

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.

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.

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.

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.

Position: 5. Communications Officer (One Position)**Main purpose of the job:**

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

Position :6. Customer Relations Assistant. (Three Positions)**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: Two positions are based in Kampala and one Position is in Arua.***

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.

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.

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.

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.

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.

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: Four positions are based in Kampala and One Position is in Arua.**

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.***