

## **HR Manager**

In October 2017, the National Medical Supplies Agency was established by an Act of Parliament as a public service agency responsible for the procurement, warehousing, distribution and management of drugs and medical supplies in a 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.

NMSA is inviting suitable Sierra Leonean professionals to apply for the HR Manager role.

Responsible to:           Managing Director

Supervision:             Clerk

Location:                Freetown

Position type:          Full Time

Contract duration:      3 years

### **Purpose of the role**

The Human Resource Manager (HRM) is responsible for providing a full range of human resource services, including establishing human resource policies and resources, providing a framework for maintaining good employer/employee relationship within the organization, managing employee recruitment, compensation, performance, promotion, capacity development, discipline, and termination, and providing overall supervision on health and safety related issues.

The purpose of this position is to ensure high quality human resource management and staff operations at all levels of NMSA, in support of the organizational mission of ensuring product availability at public health service delivery points across the country.

### **Primary Responsibilities**

Under the overall guidance and direct supervision of the Managing Director and working closely with the Operations Director, the Human Resource Manager is responsible for the execution of the following key tasks:

#### **Human Resource Management**

- Establish and implement human resource policies and procedures for the NMSA.
- Establish a remuneration policy that is competitive with comparable organisations in Sierra Leone and update it on a yearly basis.
- Devise and implement adequate training programmes for the induction of new recruits and training and capacity development for managers and employees.
- Ensure the efficient and fair recruitment and selection of well-qualified employees to meet vacancies identified by different managers and employees.
- Manage all aspects of the recruitment process, including advertisement, heading review committee, contracts, etc.
- Establish and maintain a regular programme of joint consultation with employees and senior management.

- Ensure yearly performance evaluations conducted for all employees, and professional development plans created based on performance evaluations.
- Maintain adequate and complete records for employees per human resource policy.
- Advise other line managers on employee relations upon request.
- Provide staff welfare services for all employees.
- Develop occupational health and safety systems, including policies, procedures and manuals
- Ensure the organization is compliant with all relevant labour legislation.
- Initiate, with Finance Director, Operations Director and Managing Director, disciplinary action, including termination, as determined through performance evaluations.

### **General Professional Principles and Responsibilities**

- Maintain an approach and mind-set of continuous learning and improvement by seeking professional development in all aspects of work.
- Approach work with a customer service mind-set, including timely, professional, and productive communication with all stakeholders.
- Work under the principles of collaboration and mutual benefit by contributing to capacity-building of co-workers.
- *Any other task* assigned by management.

### **Qualifications**

- Diploma or Degree in Business, Administration, Human Resource Management, Social Sciences or related.
- Additional Certifications and completed training in Human Resource Management or similar is an advantage.
- Minimum five years of progressive work experience in Human Resources, with at least two of them in a strategic role.
- Experience leading a team is preferred.
- Strong computer skills including proficiency using spreadsheet and database tools, etc.
- Knowledge of the Sierra Leonean public health system.
- Strong interpersonal and organizational skills.

### **Language requirements**

- Excellent command of written and spoken English.
- Fluency in local languages will be an added advantage.

### **Personal competencies and values**

- 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.

- 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.
- Promotes the vision, mission, and strategic goals of NMSA.

**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 to [NMSArecruitment@gmail.com](mailto:NMSArecruitment@gmail.com) and copy [job@jobsearchsl.com](mailto:job@jobsearchsl.com) with the position title as the subject. The closing date for submission of applications is Friday 8<sup>th</sup> March 2019.**