



KENYA MEDICAL SUPPLIES AUTHORITY

YOUR PARTNER IN HEALTHCARE

JOB ADVERTISEMENT

As a result of the operationalization of the KEMSA Regional Distribution Centre (RDC) in Kisumu, we have the following openings:

1. VACANT POSITION: INVENTORY CLERKS.

GRADE: SA9
NO. OF VACANCIES: One (1)
TERMS OF SERVICE: Contract
BASIC SALARY: As per scale

PURPOSE STATEMENT

Reporting to the Warehouse Supervisor, the job holder will be responsible for managing the warehousing and inventory of Health Products and Technologies (HPT's) as per the approved Standard Operating Procedures (SOP's). They will also be expected to verify the submitted documentation against the existing records in order to ensure accuracy of the stored inventory of Health Products and Technologies (HPT's).

PRINCIPAL ACCOUNTABILITIES:

1. Support the day-to-day management of the Health Products and Technologies (HPT's).
2. Ensure timely receipt of quarantine inventory.
3. Ensure that delivery notes, invoices, stock records and actual stock levels tally at all times and that cycle counts, monthly and quarterly physical stock checks are done, reconciled, and discrepancies investigated.
4. Maintenance of high standards of housekeeping in the allocated area.
5. Ensure that inventory is stored correctly in adherence to Good Manufacturing Practice (GMP) and Good Warehousing Practice (GWP) requirements and other best practices.
6. Ensure that security procedures are followed to eliminate pilferage and theft of inventory.
7. Prepare and submit weekly and monthly inventory reports for all products and materials under his/her care.
8. Coordinate with shopkeepers to ensure inventory accuracy of 100% is achieved and maintained.
9. Support the implementation of the departmental risk mitigation measures

QUALIFICATION, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

The ideal candidate should be in possession of the following:

1. Diploma in Purchasing and Supplies management or relevant field.
2. Computer literate, preferably in inventory management software
3. Should have a minimum of two (2) years' experience in a busy warehousing facility involving use of modern warehousing techniques or FMCG environment.
4. Should be a team player
5. Should have good communication skills.
6. Must have a Police Clearance Certificate issued by the Directorate of Criminal Investigations (DCI).

2. VACANT POSITION: WAREHOUSE PICKERS.

GRADE:	SA10
NO. OF VACANCIES:	Twelve (12)
TERMS OF SERVICE:	Contract
BASIC SALARY:	As per scale

PURPOSE STATEMENT

Reporting to the Warehouse Supervisor, the job holder will be responsible for picking Health Products and Technologies (HPT's) as per the approved picking list. They will also be expected to verify the submitted documentation against the existing records and physical commodity in order to ensure accuracy in picking of Health Products and Technologies (HPT's).

PRINCIPAL ACCOUNTABILITIES:

1. Support the day-to-day management of the allocated commodities.
2. Ensure timely picking of released Health Products and Technologies (HPT's) as per picking schedule and list.
3. Ensure that batch numbers, expiry dates and quantities of allocated stocks tally with the physical commodities records at all times.
4. Ensure stocks picked are well arranged in shippers on pallets and transferred to consolidation area timely.
5. Maintenance of high standards of housekeeping in the picking and consolidation areas.
6. Ensure that stocks picked are stored correctly in adherence to Good Manufacturing practice, Good Warehousing Practice and Good distribution practice requirements and other best practices.
7. Ensure that security procedures are followed to eliminate pilferage and theft of the picked Health Products and Technologies (HPT's).
8. Ensure that stocks assembled by shopkeepers against picking tasks tally and for any variance, it has to be reconciled immediately.
9. Support the implementation of the departmental risk mitigation measures

QUALIFICATION, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

The ideal candidate should be in possession of the following:

1. Certificate in Purchasing and Supplies management or relevant field.
2. Computer literate, preferably in inventory management software
3. Should have a minimum of one (1) year experience in a busy warehousing facility or fast moving consumer goods environment.
4. Should be a team player
5. Should have good communication skills.
6. Should be a person of high integrity and impeccable character.
7. Must have a Police Clearance Certificate issued by the Directorate of Criminal Investigations (DCI).

3. VACANT POSITION: LOADERS

GRADE:	SA12
NO. OF VACANCIES:	Three (3)
TERMS OF SERVICE:	Contract
BASIC SALARY:	As per scale

PURPOSE STATEMENT

Reporting and working under the supervision of the Distribution Assistant, the Loader will be required to load medical commodities onto trucks; based on the approved picking and dispatch lists and documentation.

PRINCIPAL ACCOUNTABILITIES

The jobholder will have the following principal accountabilities:

1. Ensure all picked commodities are loaded onto trucks.
2. Offload medical commodities received from stations or during inter-warehouse transfers.
3. Liaise with the Supervisor to ensure that all assigned tasks are completed as scheduled.
4. Ensure packed commodities are handled with outmost care in compliance to GMP and GDP.
5. Ensure that they are accountable for any damages during loading.
6. Support the implementation of the departmental risk mitigation measures

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE :

1. O-Level grade D+ (plus).
2. Good communication skills.
3. Working experience in a Fast Moving Consumer Goods (FMCG) environment will be an added advantage.
4. Must be physically fit.
5. Should be a team player
6. Should have good communication skills.
7. Should be a person of high integrity and impeccable character.
8. Must have a Police Clearance Certificate issued by the Directorate of Criminal Investigations (DCI).

Those interested and who meet the above requirements are invited to apply for the jobs. Applications, accompanied with a detailed curriculum vitae, copies of ID card, certificates and testimonials addressed as below should reach the Chief Executive Officer not later than **12TH JUNE 2020**

Chief Executive Officer,
Kenya Medical Supplies Authority
Commercial Street
Industrial Area
P.O. Box 47715-0010
NAIROBI - Attn: Director, HR & Administration.

Signed:

DR. JONAH MANJARI,  Date: 

NOTE:

The above positions will be at the KEMSA Kisumu Regional Distribution Centre (RDC) and those successful should be ready to work in Kisumu.

'KEMSA IS AN EQUAL OPPORTUNITY EMPLOYER'