



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE PURCHASING OFFICER	2. DIVISION HEAD OFFICE	3. DEPARTMENT FINANCE (PURCHASING AND LOGISTICS)
4. ORGANISATIONAL RELATIONSHIP The Purchasing Officer will report to the Manager-Purchasing and Logistics.	5. NATURE & SCOPE The Purchasing Officer is responsible for the timely and accurate processing of purchasing/accounting transactions and information. Purchase Orders relative to budgetary allocations and ensure adherence to the Purchasing Policies and Procedures of the Authority. Performing routine clerical tasks by following well established procedures, and unusual situations when encountered are brought to the attention of the Manager-Purchasing and Logistics for solution. The scheduling, organizing and completion of tasks and duties in accordance with set deadlines.	
6. SPECIFIC ACCOUNTABILITIES The Purchasing Officer: <ul style="list-style-type: none"> ❑ Assists in the monitoring, evaluation and recording of vendor performance. ❑ Ensures that all purchasing requisitions for approval are properly completed. ❑ Identifies appropriate sources of supply from approved vendor listing. ❑ Establishes new and potential vendors and secures their inclusion in an approved listing. ❑ Negotiates with vendors to ensure their ability to meet requirements for design, performance, cost, quality and delivery. ❑ Obtains quotations for purchases and perform analysis to support supplier selection. ❑ Prepares/Reviews and authorizes Purchase Orders as requested. ❑ Performs follow-up tasks for outstanding purchases. ❑ Prepares weekly and monthly reports on purchasing transactions for review by the Manager-Purchasing and Logistics and also forwarded to the Area Administrative Officer/Manager-Hospital Administration or any other Heads of Departments as indicated by Manager-Purchasing and Logistics. ❑ Conducts regular training sessions on Purchasing Policies at local offices for new staff and refresher sessions for existing staff. ❑ Performs period site visits to vendor premises/warehouses to ensure vendor compliance with Authority's Quality Assurance Regulations. ❑ Knowledge of the New Procurement Legislation ❑ Supervises staff daily to ensure function is carried out in an efficient manner, also typically includes recommendations for performance evaluation, training, work allocation and problem solving. ❑ Develops customized strategies providing high customer service and reduced costs. ❑ Negotiates with vendors to ensure that their various responsibilities are carried out effectively. ❑ Ensures end users/stakeholders are familiar with the stock requisition system and that the guidelines and rules governing these are adhered to and respected by all ❑ Develops record keeping procedures and manage appropriate department records in accordance with applicable regulation, policies and procedures ❑ Participates in the development of operating goals and objectives for the unit: recommends, implements and administers methods and procedures to enhance operations ❑ Assists in the conduct of bid openings, evaluate bids and proposals to determine responsive low bid: assures selection in accordance with established criteria 		

- ❑ Reviews and approves the purchasing recommendation of the Clerks (supplier evaluation)
- ❑ Co-ordinates the procurement process, ensuring that the proper procedures are used when evaluating suppliers, and that all Purchase Orders are generated and followed through giving proper and timely feedback to all stakeholders.
- ❑ Provides feedback to the expediting unit with respect to discrepancies concerning delivery of goods.
- ❑ Performs other related duties as required by the approved Authority.

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- ❑ Knowledge of the policies and procedures of Purchasing and Supply Management.
- ❑ Sound knowledge of the Institutional and Operational Framework in which the Authority operates.
- ❑ Possess a sound comprehensive, analytical and calculative ability.
- ❑ Knowledge of modern office practices, procedures and to operate standard office equipment.
- ❑ Knowledge of departmental rules and applicable regulations and instructions
- ❑ Ability to make arithmetical computations
- ❑ Ability to learn assigned tasks readily and to adhere to prescribed rules and regulations.
- ❑ Ability to establish and maintain effective working relationships with other colleagues and members of the public
- ❑ Sound knowledge of Contracting for goods and services
- ❑ Good knowledge of the Tender process would be an asset.
- ❑ Practical experience in any accounting software, knowledge of Microsoft Dynamics GP would be an asset.

8. MINIMUM TRAINING AND EXPERIENCE

- ❑ Certification in Purchasing and Supply Management and in the final level of Chartered Institute of Purchasing and Supply (CIPS) or any other equivalent qualification
- ❑ Certificate in Understanding the New Procurement Legislation
- ❑ At least five (5) years experience in a similar or related job function in an accounting environment
- ❑ Proficiency in use of Computer and related software applications e.g. Microsoft Word and Excel.
- ❑ Any other equivalent combination of qualification, training and experience.

9. SUPERVISORY RESPONSIBILITIES

- ❑ Clerk II
- ❑ Clerk I
- ❑ On the Job Trainee

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- ❑ Manager-Purchasing and Logistics
- ❑ General Manager-Finance
- ❑ Financial Accounting Department
- ❑ Cost and Management Accounting Department
- ❑ Information System/Information Technology Department
- ❑ Members of Staff
- ❑ All other Heads of Department

External:

- ❑ Suppliers
- ❑ Other Regional Health Authorities