



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE		2. DIVISION	3. DEPARTMENT
SUPPLY CHAIN OFFICER (PROCUREMENT)		HEAD OFFICE	SUPPLY CHAIN MANAGEMENT
4. ORGANISATIONAL RELATIONSHIP	5. NATURE & SCOPE		
The Supply Chain Officer (Procurement) will report to the Manager-Procurement and Contracts.	The Supply Chain Officer (Procurement) is responsible for performing technical and administrative duties ensuring 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. Follows well established procedures, policies, rules and guidelines, in order to execute professional work, provide support and aid in the efficient execution of procurement and disposal activities for low value/low risk or high value/high risk items. Unusual situations when encountered are brought to the attention of the Manager-Procurement and Contracts for solution. The scheduling, organizing and completion of tasks and duties in accordance with set deadlines.		
6. SPECIFIC ACCOUNTABILITIES			
The Supply Chain Officer (Procurement):			
<ul style="list-style-type: none">❑ Conducts research to inform the development of strategy for procurement and contributes to the development of procurement and disposal strategies in accordance with the approved policies for the procurement and disposal assets in keeping with regulations and legislations.❑ Processes procurement and disposal related documents using relevant templates (ITT, RFQ, RFP, EOI and Conditions of Contract❑ Ensures full understanding of the budget holder’s need and technical requirements before proceeding with the processing and sourcing of requisitions❑ Researches the market and identifies new sourcing options.❑ Liaises with suppliers to ensure timely receipt of documents and information and to provide solutions to queries and other supplier related issues.❑ Review of requisitions submitted by internal stakeholders for the inclusion of mandatory documents and attachments❑ Maintains a requisition queue within the limits set for the Department to address stock outs, emergency purchases and general purchases❑ Reviews and prepare purchasing analysis recommendation to support supplier selection and ensure value for money is obtained❑ Attends site visits (as needed) ensuring procedures executed are done based on guidelines and ensuring additional information is communicated to potential bidders❑ Demonstrates negotiation skills with vendors to ensure their ability to meet requirements for design, performance, cost reduction of goods and services, quality and delivery;❑ Develops customized strategies providing high customer service and reduced costs.❑ Assists with the Prequalification process and maintaining the prequalification register and identifies appropriate sources of supply from approved vendor listing.❑ Schedules and coordinates meetings with internal and external stakeholders as and when required.❑ Manages Contract Delivery and contract activities that have been undertaken❑ Performs duties as it relates to procurement, disposal, tendering and evaluation and provides advice and guidance on less complex procurement matters to support staff❑ Assists in the preparation of procedures manuals, desk manuals, workflow charts, data manuals and other planning tools❑ Prepares and/or reviews Purchase Orders as required❑ Prepares quarterly and monthly reports for Committee and Departmental review; also prepares weekly reports on purchasing transactions for review by the Manager-Procurement and Contracts, General			

<p>Manager, Supply Chain and for submission to the Area Administrative Officer/Manager-Hospital Administration or any other Heads of Departments as indicated by Manager-Procurement and Contracts.</p> <ul style="list-style-type: none"> ❑ Conducts regular training sessions on Procurement Policies and Guidelines at local offices for new staff and refresher sessions for existing staff on a quarterly basis or as needed. ❑ Ensures that E-Storage is managed and used efficiently ❑ 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. ❑ 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 ensures that quotations received are in adherence to specifications ❑ Coordinates 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. ❑ Assists in the monitoring, evaluation and recording of vendor performance. ❑ Assist in the Authority annual stock count exercise ❑ Performs other related duties as required by the approved Authority.
<p>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> ❑ Knowledge of the Public Procurement and Disposal of Public Property Act (2015) ❑ 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.
<p>8. MINIMUM TRAINING AND EXPERIENCE</p> <ul style="list-style-type: none"> ❑ Training as evidenced by completion of Level 5 of the Chartered Institute of Purchasing and Supply (CIPS) programme ❑ 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 Office Suite, Great Plains (GP) Dynamics ❑ Any other equivalent combination of qualification, training and experience.
<p>9. SUPERVISORY RESPONSIBILITIES</p> <ul style="list-style-type: none"> ❑ Supply Chain Assistant I ❑ Supply Chain Clerk
<p>10. COMMUNICATION AND WORKING RELATIONSHIP</p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> ❑ Manager-Procurement and Contracts ❑ General Manager-Supply Chain Management ❑ Members of the Financial Accounting Unit ❑ Members of the Cost and Management Accounting Unit ❑ Members of the Information and Communication Technology Unit ❑ Other Members of the Supply Chain Management Team ❑ Members of Staff ❑ All other Heads of Department

External:

- ❑ Suppliers
- ❑ Other Regional Health Authorities