



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

**Job Advertisement**

<b>I. Position Information</b>	
<b>Job title</b>	<b>National Logistics Manager</b>
<b>Organization</b>	National Medical Supplies Agency
<b>Executing Agency</b>	National Medical Supplies Agency
<b>Functional area</b>	Operations
<b>Responsible for</b>	District & Central Logistics Management
<b>Responsible to</b>	Director of Operations
<b>Supervision</b>	District & Central Logistics Officers
<b>Location</b>	Freetown
<b>Territory</b>	National
<b>Position type</b>	Regular staff; Full time
<b>Travel</b>	National, up to 50% of time
<b>Salary range</b>	Negotiable
<b>Contract term</b>	4 months with possibility of extension
<b>Start date</b>	

<b>II. Organizational Context</b>
<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>

<b>III. Purpose and Responsibilities of Position</b>
<p><b>Purpose</b></p> <p>The National Logistics Manager (NLM) is responsible for overseeing all aspects of managing the logistics functions, including all aspects of inventory management and distribution at central and district level, i.e. the District Medical Stores (DMS), between the DMS and the Peripheral Health Units (PHU), and logistics issues at the PHUs. In particular, this includes all aspects of inventory management and distribution.</p> <p>The NLM supervises a staff of 13 District Logistics Officers &amp; Central Logistics Officers (CLO's &amp; DLO's). The CLO's &amp; DLO's, in turn, are responsible for all logistics functions, including all aspects of inventory management and distribution in their respective districts. The CLO's &amp; DLO's supervise day-to-day operations and coordination of the central &amp; district-level staff, i.e. the District Information Officer, the District Store Keeper and the District Distribution Driver</p>

Most of the responsibilities and functions of the NLM are executed through the CLO's & DLO's. Consequently, an important part of the supervisory responsibilities of the NLM includes building the capacity of the supervised staff, ensuring smooth operations and retention of competent staff.

The purpose of this position is to ensure efficient and high quality inventory management and distribution operations at the district level, in support of the organizational mission of ensuring product availability at public health service delivery points across the country.

### **Primary Responsibilities**

Under the overall guidance and direct supervision of the Operations Director and Operations Director Counterpart, the National Logistics Manager is responsible for the execution of the following key tasks:

#### **Management: Supervision, Monitoring and Capacity Building**

- Ensure that CLO's & DLO's execute their assigned responsibilities.
- Develop performance objectives with each CLO & DLO and monitor progress towards objectives, in particular against Key Performance Indicators (KPIs).
- Ensure that all functions at each DMS are covered at all times, through cross-training and other means.
- Build capacity of CLO's & DLO's staff on all aspects of good logistics practices, and develop with each staff a professional development plan.
- Carry out frequent field visits to DMS and PHUs to monitor CLO's & DLO's performance and execution of activities.
- Work closely with CLO's & DLO's, in the mind-set of continuous improvement, to develop, revise, refine and document transparent and effective processes and systems.
- Closely coordinate activities with the National Information Manager.
- With Operations Director, work to disseminate lessons learned in individual districts to other districts.
- With Operations Director, organize workshops, trainings and other capacity development activities.
- Ensure full, timely and proper submission of reports from CLO's & DLO's
- Compiling monthly report consolidating data and information from CLO's & DLO's into a national-level report.
- Liaise and coordinate with program partners regarding logistics.
- Liaise with Customer Service, ensuring that logistics issues are addressed and responded to.
- Initiate, with the Human Resources department, disciplinary action, including termination, as determined through performance evaluations.

#### **Inventory Management: Ensure respect of Good Pharmaceutical Practices, Good Storage Practices and Quality Assurance in all warehousing and Inventory management activities at the District Medical Stores:**

- Ensure proper storage of all products – in accordance with manufacturers' requirements and Good Storage Practices.
- Ensure optimum cold chain temperature is maintained at all times in accordance with manufacturers' requirements and Good Storage Practices.
- Continuously improve the storage system and organization.
- Ensure adherence to the First Expired First out (FEFO) principle of stock management.
- Ensure that expired stocks are not distributed, and are removed from current stock in a timely manner.
- Maintain updated inventory records at all times and ensure that the LMIS is consistently up to date.
- Ensure that physical inventories take place as scheduled and necessary.

- Report any deviation to Good Pharmaceutical Practices and Quality Assurance in the warehouse to his/her supervisor.
- Ensure inspections of the warehouse.
- Ensure that the warehouse is kept well-organized, clean and tidy at all times.
- Ensure a safe working environment in the warehouses.

**Distribution: Ensure respect of good Distribution and Logistics Practices; Ensuring timely, effective and cost-efficient distribution from DMSs to PHUs.**

- Ensure proper and timely planning and execution of distribution and related activities.
- Ensure that distribution plans and schedules are adhered to, in particular on-time deliveries to health facilities.
- Ensure that all documentation (packing lists, invoices, delivery notes, etc.) are used and completed fully and correctly. Report, investigate and document any discrepancies.
- Ensure that there is no leakage of products during distribution.
- Ensure proper management of NMSA delivery vehicles – including that they are used for their intended purposes only.
- Ensure that contracted transporters fulfil their contractual obligations, including that charges are correct and documentation completed and submitted correctly and on time.

**PHU Inventory Management**

- Work closely with CLO's & DLO's to improve inventory management and logistics systems and capacity at the PHUs.

**General Professional Principles and Responsibilities**

- Maintain an approach and mind-set of continuous learning and improvement by seeking professional development in all aspects of work.
- Approach work with a customer service mind-set, including timely, professional, and productive communication with all stakeholders.
- Work under the principles of collaboration and mutual benefit by contributing to capacity-building of co-workers.
- *Any other task* assigned by supervisor 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 a technical and operational standpoint, the NLM will work under the guidance and direction of NMSA's Director of Operations. The NLM is also expected to work in collaboration with external partners in strengthening LMIS and inventory management.

**V. Qualifications, Skills, and Competencies**

Qualifications:	<ul style="list-style-type: none"> <li>• Post-graduate Degree in supply chain management, distribution management or equivalent</li> <li>• Additional certifications and completed trainings in LMIS or PSM is an advantage, particularly if trainings are international.</li> </ul>
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Required Skills:	<ul style="list-style-type: none"> <li>• Working knowledge of LMIS or similar software</li> <li>• Minimum five years of progressive work experience in supply chain management, including inventory management.</li> <li>• Strong computer skills including proficiency using spreadsheet and database tools, etc.</li> <li>• Ability and willingness to travel extensively in assigned district and throughout Sierra Leone.</li> <li>• Knowledge of the Sierra Leonean public health system.</li> <li>• Customer support experience.</li> <li>• Excellent command of written and spoken English.</li> <li>• Fluency in local languages will be an added advantage.</li> <li>• Ability to manage performance of subordinates</li> <li>• Ability to lead a team</li> <li>• Strong organisational skills</li> </ul>
Personal Competencies and Values:	<ul style="list-style-type: none"> <li>• Goal-oriented individual with proven ability to operate with minimal supervision.</li> <li>• Ability to handle multiple tasks simultaneously, set priorities, and work independently.</li> <li>• Strong professional judgement, integrity and image; models NMSA's values and ethical standards.</li> <li>• Ability to build and maintain strong relationships with colleagues, customers, vendors, partners, and stakeholders with a focus on impact and results.</li> <li>• Well-developed interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment.</li> <li>• Sensitivity and respect for cultural, gender, religion, race, nationality, and age diversity; treats all people fairly without favouritism or prejudice.</li> <li>• Consistently approaches work with energy and a positive, constructive attitude; responds constructively to feedback.</li> <li>• Actively pursues continual growth and learning opportunities; fosters a collaborative learning environment for others.</li> <li>• Promotes the vision, mission, and strategic goals of NMSA.</li> </ul>

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](mailto:NMSArecruitment@gmail.com) and copy [job@jobsearchsl.com](mailto:job@jobsearchsl.com) with 'National Logistics Manager' 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 6<sup>th</sup> September, 2019.