

Operations Director

In October 2017, the National Medical Supplies Agency was established by an Act of Parliament as a public service agency responsible for the procurement, warehousing, distribution and management of drugs and medical supplies in a 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.

NMSA is inviting suitable Sierra Leonean professionals to apply for the Operations Director role.

Responsible to: Managing Director

Supervision: Central Warehouse Manager, Central Fleet Manager, Western Area Manager, Admin Assistant, National Information Manager, National Logistics Manager

Location: Freetown

Position type: Full Time

Contract duration: 3 years

Purpose of the role

To be responsible for coordinating, planning, managing and controlling logistics and supply chain operations. Also to be responsible for providing technical advice on pharmaceutical supply and consumption issues to staff in NMSA. Further to liaise closely with District Health Offices, Hospitals, Provincial Health Offices, Co-operating Partners and the Ministry of Health (central level).

Primary Responsibilities

Under the overall guidance and direct supervision of the Managing Director, the Operations Director is responsible for the execution of the following key tasks:

- Provide direction and guidance in order processing, inbound and outbound processes of the organization including despatch of goods to customers.
- Management of warehouse, Central Administration, Receiving and Inventory operations on a daily basis through established assistant managers.
- Design implement and review control measures that will ensure optimal utilization of resources including staff and equipment.
- Design, implement and manage on a continuous improvement basis all required SOP's related to warehousing, logistics and distribution.
- Ensure logistics data reports are submitted to the Central Administration in a timely manner by all District Health Offices and Hospitals.
- Respond to all technical queries from District Health Offices, Hospitals, and Provincial Health Offices quickly and efficiently.
- Liaise regularly with District Health Offices and Hospitals to resolve data irregularities and reporting problems.

- Provide technical guidance to the Central Administration staff on pharmaceutical supply and consumption issues.
- Evaluate the data contained in the above reports and lead the formulation of plans to overcome problems/shortcomings identified at district and health centre levels.
- Establish Average Monthly Consumption and Issues trends for all commodities at NMSA and highlight short dated products.
- Participate in monthly reviews of the performance of NMSA operations, including assessment against agreed performance indicators.
- Drive a proactive agenda aimed at ensuring that inventory is well management through the inventory management team including reduction in stock and location variances.
- Manage the Dangerous drugs according to policy and as provided for by the governing Laws of Sierra Leone.
- Shall be responsible for overall management of staff members in the applicable units.
- Perform any other duties, which may be assigned by the Senior Manager Logistics, Director or MD from time to time.

Qualifications

- Degree in a relevant discipline (e.g. Supply Chain, Logistics, Business Administration, Pharmacy or Commerce).
- Relevant training in supply chain
- Experience of working in the Private sector is desirable, Experience working in public health sector, optional
- Good knowledge of concepts and principles of and approaches to international best practice pharmaceutical supply chains.
- Management skills.
- Mentoring skills.
- Demonstrated proficiency in Word, Excel and PowerPoint.

Language requirements

- Excellent command of written and spoken English.
- Fluency in local languages will be an added advantage.

Personal competencies and values

- 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.
- 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.

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 to NMSArecruitment@gmail.com and copy job@jobsearchsl.com with the position title as the subject. The closing date for submission of applications is Friday 8th March 2019.