



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SUPPLY CHAIN ASSISTANT I (PROCUREMENT)		2. DIVISION HEAD OFFICE	3. DEPARTMENT SUPPLY CHAIN MANAGEMENT UNIT
4. ORGANIZATIONAL RELATIONSHIP The Supply Chain Assistant I (Procurement) will report to the Supply Chain Officer (Procurement).		5. NATURE & SCOPE The Supply Chain Assistant I (Procurement) is responsible for performing routine clerical tasks by following well-established procedures, and unusual situations when encountered are brought to the attention of a senior officer for solution. Detailed instructions and close supervision are received initially and on new assignments. Regular routine assignments may be performed with less supervision and some initiative and limited judgment may be utilized as experience is gained. All work is subject to supervision and is reviewed by a senior officer upon completion for performance accuracy and adherence to instructions.	
6. SPECIFIC ACCOUNTABILITIES The Supply Chain Assistant I (Procurement): <ul style="list-style-type: none">❑ Uses the Standard Operating Procedures of the Department to guide their practice;❑ Follows sourcing strategies as specified in company’s procurement strategy and procedures for low value/low risk goods and services;❑ Ensures suppliers adheres to the submission guidelines, timelines etc;❑ Creates folders on E-Storage with the Purchase Requisitions and upload attachments as required;❑ Prepares and requests for quotations / information / and proposals from approved vendors via email or e-quote to price goods and services as needed;❑ Receives and reviews all incoming quotations and supporting documentation to ensure completeness of request;❑ Compiles and attaches quotations to physical requisition for processing;❑ Saves all received documents (quotations / attachments) on E-Storage Folder;❑ Coordinates site visit with requestors and compile listing of all suppliers to send for the requestor;❑ Ensures site visit logs are promptly returned (completed) to the Purchasing Department;❑ Requests samples for goods as requested by requestors;❑ Seeks additional information as requested by the Supply Chain Officer;❑ Processes all assigned special purchase requests in a timely and accurate manner. Maintains a high degree of communication, cooperation and coordination with all stakeholders regarding purchases. <ul style="list-style-type: none">❑ Prepares and maintains requisition database;❑ Prepares and distributes Request for Quotations/Proposals/Information as required❑ Updates databases with the relevant status;❑ Ensures queries and complaints are forwarded to the relevant senior to address accordingly;❑ Assists in year-end stock count exercise;❑ Conducts periodic checks on E-Storage to ensure that the packages are uploaded as per guidelines❑ Communicates with suppliers/requestors as needed;❑ Supervises and guides Supply Chain Clerk and On the Job Trainees;❑ Performs any other duties as requested by the appropriate Authority.			
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none">❑ Knowledge of modern office practices, procedures and standard office equipment;❑ Knowledge of the Public Procurement and Disposal of Public Property Act (2015);❑ Knowledge of the Simplified Regulations Act, 2024;❑ Knowledge of the Authority Financial Policies & Procedures;❑ Knowledge of departmental rules and applicable regulations and instructions;❑ Ability to make arithmetical computations;❑ Ability to prepare clear and concise oral and written reports;			

<div><ul style="list-style-type: none">❑ Ability to make minor decision on the basis of precedents and regulations and to apply them to work problems;❑ Ability to assign, supervise and review the work of subordinate employees;❑ Ability to establish and maintain effective working relationships with colleagues and the public;</div>
<div><div>8. MINIMUM TRAINING AND EXPERIENCE</div><div><ul style="list-style-type: none">❑ Training as evidenced by completion of Level 3 CIPS (Chartered Institute of Purchasing & Supply);❑ Knowledge of Microsoft Dynamics GP would be an asset;❑ Computer Literate in Microsoft Office Suite;❑ At least three (3) years’ experience in a Supply Chain Clerk position.</div></div>
<div><div>9. SUPERVISORY RESPONSIBILITIES</div><div><ul style="list-style-type: none">❑ Supply Chain Clerk (Procurement)❑ On The Job Trainee (OJT)</div></div>
<div><div>10. COMMUNICATION AND WORKING RELATIONSHIPS</div><div><div>Internal:</div><div><ul style="list-style-type: none">❑ All members of Staff from the Supply Chain Management Unit❑ All other Heads of Departments❑ Members of staff</div><div>External:</div><div><ul style="list-style-type: none">❑ Ministry of Health❑ Other Regional Health Authorities❑ Suppliers</div></div></div>