



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

Job Advertisement

I. Position Information	
Job title	Central Logistics Officer
Organization	National Medical Supplies Agency
Executing Agency	National Medical Supplies Agency
Functional area	Operations
Responsible for	Central Logistics Management
Responsible to	National Logistics Manager
Supervision	n/a
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 of extension
Start date	

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>

III. Purpose and Responsibilities of Position
<p>Purpose The Central Logistics Officer (CLO) is responsible for overseeing all aspects of managing the logistics functions, including all aspects of inventory management and distribution functions at the central level, i.e. the Central Medical Stores (CMS).</p> <p>The purpose of this position is to ensure efficient and high quality inventory management and distribution operations at the central level, in support of the organizational mission of ensuring product availability at public health service delivery points across the country.</p>

Primary Responsibilities

Under the overall guidance and direct supervision of the National Logistics Manager, the Central Logistics Officer is responsible for the execution of the following key tasks:

- Plan warehouses and distribution centres for efficiency in both operations and capacity
- Organise transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary
- Coordinate and track movement of goods through logistic pathways
- Execute logistics plan to move products and packages to reach destinations on schedule
- Strategically plan and manage logistics, and warehouse,
- Keep track of quality, quantity, stock levels, and delivery times,
- Report any arising problems or complaints
- Meet timeliness targets
- Maintain metrics and analyze data to assess performance and implement improvements
- Comply with laws, regulations and ISO requirements
- Develop and execute tools and methodologies to enable effective implementation of logistic plans.
- Design and develop standard operating methods to manage logistics operations efficiently.
- *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 CLO will work under the guidance and direction of NLM and the Director of Operations. The CLO 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 supply chain management, distribution management or equivalent• Additional certifications and completed trainings in LMIS or PSM is an advantage
Required Skills:	<ul style="list-style-type: none">• Working knowledge of LMIS or similar software• Minimum five years of progressive work experience in supply chain management, including inventory management.• Ability to lead a team• Strong computer skills including proficiency using spreadsheet and database tools, etc.• Ability and willingness to travel extensively in assigned district and throughout Sierra Leone.• Knowledge of the Sierra Leonean public health system.• Experience in providing customer support.• Excellent command of written and spoken English.

	<ul style="list-style-type: none"> • Fluency in local languages will be an added advantage.
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 Logistics 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.