



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

Job Advertisement

I. Position Information	
Job title	Procurement Officer
Organization	National Medical Supplies Agency
Executing Agency	National Medical Supplies Agency
Functional area	Procurement
Responsible for	Procurement Activities
Responsible to	Director of Procurement
Supervision	n/a
Location	Freetown
Territory	National
Position type	Regular staff; Full time
Travel	National, up to 30% of 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 Procurement Officer is responsible for the timely procurement and delivery of high quality, low-cost pharmaceutical products and the proper processing of assigned customer orders. In order to carry out these responsibilities, the Procurement Office selects and evaluates the performance of suppliers, oversees the customs clearing process and coordinates the processing of assigned orders.</p>
<p>Responsibilities and Duties</p> <ul style="list-style-type: none">• Assist with the procurement of drugs and medical supplies and ensures the timely delivery of quality pharmaceutical products at the lowest possible cost.• Manage Suppliers' relationship and database.

- Participate in the selection of Vendors/Suppliers/Consultants (Conduct comparative analysis on supplier prices and specification of offers)
- Review and evaluate the performance of the suppliers and make recommendations to management.
- Work closely with the Warehouse logistics team in determining the level of supplies needed and maintain ordering consistency within budget.
- Maintain confidentiality of patient and proprietary information. Observe legal and ethical guidelines for safeguarding the confidentiality of patient and proprietary Option Care information.
- Process the necessary clearance documents
- Closely liaise with the clearing agents
- Ensure the proper processing of assigned customer orders:
 - Verify quantification of orders
 - Verify that the required order is within the agreed budget
 - Submit final invoices to the Finance Department
- *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

The Procurement Officer reports to the Director of Procurement

V. Qualifications, Skills, and Competencies

Qualifications:	<ul style="list-style-type: none"> • Bachelor’s Degree in Procurement, Logistics, Pharmacy or CIPS Level 4 Certificate
Required Skills:	<ul style="list-style-type: none"> • An understanding of the application and management of the public procurement process • Experience establishing and maintaining relationships with individuals at all levels of the organisation, in the business community and with vendors, suppliers and consultants • Specific experience in pharmaceutical and/or medical device procurement could be advantageous • Good skills in Microsoft Excel, Word and PowerPoint • Ability to respond effectively and in a timely manner • Ability to work under pressure • Ability to work in a team • Strong communication and relationship management skills
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. • Well-developed interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment.

	<ul style="list-style-type: none">• 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.• Promotes the vision, mission, and strategic goals of NMSA.
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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 'Procurement Officer' 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.