper documentation on recording & reporting systems on cold chain maintenance and temperature monitoring and control activities in the districts
11. Submit, weekly, monthly and quarterly reports on the implementation and monitoring of the above activities to senior maintenance and engineering officer.
12. Execute any additional tasks as advised by the supervisor.

QUALIFICATIONS AND PERSON SPECIFICATIONS

- i. A minimum of a Diploma in Refrigeration, Cold Chain Management or Heat and Air Conditioning.
- ii. A minimum of 3 years' hands-on experience in overseeing cold-chain systems.

NMS/2020/30: DRIVER

Job Title: Driver
Location: NMS Head Office
Reports to: Transport and Logistics Officer
Responsible for: None
Job Grade: Grade 11

Job Purpose: To drive NMS motor cars while transporting NMS staff and medicines and medical supplies to facilities as well as providing vehicle care.

KEY RESULT AREAS/ACCOUNTABILITIES

1. To maintain a record of and account for all transitions regarding the assigned vehicle mileage, fuel, service, repair costs, incidents or occurrences if any
2. To transport and safely deliver medicines and other medical supplies to health facilities as per set dispatch procedures.
3. To supervise the loading of supplies in order to fit in the vehicle in line with the set departmental guidelines.
4. To ensure that mechanical faults are detected and reported and mileage forms filled in line with departmental guide lines.
5. To monitor functionality of the assigned vehicle and ensure all assigned equipment are maintained and secured.
6. To ensure adherence to health and safety guidelines at all times (to include but not limited to using Safety gear.
7. To ensure security of both assigned supplies and vehicle while in transit at all times
8. To operate and park vehicles with maximum security for the supplies and the vehicles in order to minimize losses and damage to NMS property while in transit
9. To safely transport NMS staff and other official visitors as required from time to time.
10. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor.

QUALIFICATIONS AND PERSON SPECIFICATIONS

- i. A valid driving permit of class CH
- ii. Minimum of three (3) years clean driving experience including heavy commercial vehicles
- iii. Training in Defensive Driving
- iv. Must be Medically, physically and Mentally fit to drive
- v. Training in Customer Service is an added advantage

NMS/2020/31: DELIVERY CLERK

Job Title: Delivery Clerk
Location: NMS Head Office
Reports to: Transport and Logistics Officer
Job Grade: Grade 12
Responsible for: None
Job Purposes: To ensure supplies remain intact from time of hand over at NMS until they reach the desired destination in line with the Stores and Operations Manual.

KEY RESULT AREAS/ACCOUNTABILITIES

1. To account for supplies handed over or distributed by the Delivery Clerk which include Trip authorization forms, delivery notes/ invoices, manifests, and or journey numbers.
2. To ensure all picked and packed supplies are dully scanned, recorded in the security book and loaded on the assigned vehicle to be delivered to the desired destination.
3. To supervise the offloading of supplies for accountability of supplies at the destined facility and ensure they are handed over in totality.
4. To ensure that different supplies are handed over as per the guidelines of the Stores and Operations Manual i.e. both for none and cold chain items.
5. To ensure verification of delivered supplies is done to the satisfaction of the intended recipients in line with the Stores and Operations Manual.
6. To ensure adherence to health and safety guidelines at all times (to include but not limited to using safety gear).
7. To maintain required delivery records.
8. To help the drivers change /fix tyres.
9. To guide the driver while reversing the trailer/ vehicle.
10. To signal to traffic while turning on road junctions or corners.
11. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor.

QUALIFICATIONS AND PERSON SPECIFICATIONS

- i. Uganda Certificate of Education
- ii. Vehicle Mechanics training is an added advantage
- iii. A valid driving license is an added advantage
- iv. Training in Defensive Driving is an added advantage

NMS/2020/32-41: LAST MILE DELIVERY CLERK-REGIONS

Job Title: Last Mile Delivery Clerks
Location: NMS Regional Offices (Kampala, Arua, Gulu, Hoima, Jinja, Mbale, Mbarara, Moroto, Soroti or Fortportal)
Department: Stores & Operations Department
Reports to: Transport & Logistics Officer
Responsible for: None
Job Grade: NMS Grade 12
Job Purpose: To execute Last Mile Delivery in any of the 10 regions across the country

KEY RESULT AREAS

1. To receive Essential Medicines and Health Supplies (EMHS) from NMS trucks at the district
2. To secure the EMHS in the NMS district containers
3. To deliver the EMHS to the Health facilities using the trucks provided by the 3PL.
4. To verify the items delivered to the Health facility.
5. To return POD to NMS after completion of delivery
6. To report and discrepancies in the delivery of the EMHS
7. The LMD Delivery Clerks should be able to drive and should be able to verify goods at health facilities and those received from the NMS truck drivers at the district.
8. To debrief client orders into the NMS ERP.
9. Inspect and provide reports on the status, functionality, use (volumetric) of cold chain equipment in health facilities.
10. Capture information on temperature records from health facilities.
11. Check and confirm on adequacy of cold chain equipment maintenance and repairs conducted by NMS regional cold chain technicians, DCCTs and EPI focal persons.

QUALIFICATIONS AND PERSON SPECIFICATIONS

- i. Uganda Certificate of Education
- ii. Vehicle Mechanics training is an added advantage
- iii. A valid driving license is an added advantage
- iv. Training in Defensive Driving is an added advantage

NMS/2020/42: DRIVER-REGIONS

Job Title: Driver-Regions
Location: Regional Offices (Kampala, Arua, Gulu, Hoima, Jinja, Mbale, Mbarara, Moroto, Soroti or Fortportal)
Reports to: Transport and Logistics Officer
Responsible for: None
Job Grade: Grade 11

Job Purpose: To drive NMS motor cars while transporting NMS staff and medicines and medical supplies to facilities as well as providing vehicle care.

KEY RESULT AREAS/ACCOUNTABILITIES

1. To maintain a record of and account for all transitions regarding the assigned vehicle mileage, fuel, service, repair costs, incidents or occurrences if any
2. To transport and safely deliver medicines and other medical supplies to health facilities as per set dispatch procedures.
3. To supervise the loading of supplies in order to fit in the vehicle in line with the set departmental guidelines.
4. To ensure that mechanical faults are detected and reported and mileage forms filled in line with departmental guide lines.
5. To monitor functionality of the assigned vehicle and ensure all assigned equipment are maintained and secured.
6. To ensure adherence to health and safety guidelines at all times (to include but not limited to using Safety gear.
7. To ensure security of both assigned supplies and vehicle while in transit at all times
8. To operate and park vehicles with maximum security for the supplies and the vehicles in order to minimize losses and damage to NMS property while in transit
9. To safely transport NMS staff and other official visitors as required from time to time.
10. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor.

QUALIFICATIONS AND PERSON SPECIFICATIONS

- i. A valid driving permit of class CH
- ii. Minimum of three (3) years clean driving experience including heavy commercial vehicles
- iii. Training in Defensive Driving
- iv. Must be Medically, physically and Mentally fit to drive
- v. Training in Customer Service is an added advantage

ANNEX 1: TABLE SHOWING THE DISTRIBUTION OF DISTRICTS PER REGIONAL OFFICE

NMS REGION	DISTRICTS
ARUA	ADJUMANI
	ARUA
	KOBOKO
	MADI-OKOLLO
	MARACHA
	MOYO
	NEBBI
	OBONGI
	PAKWACH
	YUMBE
	ZOMBO
FORTPORTAL	BUHWEJU
	BUNDIBUGYO
	BUNYANGABU
	BUSHENYI
	IBANDA
	KABAROLE
	KAMWENGE
	KASESE
	KITAGWENDA
	KYEGEGWA
	KYENJOJO
	MITOOMA
	NTOROKO
	RUBIRIZI
SHEEMA	
GULU	AGAGO
	ALEBTONG
	AMURU
	APAC
	GULU
	KITGUM
	KOLE
	KWANIA
	LAMWO
	LIRA
	NWOYA
	OMORO
	OTUKE
	OYAM
PADER	
HOIMA	BULIISA
	HOIMA
	KAGADI

NMS REGION	DISTRICTS
	KAKUMIRO
	KASSANDA
	KIBAALE
	KIBOGA
	KIKUUBE
	KIRYANDONGO
	KYANKWANZI
	MASINDI
	MUBENDE
	NAKASEKE
	NAKASONGOLA
JINJA	BUGWERI
	BUIKWE
	BUVUMA
	BUYENDE
	IGANGA
	JINJA
	KALIRO
	KAMULI
	KAYUNGA
	LUUKA
	MAYUGE
	MUKONO
	NAMAYINGO
KAMPALA	BUKOMANSIMBI
	BUTAMBALA
	GOMBA
	KALANGALA
	KALUNGU
	KAMPALA
	KYOTERA
	LUWEERO
	LWENGO
	LYANTONDE
	MASAKA
	MITYANA
	MPIGI
	RAKAI
	SEMBABULE
	WAKISO
MBALE	BUDAKA
	BUDUDA
	BUGIRI
	BUKWO
	BULAMBULI
	BUSIA

NMS REGION	DISTRICTS
	BUTALEJA
	KAPCHORWA
	KWEEN
	MANAFWA
	MBALE
	NAMISINDWA
	NAMUTUMBA
	SIRONKO
	TORORO
MBARARA	ISINGIRO
	KABALE
	KANUNGU
	KIRUHURA
	KISORO
	LYANTONDE
	MBARARA
	NTUNGAMO
	RUBANDA
	RUKIGA
	RUKUNGIRI
	RWAMPARA
MOROTO	ABIM
	AMUDAT
	KAABONG
	KARENGA
	KOTIDO
	MOROTO
	NABILATUK
	NAKAPIRIPIRIT
	NAPAK
SOROTI	AMOLATAR
	AMURIA
	BUKEDEA
	BUTEBO
	DOKOLO
	KABERAMAIDO
	KALAKI
	KAPELEBYONG
	KATAKWI
	KIBUKU
	KUMI
	NGORA
	PALLISA
	SERERE
	SOROTI

