



medical stores department

EXCELLENT CAREER OPPORTUNITIES

Our client, **Medical Stores Department (MSD)** is an autonomous Department of the Ministry of Health and Social Welfare. **MSD** was established by an Act of Parliament No.13 of 1993 with an objective of developing, and maintaining an efficient and cost – effective system of procurement, storage and distribution of approved medicine and other medical supplies required for use by the public health facilities.

The Department is a non-profit making institution with a zonal network all over the country directly serving 5000 health facilities through an Integrated Logistical System.

In order to accelerate the implementation of the Decentralization Strategy and realize its vision of providing quality service closer to the people it is now seeking to recruit individuals who relish change, and have an excellent track record and able to contribute effectively in taking the departments performance to the next best level as a modern and well managed Department of the Government.

INTERNAL AUDITOR (1) – Head Office

(Ref. No. 5097)

Purpose of the job: Reporting to the Senior Internal Auditor the job holder shall be primarily responsible for conducting financial audits and ascertain compliance to financial controls.

Principal Duties and Responsibilities

- Prepares audit procedures of a given assignment in collaboration with seniors
- Drafts audit reports of assignment for review with seniors
- Reviews audit reports or findings with assigned auditors
- Carries out audit test and procedures as required
- Carries out verifications of transactions/documents as required
- Checks maintenance of accurate accounting records
- Ensures proper authorization for transaction/documents
- Conducts special audit assignment as, and when required.
- Prepares timely and accurate reports
- Performs any other duties as may be assigned from time to time.



medical stores department

Performance Standards

- The person we seek must show effective utilization of resources, effective cost control, He/She must be able to design/develop safety mechanisms for accountable documents and effective internal control systems.

Minimum Qualifications and Experience

- Bachelor of Commerce (Accounting) or equivalent
- CPA (T)/, Registration with NBAA/Computer literate
- 3 years in Auditing or Investigations

SENIOR DATABASE ADMINISTRATOR (1) – Head Office

(Ref. No. 5098)

Purpose of the job: Reporting to the Principal Database Administrator the job holders' main responsibility shall be to ensure that ERP and its database are efficiently running at all times.

Principal Duties and Responsibilities

- Ensures that the production system is maintained and patched in a proactive manner
- Maintains installations, upgrades and maintenance of the database server, tools and applications
- Evaluates Database features and related products to ascertain if they meet established user requirements for beneficial utilization.
- Undertakes investigations and propose resolutions of problems
- Monitors and plan for database storage requirements as well as backup mechanism and perform regular tests
- Monitors, maintain and tune database and applications performance to ensure that database security and best practices are adhered to
- Maintains backup policy, procedures and perform regular test
- Provides and maintain scripts to automate the monitoring and cloning of environments for quick and effective fault diagnosis and where possible automated fix
- Reviews relevant change and custom release for risk and impact analysis as part of the whole team to ensure a robust and efficient production system.

msd

medical stores department

- Plans and executes database migrations (e.g., major version upgrades), database patching and critical patch upgrades
- Creates and maintains system/process documentation
- Assists other roles such as Developers, Functional Consultants and users with issues
- Creates and maintains applications reports as requested by system users and management
- Ensures that the required standards of reliability and safety performance of the constituent systems are achieved in the deliverables
- Develops and carries out user training programs for database and related products
- Ensures that MSD ICT policies and guidelines are adhered to by all users.
- Supports users of the database and to educate them on the best use of the database. In the case where users face some problems, it is the responsibility of the DBA to analyze the problem, identify its cause and rectify them.

Performance Standards

- The person we seek must show practical effective control of systems, demonstrate ways to reduce complaints from users, systems security measures, Execution of housekeeping procedures and report writing skills on systems operations.

Minimum Qualifications and Experience

- Degree in IT or equivalent
- Must Oracle Certified Professional (OCP) / MCDBA
- At least 2 years after acquisition of professional qualifications



medical stores department

ACCOUNTS ASSISTANT (3) – Tabora, Mbeya, and Dodoma Zones

(Ref. No. 5099)

Purpose of the job: Reporting to the Zone Accountant the job holder shall be responsible for maintaining accurate books of accounts in the zone

Principal Duties and Responsibilities:

- Issues receipts to customers for cash and cheques collected.
- Assists zonal Accountant to deposit in the bank zonal daily cash collection.
- Assists zonal Accountant to post zonal financial transactions into the computerized accounting system daily
- Checks and posts staff advances and other payments
- Collects and posts in relevant books of accounts various accounting documents like receipts invoices, bank statements, bank reconciliation statements and any other accounting documents.
- Files various accounting documents like receipts invoices, bank statements, bank reconciliation statements and any other accounting documents.
- Assists zonal Accountant safe guard cash, receipt books, cheque books and fixed assets
- Assists zonal Accountant prepare monthly report

Performance Standards:

- The person we seek must demonstrate excellent hands on experience in keeping accurate and up to date records in books of accounts and managing records of suppliers and staff payments

Minimum Qualifications and Experience

- Diploma in Accounting or equivalent
- NBAA recognized certificate, ATEC
- At least 1 year



medical stores department

SALES ASSISTANT (6) – Dodoma, Mbeya, Iringa, Mwanza, and Tanga
(Ref. No. 6000)

Purpose of the job: To assist the Sales officer in all sales activities as assigned.

Principal Duties and Responsibilities:

- Receives and directs customers before processing their orders
- Receives customer's orders from Sales Officer.
- Processes sales orders and posts information of orders into appropriate document to ensure customer records are current.
- Advises customers for substitution in case of a stock out of particular items.
- Ensures that received orders are well stamped and properly approved by responsible person.
- Carries out any other tasks as may be assigned by supervisor

Performance Standards:

- The person we seek must demonstrate excellent hands on experience in managing accurate and up-to-date daily posting of information on orders and handling customers.

Minimum Qualifications and Experience:

1. Diploma in Business Administration/Commercial Management with Marketing option
- or its equivalent
2. 3 years experience



medical stores department

WAREHOUSE ASSISTANT (NORMAL - RECEIVING) (4) – Iringa, Dar, Tabora zone
(Ref. No. 6001)

Purpose of the job: Reporting to the Warehouse Officer – Normal, oversee proper and correct receipt of items into the warehouse

Principal duties and responsibilities:

- Receives items from suppliers including DSM central warehouse/stock returns from customers.
- Records received items into the system stock ledger.
- Maintain up to date and accurate filling of system records of the received items.
- Accounts for broken/damaged or expired items to the supervisor.
- Prepare monthly report of received stock status to supervisor.
- Performs any duties as might be assigned by the superior.

Performance Standards:

- The person we seek must demonstrate excellent hands on experience in managing accurate and up-to-date daily posting of information on orders and handling customers.

Minimum Qualification and Experience:

- Diploma in Business Administration (Materials Management) or its equivalent from recognized Institution.
- 3 years work experience
- Holder of NBMM Professional level II or equivalent qualification, computer literate



medical stores department

WAREHOUSE ASSISTANT (NORMAL - DISPATCH) (3) - Mtwara, Tabora

(Ref. No. 6002)

Purpose of the job: Reporting to the Warehouse Officer – Normal, oversee proper dispatch of items for delivery to customers.

Principal duties and responsibilities:

- Verifies quantity and other aspects of items for delivery to customers against sales invoices/orders.
- Verify customer identity cards before dispatch of items
- Dispatches items as per Approved Sales invoice(s).
- Ensures that the invoice is signed by the customer after receiving items.
- Hands items/stock to customers as per sales order & invoice.
- Prepares gate pass and ensure that it signed by respective signatory.
- Verifies customer with cash has paid to zonal accountant and have receipt of the payment.
- Arrange portage activities at the dispatch bay.
- Ensure that sales order is filled with batches & expiry dates.
- Ensure that customer order (requisition), sales order and invoice are attached together and submitted to the Warehouse officer for record keeping.
- Performs any duties as might be assigned by the superior from time to time.

Performance Standards:

- The person we seek must demonstrate excellent hands on experience in managing accurate and up-to-date daily posting of information on orders and handling customers.

Minimum Qualification and experience:

- Diploma in Business Administration (Materials Management) or its equivalent from recognized Institution



medical stores department

- Holder of NBMM Professional level II or equivalent qualification, computer literate
- 3 years experience

WAREHOUSE ASSISTANT (DISPATCH – RECEIVING ILS) (2) Mbeya & Mtwara ,
(Ref. No. 6003)

Purpose of the job: Reporting to the Warehouse Officer (ILS), oversee proper dispatch of items for delivery to customers.

Packing

- Packs ILS items according to laid down packing regulation /procedures.
- Prepares a damaged items report promptly and correctly.
- Checks to ensure packed quantities correspond to the order.
- Labels /marks and checks the marks and numbers are correct.
- Ensure safety of the packing equipment under his control.

Dispatch

- Dispatches items as per order(s)
- Ensures that the invoice is signed by the customer upon return from customers by the driver.
- Handles items/stock to Drivers as per sales invoice
- Prepares gate pass and ensure that it is signed by respective signatory
- Ensure loading manifest is filled, signed and correspond to number of package per delivery.
- Ensure there is proper documentation of ILS documents.
- Performs any duties as might be assigned by the supervisor from time to time.

Performance Standards:

- The person we seek must demonstrate excellent hands on experience in managing accurate and up-to-date daily posting of information on orders and handling customers.



medical stores department

Minimum Qualification and Experience:

- Diploma in Business Administration (Materials Management) or its equivalent from recognized Institution
- Holder of NBMM Professional level II or equivalent qualification, computer literate
- 3 years experience

WAREHOUSE ASSISTANT (NORMAL - WAREHOUSING) (1) - (Ref. No. 6004)

Mbeya , Tabora Zone

Purpose of the job: Reporting to the Warehouse Officer, oversee proper storage of supplies and picking of items for Dispatch.

Principal duties and responsibilities:

- Stores MSD and Non MSD stocks to respective location
- Record batch/serial number or expiry dates of picked goods on sales order
- Provides labels for all stored stocks for easy identification within a day
- Pick items as per picking instructions
- Issues picked items to Dispatch Section
- Reconciles physical stock against system records daily
- Conducts perpetual stock count of physical stock to identify expired items, near to expire and out of stock items periodically
- Records received items in the stock ledger
- Accounts for broken/damaged or expired items to the warehouse officer
- Performs any duties as might be assigned by the warehouse officer

Performance Standards:

- The person we seek must demonstrate excellent hands on experience in overseeing proper storage of supplies.



medical stores department

Minimum Qualification and Experience:

- Diploma in Materials Management or its equivalent from recognized Institution
- Holder of NBMM Professional level II or equivalent qualification, computer literate, preferably with fork lift driving skills.
- 3 years experience

WAREHOUSE OFFICER (NORMAL WAREHOUSING) – (3) MSD Head office, Mwanza Zone, Iringa (Ref. No. 6005)

Purpose of the job: Reporting to the Area Manager, supervise storage of stocks in the warehouse according to regulations and acceptable procedures.

Principal duties and responsibilities:

Receiving

- Supervises the receiving of all supplies from suppliers or Dar es Salaam Central Warehouse.
- Records received items in the system stock ledger.
- Supervises physical inspection on all incoming consignments, including customer stock returns.
- Prepare daily receiving report
- Documents all receipts and enters these data into the computer.
- Report on all shortfalls of delivered/received goods to the Area Manager.

Warehousing/Stock control

- Reconciles warehouse stock records with Stock related records in other departments to ensure that any discrepancy noted is timely dealt with.
- Supervises periodic stock counting for proper stock record keeping and identify expired items near to expire, and out of stock items and remove them from the system via proper documents Accounts for broken/damaged or expired items to the supervisor.
- Initiate and supervise inter-warehouse stock transfer and ensure no artificial stock out is created.
- Prepare monthly report of stock status to the area manager.
- Maintain proper MSD stock control procedures and regulations to MSD and non-MSD supplies.

Dispatch

msd

medical stores department

- Ensure stocks are arranged in an itemized manner in the store.
- Liaises with sales officer to ensure that all manual documents are posted in the system timely.
- Arrange schedule of deliveries to customers and communicate to area manager.
- Supervise packing of supplies for delivery to customer or other zones
- Hand over drugs and medical supplies to customer
- Supervise portage activities at dispatch bay
- Prepare daily dispatch reports
- Supervise movement of stock within warehouse and from or to other warehouses.
- Performs any other duties as might be assigned by the superior.

Performance Standards:

- The person we seek must demonstrate excellent hands on experience in overseeing correct and efficient storage of all MSD procured pharmaceuticals and medical supplies according to correct procedures and regulations.

Minimum Qualification and Experience:

- University Degree in Business Administration (Materials Management) or equivalent
- CPSP holder and registered by the board
- Computer literate
- 3 years experience

ACCOUNTANT (RISK MANAGEMENT) (1) - MSD Head Office

(Ref. No. 6005)

Purpose of the job: Reporting to the Chief Management Accountant, develop and support efficient risk management systems in MSD

Principal Duties and Responsibilities

- Ensures an appropriate risk profile for MSD operation
- Leads in business analysis for risk mitigation for MSD operations
- Provides analytical information on risk assessment on management of working



medical stores department

capital

- Coordinate risk management function of the department
- Liaises with departmental risk coordinators on identification, analysis and reporting of mitigating risk in the functional department
- Profile MSD risks and maintain corporate risk register
- Reviews of zonal monthly reports and summarize the key risks from the zonal level
- Monitor daily liquidity positions and ensure that the department liquidity position is sound,
- Monitors the IT system risks on daily basis
- Prepares periodic risk management reports for management deliberations
- Provides technical support to staff on risk management techniques and procedures
- Coordinates the risk identification and analysis of the department and units
- Reviews reports and financial data to determine risks affecting MSD
- Prepares monthly and quarterly risk management reports
- Market research, analysis and report on development and trends in the financial markets that impact the department's financial position
- Monitors and manage insurance policies and claims
- Develops hedging techniques for effective MSD liquidity management
- Ensure adherence to MSD Risk Management framework

Performance Standards

- The person we seek must show excellent hands on experience in financial market trends, risk mitigation

Minimum Qualifications and Experience:

- B.Com Accounting or equivalent
- CPA, Computer literate
- 2 years after acquisition of professional qualifications
- techniques, updating the risk register

CLAIMS OFFICER (1) - MSD Head Office

(Job Ref. DF 31)

(Ref. No. 6006)

Purpose of the job: Reporting to the Accountant (Risk Management), initiate, maintain



medical stores department

records to support and follow up claims of MSD so that MSD is paid in a timely manner.

Principal Duties and Responsibilities

- Maintain claims register.
- Opens claims working files.
- Keeps copies of bid and performance bond and discharge them when contracts and deliveries are accomplished respectively.
- Obtain claims supporting documents e.g examination voucher, surveyor report, short landed certificate.
- Maintains staff claims under Workman's compensation policy.
- Makes marine declaration on our imports and submit them to Insurance.
- Prepares and submits notice of claims directly reports and prices claims to short –landed delivery and damaged goods.
- Prepares claims for goods delivered but quality.
- Prepares liquidated damaged claim for delayed deliveries.
- Prepares motor fire and burglary claims to losses occasioned on assets trucks and stocks.
- Liases with business entities on matters pertaining to claims and insurance.
- Expedites claims including repetitive reminder for obtaining claims settlements
- Prepares progressive Claims reports
- Performs any other duties assigned by supervisor.

Performance Standards

- The person we seek must demonstrate excellent hands on experience in lodging and expediting claims.

Minimum Qualifications and Experience:

- University Degree or equivalent qualifications in Business Administration (Material Management) from a recognized institution.
- Must be registered with the National Board of Materials Management (NBMM)
- 4 years

ASSISTANT ACCOUNTANT (1) - Tabora
(Ref. No. 6007)



medical stores department

Purpose of the job: Reporting to the Area Manager, collect payments and keep accurate records of cash and cheque receipts.

Principal Duties and Responsibilities:

- Approves zonal payments in accordance to the MSD rules and regulations
- Banks zonal cash collection daily
- Posts zonal financial transactions into the computerized accounting system daily
- Prepares Bank reconciliation statements for submission to the Chief Financial Accountant monthly
- Responds to both internal and external Audit queries.
- Keeps in safe custody cash, receipt books and cheques books
- Validates daily cash collection reports
- Prepares expenses variation and capital expenditure reports and submit to the Chief Management Accountant.
- Prepare and compile financial year budget
- Maintain Fixed Assets Register

Performance Standards

- The person we seek must show excellent hands on experience in Accounting records

Minimum Qualifications and Experience:

- Bachelor of Commerce (Accounting) or equivalent
- 3 years experience



medical stores department

Remuneration

An attractive package will be offered to the successful candidate for any of the above positions.

TERMS AND CONDITIONS: The position attracts a three year contract renewable subject to excellent performance.

MODE OF APPLICATION:

Interested Tanzanians who meet the minimum requirements of any of the above position should send their application letters stating how they meet the positions requirements in **writing**, a CV listing names and contacts of 3 work related referees, 2 current passport size photographs, and copies of their certificates to the address below so us to reach on, or before **16hrs00 on 20th January 2012**. Applicants **MUST** disclose their current gross salaries.

Only shortlisted candidates will be contacted.

All applications should be sent by post, courier, or delivered to:

**Manpower Services (T) LTD,
Management, Training & Recruitment Consultants,
4th Floor, Posta House,
Ohio/Ghana Avenue,
P.O.Box 9341,
Dar es Salaam.
Email: manpower@africaonline.co.tz**

❖ **MSD is an equal opportunity employer, women are encouraged to apply.**