



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE TENDERS OFFICER	2. DIVISION HEAD OFFICE	3. DEPARTMENT FINANCE
4. ORGANISATIONAL RELATIONSHIP The Tenders Officer will report to the Manager-Purchasing and Logistics.	5. NATURE & SCOPE The Tenders Officer is responsible for execution of tendering activities in accordance with procurement standards. The incumbent will be required to facilitate the coordination and management of the Tenders process, contribute to the review and evaluation of tenders, records for all Tenders and Contracts issued, to ensure the Authority risk is minimized and maximum benefits are obtained.	
6. SPECIFIC ACCOUNTABILITIES The Tenders Officer: □ Ensures compliance with the Authority’s Tender Policy and Procedures. □ Provides assistance in gathering information on tender results, analyzing and converting results into useful and meaningful data. □ Schedules, manages and maintains a calendar of activities for Tenders Committee. □ Coordinates and participates in internal quality and processes audits. □ Assists in developing and implementing procedures and policies for the management and administration of Tenders to ensure compliance with Procurement Standards and Legislations. □ Ensures that bid documents are accurate and received within the stipulated timeframe. □ Establishes and maintains an efficient and effective filing system both manually and electronically. □ Provides varied secretarial and office administrative assistance to the Tenders Committee. □ Accesses, sorts and drafts appropriate responses to requests/queries. □ Implements administrative procedures as required by the Tenders Committee. □ Facilitates the pre-tender meetings for tender clarifications, tender(s) opening process and coordinates Evaluation meetings. □ Provides professional advice and expertise to the staff in reviewing scope of work, contractor pre-qualification, and completion of tender documents. □ Reviews board papers and evaluation Reports to ensure all relevant information is included. □ Monitors and completes status reports on Tenders in accordance with established procedures. □ Performs any other related duties and responsibilities consistent with job title/position as required by the Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES □ Knowledge of organization functions, principles and practices relating to Tenders Administration. □ Planning, analytical, diagnostic and communicative skills. □ Excellent communication and negotiation skills both written and verbal. □ Strong time management skills □ Sound comprehensive and interpersonal skills. □ Knowledge of computer applications (Outlook, Word, Excel, PowerPoint, Projects etc). □ Knowledge of the laws/legislations, regulations, procedures and practices relevant to the operations of the Authority and governing the tender process of goods and services.		
8. MINIMUM TRAINING AND EXPERIENCE □ Level 5 CIPS or any other equivalent combination of training and experience. □ Five (5) years’ experience with appropriate knowledge of the Public Sector Tendering, Procurement Process and Legislation. □ Computer Literate in Microsoft Office Suite.		

9. SUPERVISORY RESPONSIBILITIES □ Clerk I □ On-the-Job Trainee
10. COMMUNICATION AND WORKING RELATIONSHIP Internal: □ Manager- Purchasing and Logistics □ General Manager-Finance □ Other members of Management Executive Team □ Other members of Management Team □ Central Purchasing Unit □ Staff in Head Office and Administrative Units External: □ Ministry of Health personnel □ Suppliers □ Other Governmental Ministries □ Other Regional Health Authorities