



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

Job Advertisement

I. Position Information	
Job title	Central MIS Officer
Organization	National Medical Supplies Agency
Executing Agency	National Medical Supplies Agency
Functional area	Operations
Responsible for	Information Systems
Responsible to	ICT Manager
Supervision	
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 for extension
Start date	

II. Organizational Context

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.

III. Purpose and Responsibilities of Position

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

The Central MIS Officer (CMISO) is responsible for overseeing and managing all aspects of the NMSA Logistics Management Information System (LMIS) at his/her designated Warehouse. This includes collating data that has been collected from his/her designated warehouse, and b) converting LMIS data into information (in the form of reports, dashboards, etc.) that are used for operational and management purposes, and for reporting to a variety of partners and stakeholders.

The CMISO will have a Store Operator User Access Level to the LMIS system and his/her main responsibility is to ensure accurate and timely reporting of LMIS data from the designated Warehouse. This will ensure the collecting, compiling and transfer of the required LMIS information in an accurate and timely manner.

Primary Responsibilities

Under the overall guidance and direct supervision of the ICT Manager, the CMISO is responsible for the execution of the following key tasks:

Ensuring proper inventory management and collection of logistics data per designated Warehouse are the primary and central responsibilities of this position. The CMISO will provide hands-on support and carry out responsibilities including:

- Ensure that the electronic LMIS system in his/her designated warehouse is fully functional with accurate, complete, and updated logistic data
- Ensure accurate and timely compilation and entry of LMIS data from suppliers, partners, donors, DMSs and hospitals into the modules of the electronic LMIS system
- Ensure that all LMIS functions are covered at all times, through cross-training and other means
- Build capacity of other staff in the designated Warehouse on all aspects of good LMIS practices
- Compile and submit reports consolidating data and information from the designated warehouse
- Manage electronically, logistics and supply transactions from his/her designated warehouse to DMSs, Hospitals and PHUs and from DMSs, Hospitals and PHUs to his/her designated warehouse
- Compiling monthly report consolidating data and information from on all aspects of LMIS in the designated Warehouse
- Ensure full, timely and proper submission of reports from his/her designated Warehouse.
- Work closely with the ICT Manager, Store In-Charge and Logistics Officer, in the mind-set of continuous improvement, to develop, revise, refine and document transparent and effective processes and systems in his/her designated warehouse

Select Specific Responsibilities

The CMISO is responsible for, and involved in, a wide variety of activities, including:

- Ensure that data is entered correctly and completely into the modules of the LMIS system of his/her Designated Warehouse
- Participate in designing and implementing new LMIS systems and functions
- Ensure that the documentation generated by the LMIS (e.g. picking lists, packing lists, invoices, etc.), meet the needs and facilitate efficient work processes in his/her designated warehouse.
- Ensure LMIS systems and services in his/her warehouse is properly maintained, free from Viruses, secure and backed-up to prevent data loss.
- Assist the ICT Manager in generating required LMIS reports
- Provide basic IT Support in his/her designated warehouse
- Support and complement the work of the Store In-charge and Logistics Officer

Other responsibilities

- To embrace the approach and mind-set of continuous learning and improvement in all activities, seeking professional development in all aspects of work
- To approach work with a customer service mind-set, provide outstanding customer service, including handling customer's phone and emails in a timely and professional manner

- Contribute to capacity development across the organization, including at district and service delivery levels
- *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

From a technical and operational standpoint, the CMISO will work under the guidance and direction of the ICT Manager. The CMISO is also expected to work in collaboration with external partners in strengthening LMIS and inventory management.

V. Qualifications, Skills, and Competencies

Qualifications:	<ul style="list-style-type: none"> • Degree or Higher National Diploma in Information Technology (IT), <i>or related fields</i> • Additional Certifications and completed training in IT, LMIS and similar is an advantage • Supply Chain Management education is an advantage • International education and training in IT and/or SCM functions is an added advantage
Required Skills:	<ul style="list-style-type: none"> • Excellent command of written and spoken English. • Fluency in local languages will be an added advantage.
Specialized Experience:	<ul style="list-style-type: none"> • Experience with paper-based and/or electronic LMIS systems (e.g. mSupply) • Experience with distribution of pharmaceuticals is an advantage • Familiarity with drugs and medical supplies is an advantage • Demonstrated advanced working knowledge of Microsoft Excel, Word and PowerPoint • Customer support experience is a plus
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 'Central MIS 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.