



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SUPPLY CHAIN ASSISTANT II (INVENTORY)	2. DIVISION: SANGRE GRANDE HOSPITAL ST. ANDREW/ST. DAVID NARIVA/MAYARO	3. DEPARTMENT SUPPLY CHAIN MANAGEMENT UNIT
4. ORGANISATIONAL RELATIONSHIP The Supply Chain Assistant II (Inventory) will report to the Area Administrative Officer/Supply Chain Officer.	5. NATURE & SCOPE The Supply Chain Assistant II (Inventory) will be responsible for the operation of a storeroom containing inventory and provide clerical skills necessary for the maintenance of proper supply chain functions. Supervision is exercised over a small group of subordinate personnel assigned to the storeroom for purposes of receiving, issuing, creating and stacking a variety of stores. Supervision is received from a superior officer who reviews work through observations and inspection for compliance with regulations, and established procedures.	
6. SPECIFIC ACCOUNTABILITIES The Supply Chain Assistant II (Inventory): <ul style="list-style-type: none">❑ Reviews and posts all transactions recording the receipts, issuance or movement of stock on the Financial Management Information Systems (FMIS) to ensure completeness and accuracy daily.❑ Plans, directs and supervises all activities in a storeroom containing inventory.❑ Supervises a small number of clerical and other workers assigned to the storeroom.❑ Receives and issues supplies and maintain appropriate records on the computerized system.❑ Requests, receives and issues non-pharmaceutical items from NIPDEC Central Stores.❑ Prepares and submits periodical reports showing obsolete, expired and excessive stocks for consideration by Disposal Committee.❑ Checks goods received and report shortages, breakages and other discrepancies.❑ Prepares and signs requisitions, delivery notes, Goods Received Notes and other related documents.❑ Ensures the maintenance of established inventory levels of stock items and proper cataloging/storage of inventory❑ Maintains perpetual inventory account using computerized record keeping, completes periodic reports to General Manager Supply Chain Management❑ Liaises with Supply Chain Officer (Purchasing) and suppliers for timely delivery of goods and services.❑ Coordinates delivery of goods and services with suppliers.❑ Obtains specification for selected items from requesting departments in an effort to initiate procurement.❑ Assists in the preparation of budget estimates.❑ Ensures all items and equipments needed for use by stores department is functional and available.❑ Assists with ensuring an adequate supply of items in the event of a disaster.❑ Assists with timely distribution of uniform material to the relevant staff.❑ Performs related work as required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none">❑ Comprehensive knowledge of storeroom and supply chain management policies and procedures.❑ Sound knowledge of Inventory Management.❑ Knowledge of Financial Management Information Systems (FMIS/Great Plains Dynamics).❑ Some knowledge of the types and uses of a variety of stores.❑ Knowledge of Inventory Management Policies and Procedures specific to the RHA’s.❑ Knowledge of procurement, financial regulations and other related rules and regulations as it relates to Procurement Process.❑ Ability to establish and maintain effective working relationships with other employees and the public.		

<div>8. MINIMUM TRAINING AND EXPERIENCE</div> <div><ul style="list-style-type: none">❑ Training as evidenced by completion of CIPS Level 4.❑ At least three (3) years’ experience in Supply Chain Management (Stores/Inventory Management).❑ Computer Literate in Microsoft Office Suite and Great Plains Dynamics.❑ Any other equivalent combination of qualification, training and experience.</div>
<div>9. SUPERVISORY RESPONSIBILITIES</div> <div><ul style="list-style-type: none">❑ Supply Chain Assistant I❑ Supply Chain Clerk❑ Stores Attendant❑ On the Job Trainee</div>
<div>10. COMMUNICATION AND WORKING RELATIONSHIP</div> <div><div>Internal:</div><div><ul style="list-style-type: none">❑ General Manager-Supply Chain Management❑ Manager-Procurement and Contract❑ Manager-Hospital Administration❑ Area Administrative Officer❑ Supply Chain Officer❑ All Members of the Supply Chain Management Unit❑ All other Heads of Departments❑ Members of staff</div><div>External:</div><div><ul style="list-style-type: none">❑ Suppliers❑ Government Institutions e.g. C 40.❑ Other Regional Health Authorities</div></div>