



**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>Administrative Secretary</b>
<b>Organization</b>	National Medical Supplies Agency
<b>Executing Agency</b>	National Medical Supplies Agency
<b>Functional area</b>	Administration
<b>Responsible for</b>	Administrative Activities
<b>Responsible to</b>	Managing Director
<b>Supervision</b>	n/a
<b>Location</b>	Freetown
<b>Territory</b>	National
<b>Position type</b>	Regular staff; Full time
<b>Travel</b>	National, up to 30% 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 Administrative Secretary ensures the provision of effective and proactive support to the MD by means of anticipating his needs, processing his incoming and outgoing correspondence in an accurate and timely manner, organising his diary and arranging functions as required. S/he also ensures a professional and welcoming environment to callers and visitors, liaising with colleagues at all levels within NMSA and with senior managers across higher government departments, partners, funding bodies, and representatives of the local community; often acting as first point of contact with NMSA. Whilst reporting to the MD the post holder will be expected to work independently on set tasks and be responsible for meeting and agreeing targets and workloads. The post holder will be required to work closely with the other members of the Team, providing cover when necessary during periods of annual leave and other absences.</p>

The post holder will be working in a highly confidential and influential office and it is therefore important that they understand the need for accuracy and the considerable responsibility held whilst working in this senior executive office environment

**Primary Responsibilities**

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

- Develop and maintain an effective mail management system. This will include monitoring the progress of any queries arising from correspondence and ensuring they reach a satisfactory and timely conclusion.
- Open and distribute, scan and save into electronic filing system and prepare for MD's attention in a timely manner on a daily basis.
- Develop and maintain the manual filing system, ensuring that non-topical files are archived appropriately. To ensure accurate file-lists are kept current at all times.
- Welcome visitors to the office in a friendly and professional manner and offer refreshments, as required.
- Assist in travel arrangements.
- Ensure that full cover is provided during normal working hours (8:30am – 5pm)
- Comply with NMSA's policies and procedures at all times and ensure the duties of the post are undertaken in accordance with the Agency's agreed policies
- Any other duties commensurate with the grade of the post, as required

*Note: Management reserves at all times the right to modify Terms of Reference according to organizational needs and priorities*

**IV. Reporting Structure**

From an operational and administrative standpoint, the AS will work under the guidance and direction of the MD.

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

Qualifications:	<ul style="list-style-type: none"> <li>• Minimum of Diploma in Secretarial Studies, Administration, Social Sciences, or similar;</li> <li>• Additional Certifications and completed training in administrative procedures is an advantage</li> </ul>
Required Skills:	<ul style="list-style-type: none"> <li>• Excellent command of written and spoken English.</li> <li>• Fluency in local languages will be an added advantage.</li> </ul>
Specialized Experience:	<ul style="list-style-type: none"> <li>• Accurate typing with speed in the region of 50 wpm (copy and audio)</li> <li>• Strong analytical and organisational skills</li> <li>• Excellent communication and English language skills, both oral and written</li> <li>• Intermediate Microsoft Word, Outlook, Excel. Access and PowerPoint are desirable.</li> <li>• Experience of using the internet to research and access information on a regular basis</li> <li>• Ability to develop and maintain manual and electronic filing systems</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>
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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](mailto:NMSArecruitment@gmail.com) and copy [job@jobsearchsl.com](mailto:job@jobsearchsl.com) with 'Administrative Secretary' 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.