



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

Job Advertisement

I. Position Information	
Job title	Driver
Organization	National Medical Supplies Agency
Executing Agency	National Medical Supplies Agency
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>

IV. Reporting Structure
<p>From a technical and operational standpoint, the Driver 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.</p>
<p>V. Key Responsibilities:</p> <ul style="list-style-type: none">• Drive vehicle to designated destination(s);• Report all accidents or injuries to Supervisor immediately;• Notify Supervisor about any major repairs and maintenances;• Follow Sierra Leone's driving laws and road regulations;• Maintain a clean and safe vehicle;• Perform vehicle inspection, , such as checking fluid level and tire pressure, before and after each trip;• Adhere to NMSA vehicle operating policies and procedures;• Maintain driver's log, mileage records, and records of fuel purchase;• Be punctual for duty at all times;• Capable of working on short notice;

- Display good behaviour, excellent manners and helping attitude;

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

VI. Qualifications, Skills, and Competencies	
Requirements	<ul style="list-style-type: none"> • Ability to read and write • At least 5 years' experience as a Driver • Knowledge of difficult terrains across the country; • Ability to travel up country; • A valid driver's license • A clean driving record • A polite and professional disposition • 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; • 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; 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 ONLY to NMSArecruitment@gmail.com and copy job@jobsearchsl.com with 'Driver' 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.