



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

Job Advertisement

I. Position Information	
Job title	Store Assistant
Organization	National Medical Supplies Agency
Executing Agency	National Medical Supplies Agency
Responsible for	General Warehouse Support
Responsible to	Store Keeper
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 warehouse duties and ensure the warehouse and its environment is properly clean and tidy.</p>

IV. Key Responsibilities

- Provide all necessary assistance to the store keeper in his day-to-day tasks
- Cleaning and upkeep of the warehouse
- Offloading and loading of drugs and medical supplies
- Packing and helping with the general maintenance and management of the warehouse
- Operating the warehouse forklift

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.

V. Reporting Structure

From an operational and administrative standpoint, the SA will work under the guidance and direction of the Store Keeper or another member of NMSA staff as deemed appropriate by the NMSA management.

VI. Qualifications, Skills, and Competencies

Requirements:	<ul style="list-style-type: none">• Ability to read and write clearly• At least 3 years' experience in a related field• Ability to operate a forklift• Organisational skills• 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;

	<ul style="list-style-type: none"> • Ability to build and maintain strong relationships with colleagues, customers, vendors, partners, and stakeholders with a focus on impact and results; • 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 'Store 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.