



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
SENIOR SUPPLY CHAIN OFFICER (INVENTORY)	HEAD OFFICE	SUPPLY CHAIN MANAGEMENT UNIT
4. ORGANISATIONAL RELATIONSHIP	5. NATURE & SCOPE	
The Senior Supply Chain Officer (Inventory) will report to the General Manager-Supply Chain Management.	Senior Supply Chain Officer (Inventory) will be responsible for the review of existing procedures and examines opportunities to streamline purchasing, contracting, warehousing, inventory and financial forecasting to meet goods and service delivery. Directs the activities of the organization to limit costs, improve efficiency, increase customer service responsiveness, reduces non-value adding activities coordinated in a safe environment. Makes decisions regarding the movement, storage and processing of inventory to avoid wastage and expiration.	
6. SPECIFIC ACCOUNTABILITIES		
Senior Supply Chain Officer (Inventory): <ul style="list-style-type: none"><li>❑ Develops record keeping procedures and manage appropriate department records in accordance with applicable regulation, policies and standards.</li><li>❑ Develops and implements improved methods of material handling, stock control and packaging to promote efficiency, services and reduced costs.</li><li>❑ Reviews and post all transactions recording the receipt, issuance or movement of stock on the Management Information System (GP) to ensure completeness and accuracy daily</li><li>❑ Maintains computerized inventory systems by coordinating physical inventory processes, min/max levels, the cycle count, discrepancies and obsolescence.</li><li>❑ Ensures end users/stakeholders are familiar with the stock requisition system and that the guidelines and rules governing these are adhered to.</li><li>❑ Reviews existing procedures and examines opportunities to streamline, warehousing, distribution and inventory activities.</li><li>❑ Creates Inventory Codes</li><li>❑ Monitor and manage inventory system and make recommendations for removal of obsolete and non-essential inventory.</li><li>❑ Prepares stock reports highlighting any discrepancies during the stock counts for review by the General Manager-Supply Chain Management.</li><li>❑ Coordinate the year-end stock count exercise ensuring it is completed in a timely manner, according to the approved policies and procedures.</li><li>❑ Preparation of costing schedules for all stores locations captured in the year-end stock count, along with any relevant adjustments.</li><li>❑ Preparation of Audit Schedules</li><li>❑ Establish procedures for receiving, inspecting and delivery of materials to user departments.</li><li>❑ Develops, monitors and coordinate efforts to improve Inventory Management within the organization.</li><li>❑ Participates in the development of operating goals and objectives for the department; recommends, implements and administers methods and procedures to enhance operations.</li><li>❑ Supervises staff to ensure functions are carried out in an efficient manner, which typically included recommendations for performance evaluation, training, work allocation and conflict resolution.</li><li>❑ Performs related work as required.</li></ul>		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"><li>❑ Broad knowledge of the supply chain activities, inventory management, distribution operations and supplier operations.</li><li>❑ Background needed in problem solving, analysis, logistics strategy or organizational planning and presentation skills.</li><li>❑ Considerable knowledge of Inventory Management Systems</li><li>❑ Considerable knowledge of the Authority’s policies and procedures pertaining to Inventory Management and Procurement Process</li></ul>		

- ❑ Knowledge of procurement, financial regulations and other related rules and regulations as it relates to Public Procurement
- ❑ Ability to plan, assign, instruct, monitor and supervise the work of a large group of subordinates, engaged in a wide variety of storekeeping and custodial activities.
- ❑ Ability to establish and maintain effective working relationships
- ❑ Ability to work with little supervision

- 8. MINIMUM TRAINING AND EXPERIENCE**
- ❑ Training as evidenced by completion of CIPS Level 6.
  - ❑ At least five (5) years’ experience in supply chain management (Stores/Inventory Management) of which three (3) must be at a senior level.
  - ❑ Proficiency in use of Computer and related software applications e.g. Microsoft Word Excel and Great Plains Dynamics.
  - ❑ Any other equivalent combination of qualification, training and experience.

- 9. SUPERVISORY RESPONSIBILITIES**
- ❑ Supply Chain Officer (Inventory)
  - ❑ Supply Chain Assistant II
  - ❑ Supply Chain Assistant I
  - ❑ Supply Chain Clerk
  - ❑ Stores Attendant
  - ❑ On the Job Trainee

- 10. COMMUNICATION AND WORKING RELATIONSHIP**
- Internal:***
- ❑ 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
- External:***
- ❑ Suppliers
  - ❑ Government Institutions e.g. C 40.
  - ❑ Other Regional Health Authorities