



NATIONAL MEDICAL SUPPLIES AGENCY

Central Medical Stores
Off Jomo-Kenyatta Road, New England - Freetown

Job Advertisement

I. Position Information	
Job title	Administrative Officer
Organization	National Medical Supplies Agency
Executing Agency	National Medical Supplies Agency
Responsible for	Administrative Support
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>

III. Purpose and Responsibilities of Position
<p>Purpose The purpose of this position is to ensure efficient and high quality administrative management, in support of the organizational mission of ensuring product availability at public health service delivery points across the country.</p> <p>The Administrative Officer (AO) is responsible for all aspects of administrative support needed for the activities of NMSA. This position reports to the Director of Finance & Admin.</p>

IV. Key Responsibilities

Under the overall guidance and direct supervision of the Director of Finance & Admin, the Administrative Officer is responsible for the following key tasks:

- Provide full admin support to the NMSA team and departments
- Develop and maintain a proper and user friendly filing and document control system for recording and tracking of all documents
- Support Directors/Managers in their daily admin roles and to keep stock of stationary supplies for the department
- Complete purchase requests for all purchases, including office supplies, for the necessary approvals and verify invoices for the raised purchases upon delivery of goods and services.
- Organize and schedule meetings and appointments
- Produce and distribute correspondence memos, letters, and forms
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Prepare and monitor invoices
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies;
- Carry out administrative duties such as copying, binding, scanning etc;
- Assist in booking conference rooms, hotels etc;
- Receive, sort and distribute mails;
- Manage staff appointments;
- Supervise the work of junior staff such as cleaners, securities etc;

Other responsibilities

- This position requires occasional travel across Sierra Leone.
- Some weekend work is required on an as-needed basis
- *All other duties as requested by the*

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 AO will work under the guidance and direction of the Director of Finance & Operations.

V. Qualifications, Skills, and Competencies

Qualifications:	<ul style="list-style-type: none">• Degree or Higher National Diploma in Administration, Business, Social Sciences, or similar• Additional Certifications and completed training in administrative procedures is an advantage
General Experience:	<ul style="list-style-type: none">• Minimum three years of progressive work experience in a similar position• Demonstrated understanding of public procurement rules and procedures

	<ul style="list-style-type: none"> • Demonstrated ability to establish and maintain filing systems • Demonstrated ability in word processing (Microsoft Word), spreadsheets (Microsoft Excel) and presentation software (Microsoft PowerPoint). • Ability and willingness to travel in Sierra Leone on a limited basis
Specialized Experience:	<ul style="list-style-type: none"> • Ability to draft and proofread business correspondence • Experience within the health sector in Sierra Leone an advantage
Language Requirements:	<ul style="list-style-type: none"> • Excellent command of written and spoken English and spoken Krio. • Proficiency in other languages is an 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; <p>Promotes the vision, mission, and strategic goals of NMSA.</p>

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 'Administrative 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.