

Procurement 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 Procurement Director role.

Responsible to: Managing Director

Supervision: Procurement Officers, Quantification Support Officer, Clerks

Location: Freetown

Position type: Full Time

Contract duration: 3 years

Purpose of the role

The purpose of this position is to ensure efficient and high-quality procurement management, in support of the organizational mission of ensuring product availability at public health service delivery points across the country.

Under the guidance of Managing Director, the Procurement Director will ensure timely implementation of procurement activities of pharmaceuticals and other non-medical procurements (including the quantification, planning and implementation and supervision of procurement staff operations in the section) in compliance with the National Public Procurement Authority (NPPA) Procurement Guidelines.

Primary Responsibilities

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

Procurement Management

- Work closely with Managing Director in developing and implementation of the NMSA procurement plan
- Under the supervision of Managing Director manage the procurement activities of all the health products, non-medical supplies under NMSA.
- Oversee the quantification of all health products and non-medical products on behalf of NMSA.
- Responsible for drafting bidding documents, Request for Proposal, identifying and pre-qualifying suppliers, issuing tender documents, evaluating bids and placing contracts.
- Implementation of the procurement record management system.
- Provide input to the preparation of the NMSA Annual Work Plan and Budget
- Provide input into the monthly procurement report for submission to NPPA
- Prepare procurement reports and minutes for NMSA Procurement Committee deliberations
- Ensure prompt and effective action in response to End User requirements;

- Liaise with Pharmacy Board and Department of Drugs and Medical Supplies on matters related to registration and regulations regarding pharmaceuticals.
- Deploy interpersonal skills to assist in the achievement of a high level of interdepartmental liaison and co-operation in order to achieve efficient operations
- Supervise the procurement officers and quantification officers of the Procurement Department

Supervision, Monitoring and Capacity Building

- Supervise assigned staff, ensuring that they execute on their assigned responsibilities
- Ensure that all Procurement functions are covered at all times, through cross-training and other means
- Develop performance objectives with each supervised staff and monitor progress towards objectives, in particular against Key Performance Indicators (KPIs)
- Instil a Customer service mind-set for supporting internal (staff, board) and external customers (donors, partners, stakeholders, etc.)
- Organize and/or participate in workshops, trainings and other capacity development activities
- Manage and secure access to confidential information

General Professional Principles and Responsibilities

- Maintain an approach and mind-set of continuous learning and improvement by seeking professional development in all aspects of work;
- Approach work with a customer service mind-set, including timely, professional, and productive communication with all stakeholders;
- Work under the principles of collaboration and mutual benefit by contributing to capacity-building of co-workers;
- *Any other task* assigned by management

Qualifications

- Degree in a relevant discipline (e.g. Procurement, Business Administration, Pharmacy or Commerce).
- A master's degree in Supply Chain Management or equivalent is an added advantage.
- Relevant training in public procurement.
- Professional qualification in procurement (Chartered Institute of Purchasing and Supply, CIPS or equivalent) is desirable.
- At least five (5) years of direct relevant work experience as Procurement Specialist/ Manager or alternatively, substantial work responsibilities in procurement dealing with Governments, Global Fund, World Bank or other donor-financed projects.
- Good knowledge of concepts and principles of and approaches to international procurement, and public procurement systems of pharmaceuticals, medical supplies, works and services.
- Management 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.