



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 the timely and accurate processing of purchasing/accounting transactions and information. Purchase Orders relative to budgetary allocations and ensure adherence to the Public Procurement & Disposal of Public Property Act, 2015 and Simplified Regulations Act, 2024. The scheduling, organizing and completion of tasks and duties in accordance with set deadlines and directly communicating with the Manager-Procurement and Contracts as required.	
6. SPECIFIC ACCOUNTABILITIES		
The Supply Chain Officer (Procurement): <ul style="list-style-type: none"><li>❑ 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;</li><li>❑ Processes procurement and disposal related documents using relevant templates (ITT, RFQ, RFP, EOI) and Conditions of Contract as required;</li><li>❑ Ensures full understanding of the budget holder’s need and technical requirements before proceeding with the processing and sourcing of requisitions;</li><li>❑ Researches the market and identifies new sourcing options;</li><li>❑ Liaises with suppliers to ensure timely receipt of documents and information and to provide solutions to queries and other supplier related issues;</li><li>❑ Reviews requisitions submitted by internal stakeholders for the inclusion of mandatory documents and attachments;</li><li>❑ Reviews and prepare purchasing analysis recommendation to support supplier selection and ensure value for money is obtained, fairness and transparency;</li><li>❑ Attends site visits (as required) ensuring procedures executed are done based on guidelines and ensuring additional information is communicated to potential bidders;</li><li>❑ Demonstrates negotiation skills with vendors to ensure their ability to meet requirements for design, performance, cost reduction of goods and services, quality and delivery;</li><li>❑ Develops customized strategies providing high customer service and reduced costs.</li><li>❑ Identifies appropriate sources of supply from approved vendor listing;</li><li>❑ Schedules and coordinates meetings with internal and external stakeholders as and when required;</li><li>❑ Performs duties as it relates to procurement, disposal, tendering and evaluation and provides advice and guidance on less complex procurement matters to support staff;</li><li>❑ Assists in the preparation of procedures manuals, desk manuals, workflow charts, data manuals and other planning tools;</li><li>❑ Prepares Purchase Orders as required in a timely manner;</li><li>❑ 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 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.</li><li>❑ Conducts regular training sessions on Purchasing Policies at local offices for new staff and refresher sessions for existing staff on a quarterly basis or as needed;</li><li>❑ Ensures that E-Storage is managed and used efficiently; conduct regular checks;</li><li>❑ Supervises subordinates daily to ensure function is carried out in an efficient manner, also typically includes recommendations for performance evaluation, training, work allocation and problem solving;</li></ul>		

<ul style="list-style-type: none"> <li>❑ 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;</li> <li>❑ Develops record keeping procedures and manage appropriate department records in accordance with applicable regulation, policies and procedures;</li> <li>❑ Participates in the development of operating goals and objectives for the unit: recommends, implements and administers methods and procedures to enhance operations;</li> <li>❑ Assists in the conduct of bid openings, evaluate bids and proposals to determine responsive low bids: assures selection in accordance with established criteria, provides guidance in keeping with the Act, 2015;</li> <li>❑ Reviews and ensures that quotations received are in adherence to specifications;</li> <li>❑ Co-ordinates 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;</li> <li>❑ Provides feedback to the expediting unit with respect to discrepancies concerning delivery of goods;</li> <li>❑ Assists in the monitoring, evaluation and recording of vendor performance;</li> <li>❑ Assists in the Authority annual stock count exercise;</li> <li>❑ Performs other related duties as required by the approved Authority.</li> </ul>
<p><b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Knowledge of the Public Procurement and Disposal of Public Property Act (2015).</li> <li>❑ Knowledge of the Simplified Regulations Act, 2024.</li> <li>❑ Knowledge of the Authority’s Financial Policies and Procedures.</li> <li>❑ Sound knowledge of the Institutional and Operational Framework in which the Authority operates.</li> <li>❑ Possess a sound comprehensive, analytical and calculative ability.</li> <li>❑ Knowledge of modern office practices, procedures and to operate standard office equipment.</li> <li>❑ Knowledge of departmental rules and applicable regulations and instructions</li> <li>❑ Ability to make arithmetical computations</li> <li>❑ Ability to learn assigned tasks readily and to adhere to prescribed rules and regulations.</li> <li>❑ Ability to establish and maintain effective working relationships with other colleagues and members of the public</li> <li>❑ Sound knowledge of Contracting for goods and services</li> <li>❑ Good knowledge of the Tender process would be an asset.</li> <li>❑ Practical knowledge of Microsoft Dynamics GP would be an asset.</li> </ul>
<p><b>8. MINIMUM TRAINING AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>❑ Training as evidenced by completion of Level 5 of the Chartered Institute of Purchasing and Supply (CIPS) programme</li> <li>❑ Proficiency in use of Computer and related software applications e.g. Microsoft Word and Excel</li> <li>❑ Experience in using Great Plains (GP)</li> <li>❑ At least three (3) years’ experience as a Supply Chain Assistant I (Procurement) or five (5) years in a Purchasing environment with related job functions;</li> <li>❑ Any other equivalent combination of qualification, training and experience.</li> </ul>
<p><b>9. SUPERVISORY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Supply Chain Assistant I</li> <li>❑ Supply Chain Clerk</li> <li>❑ On the Job Trainee</li> </ul>
<p><b>10. COMMUNICATION AND WORKING RELATIONSHIP</b></p> <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>❑ All Members of Staff from the Supply Chain Management Unit</li> <li>❑ All Members of Staff from Financial Accounting Department</li> <li>❑ All Members of Staff from Cost and Management Accounting Department</li> <li>❑ All Members of Staff from Information System/Information Technology Department</li> <li>❑ Members of Staff</li> <li>❑ All other Heads of Department</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>❑ Ministry of Health</li> <li>❑ Suppliers</li> <li>❑ Other Regional Health Authorities</li> </ul>