

BACKGROUND

Our client Joint Medical Store is a private-Not-For Profit (PNFP) Non-Governmental Organization (NGO) which was established in 1979 as a joint venture between the Uganda Catholic Medical Bureau (UCMB) and the Uganda Protestant Medical Bureau (UPMB). We are duly registered as a corporate body under the Trustees Incorporation Act, Cap-165 and under the NGO Registration Amendment act, 2006. We are also licensed by the National Drug Authority to engage in the import, export, whole sale of medicines and related health supplies.. The organization is now seeking competent and motivated individuals to join their team in the following positions.

Position: 1. Manager Human Resource & Administration (One Position)**Main purpose of the job:**

Develop, implement and review of systems for the acquisition, utilization, maintenance and exit of human resources, assets and infrastructure in line with human resource and administration policies and procedures.

Qualifications :

- A Bachelor's Degree in Industrial or Organizational Psychology, HRM, Public Administration, Social Sciences or a related field with HRM as a core course unit.
- Post graduate qualification preferably at Master's Degree in Human Resource Management is essential.
- Membership to professional CIPD is an added advantage .

Experience:

- At least five years' experience, three years at senior management level in a busy organization with supervisory responsibility.
- Practical experience is using computerized human resource management information system or Enterprise Resource Planning applications.

Position: 2. Stock Control Officer (One Position)**Main purpose of the job:**

Develop and implement tools that aid in monitoring, analyzing and reporting inventory accuracy; analyze inventory sales trends in relation to inventory level as per company inventory holding policies.

Qualifications:

- Bachelor's Degree in Commerce, Stores and Logistics Management, Business Administration or any other relevant field.
- Professional qualification in ACCA, CPA, CIPS is essential.

Experience:

- At least five years working experience in accounting; and three years in accounting and inventory management in a busy warehouse or supply chain environment.
- Hands-on experience in inventory management and, exposure to Audit work experience is an added advantage.
- Practical experience in using computerized financial accounting packages and, or Enterprise Resource Planning (ERP) applications.

Position: 3. Monitoring and Evaluation Officer (One position)**Main purpose of the job:**

Coordinate the development and implementation of systems for planning, monitoring and evaluation of the company Projects, document and share information and knowledge for informed decision making by Management and the Board. The position holder shall be responsible for providing information relating to progress on implementation of activities as reflected by the indicators and targets and developing strategies and tools for effective monitoring.

Qualifications

- Master's Degree in Statistics, Economics, Public Health, Demography or any other related Social Sciences.
- Knowledge of data-processing and statistical analysis software, namely MS Access, STATA and SPSS, and proficiency in database development and maintenance A MUST.

Experience

- Should demonstrable experience in developing and managing an M&E system, research and data management for a pharmaceutical or related organization
 - Must have participated in previous M&E activities.
 - Proficiency in database development and maintenance.
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Position: 4. Quality Assurance Officer (One Position)

Main purpose of the job:

Monitor and enhance the quality of all medicines, medical equipment and other medical supplies procured, supplied, and dispatched in line with company quality standards.

Qualifications:

- Bachelor's Degree in Pharmacy, Industrial chemistry or related field.
- Additional training in the area of Quality Management of medical supplies is an added advantage.
- Must be registered with the Pharmacy Council or any other relevant regulatory body and with a valid practicing License

Experience:

- At least three years working experience in a busy Pharmaceutical setting.
 - Knowledge of and exposure to the current challenges in proper management of medical supplies.
 - Proficiency in MS Office and ERP applications (IT).
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Position :5. Communications Officer (One Position)

Main purpose of the job:

Design, implement, coordinate and monitor the execution of the Company's communication campaigns.

Qualifications:

- Degree in Mass Communication, Public Relations and other media studies.
- Skills in computer graphics and creative designing are an added advantage.

Experience:

- At least three years' experience in a related field in a busy and multi-cultural setting

- Experience working with and coordinating media.
 - Experience in coordinating social media in a busy environment.
 - Proficiency in branding.
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Position :6. Customer Relations Assistant. (Three Positions) One position based in Arua

Main purpose of the job:

Support the processing customers' orders; respond to enquiries and queries relating to products and services in accordance with Company policies and procedures.

*****Note: One Position is specifically based in Arua.***

Qualifications:

- Diploma in Pharmacy, Nursing, Business Administration or related field.

Experience:

- At least two years' experience in a related field.
 - Proficiency in Enterprise Resource Planning (ERP) applications.
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Position :7. Logistics Assistant (Two positions)

Main purpose of the job:

Support the smooth, effective and efficient operation in respect to sales, picking, dispatch, receiving of goods in accordance with Company guidelines, policies and procedures while carrying out these responsibilities.

Qualifications :

- Diploma in: Procurement, Logistics, Business Administration, Pharmacy or equivalent qualification.
- CIPS (Chartered Institute of Procurement) is an added advantage.

Experience

- At least two year's working experience in a busy Warehouse setting.
 - Proficiency in MS Office and ERP applications (IT).
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Position: 8. Quality Assurance Assistant: (One Position)

Main purpose of the job:

Responsible for ensuring that the units produced and other medical supplies procured, supplied, and dispatched by the organization adhere to established MOH/ISO Standards.

Qualifications:

- Diploma in Pharmacy, Industrial Chemistry, Stores management, Supply chain, Logistics or related field.
- Additional training in the area of Quality Management of medical supplies is an added advantage.
- Must be registered with Allied Health Professionals Council or any other relevant regulatory body and holding a valid practicing License.

Experience:

- At least 2 years working experience in a busy pharmaceutical manufacturing concern.
 - Knowledge of and exposure to the current challenges in proper management of medical supplies.
 - Proficiency in MS Office and ERP applications (IT).
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Position : 9. Biomedical Equipment Assistant: (One Position)

Main purpose of the job:

To undertake day-to-day activities of the workshop including receiving repair jobs, recording them in the workshop operation system, keeping customers informed of job status, keeping proper records of all incoming and outgoing jobs, carry out repair works and performs routine housekeeping workshop activities.

Qualifications:

- Diploma in medical equipment, electro-mechanical, electronic engineering or the equivalent.
- Specialized training in repair and Maintenance of medical equipment is a Key requirement.

Experience:

- At least 2 years working experience in a similar position.
 - Demonstrated ability to read and interpret schematics and equipment service manuals.
 - Competence in using all applicable test equipment and workshop tools required in the performance of the outlined duties.
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Position: 10. IT Assistant: (One Position)

Main purpose of the job:

Provide technical assistance and training to users in operating computers and other electronic data

processing equipment and tools, including software, hardware, printers, etc. in a manner safe to ensure protection the data of the organization.

Qualifications:

- Diploma in IT related field with completion of an Advanced Level School Certificate.
- Microsoft certification is an added advantage.

Experience:

- At least two years' work experience of providing IT support in a busy setting & computerized environment.
 - Knowledge of computer applications and hardware.
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Position: 11. Transport Assistant (One position)

Main purpose of the job:

Drive or transport safely approved passengers to respective destinations, timely delivery of errands and maintenance of the Company vehicles in safe and clean condition in compliance with Company policies, procedures and the Road Safety Act of Uganda.

Qualifications:

- Ordinary Level School Certificate.
- Certificate in vocational/technical training preferably in motor vehicle mechanical field.
- Motor vehicle driving license class C.
- Certificate in defensive driving is an added advantage.

Experience

- At least two years hands-on working experience as a driver in a busy organization
 - Good understanding of the traffic laws and regulations.
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Position: 12. Warehouse Assistant (Five Positions)

Main purpose of the job:

Assist in warehouse and stock management in accordance with the warehouse guidelines; processing orders in a timely and accurate manner.

*****Note: One Position is specifically based in Arua.***

Qualifications:

- Diploma in Stores and Warehousing, Logistics, Customer Care.
- Training in Public Health related field.

- Knowledge of pharmaceutical products and other allied health care products is a requirement.
- Computer literate with knowledge of basic programs.
- At least two years' experience working in a warehouse in a reputable logistics or service industry.

Experience

NB! Please read full job description on Website: <http://jms.co.ug/> before submitting your application.

Apply to:

***The Director, Executive Selection Services,
IFE Consultants Ltd., Serena Conference Centre, Suite 335,
P. O. Box 4220, Kampala. Tel: 0414-234 120***

Clearly mark your application with the position you are applying for as indicated in the advert.

Applicants should submit their applications which should include; **Photocopies of their Academic Documents and Testimonials, a CV with at least three Reference contacts** including their day time telephone contact (professional and not personal, including current or most recent employer if any).

CLOSING DATE FOR SUBMISSION OF APPLICATION: 5:00pm 04th September 2015.

*****While we thank all applicants for your interest; only those selected for interviews will be contacted.***