



NATIONAL MEDICAL SUPPLIES AGENCY
Central Medical Stores
Off Jomo-Kenyatta Road, New England - Freetown

Job Advertisement

I. Position Information	
Job title	Office Assistant
Organization	National Medical Supplies Agency
Executing Agency	National Medical Supplies Agency
Responsible for	General Office Support
Responsible to	Director of Finance & Admin
Supervision	n/a
Location	Freetown
Territory	National
Position type	Regular staff; Full time
Salary range	Negotiable
Contract term	4 months with possibility of extension

II. Organizational Context
<p>In 2017, the National Medical Supplies Agency was established by an Act of Parliament as a public service agency responsible for the procurement, warehousing and distribution of drugs and medical supplies in a transparent and cost-effective manner, for and on behalf of all public institutions throughout Sierra Leone. NMSA is governed by a Board of Directors. NMSA is led by the Managing Director with a team of Directors forming the senior management of the organization.</p>

III. Purpose and Responsibilities of Position
<p>Purpose</p> <p>The purpose of this position is to perform general office duties and ensure all offices and environment are properly clean and tidy.</p>

IV. Key Responsibilities

- Help organize and maintain office common areas
- Perform general office clerk duties and errands
- Ensure all offices and environments are properly clean and tidy
- Perform receptionist duties when needed
- Monitor guests and inform appropriate employee regarding guest requests for department.
- Maintain records of guest visits in visitors' log and maintain office phone list to help visitors and employees in all communication.
- Coordinate with various departments and reserve conference room and equipment for meetings
- Monitor all incoming mails and distribute to appropriate person;
- Compile outgoing mails and involve in the distribution to external agencies;
- Assist receptionist during lunch or any other breaks or absences and provide support to front desk operations in office.
- Request supplies and equipment needed for cleaning and maintenance duties.
- Ensure neat and clean front office area, maintain effective environment for both employees and guests
- Assist in photocopying, scanning and collating of documents;

Other responsibilities

- Some weekend work is required on an as-needed basis
- *All other duties as requested by supervisors and management*

Note: Management reserves at all times the right to modify Terms of Reference according to organizational needs and priorities

IV. Reporting Structure

From an operational and administrative standpoint, the OA will work under the guidance and direction of the Director of Finance & Admin or another member of NMSA staff as deemed appropriate by the NMSA management.

V. Qualifications, Skills, and Competencies

Requirements	<ul style="list-style-type: none">• Ability to read and write• At least 3 years' experience in a related field• Knowledge in English, spoken Krio and/or any other language
Personal Competencies and Values:	<ul style="list-style-type: none">• Goal-oriented individual with proven ability to operate with minimal supervision;• Ability to handle multiple tasks simultaneously, set priorities, and work independently;• Strong professional judgement, integrity, and image; models NMSA's values and ethical standards;• Ability to build and maintain strong relationships with colleagues, customers, vendors, partners, and stakeholders with a focus on impact and results;

	<ul style="list-style-type: none"> • Well-developed interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment; • Sensitivity and respect for cultural, gender, religion, race, nationality, and age diversity; treats all people fairly without favouritism or prejudice; • Consistently approaches work with energy and a positive, constructive attitude; responds constructively to feedback; • Actively pursues continual growth and learning opportunities; fosters a collaborative learning environment for others; <p>Promotes the vision, mission, and strategic goals of NMSA.</p>
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NMSA is an equal opportunity employer and does not discriminate against any candidate based on their gender, religion, tribe, age or disability. To apply, submit your CV and cover letter ONLY to NMSArecruitment@gmail.com and copy job@jobsearchsl.com with 'Office Assistant' as the subject. Hard copies of documents may be submitted to The Human Resources Manager at National Medical Supplies Agency, Central Medical Stores, Off Jomo Kenyatta Road (opposite Special Court), New England, Freetown. The closing date for submission of applications is Friday 6th September, 2019.