



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  MANAGER-PROCUREMENT AND CONTRACTS	<b>2. DIVISION</b>  HEAD OFFICE	<b>3. DEPARTMENT</b>  SUPPLY CHAIN MANAGEMENT
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Manager-Procurement and Contracts will report to the General Manager-Supply Chain.	<b>5. NATURE &amp; SCOPE</b>  The Manager-Procurement and Contracts is responsible for coordinating the centralized system for the procurement and control of supplies, equipment materials and services utilized within the Authority. The incumbent will provide leadership and direction for the Department and its employees and supports the management team in decision-making to ensure cost-effective, quality oriented purchasing. He/she co-ordinates third party relationships with Procurement and Contracts suppliers and other members of the supply chain.	

### SPECIFIC ACCOUNTABILITIES

The Manager-Procurement and Contracts:

- Assists the General Manager-Supply Chain/authorized Head of Department in determining the strategic goals for the Unit and developing strategies to execute, implement and achieve the objectives set.
- Ensures procurement strategies reflect best practices and business needs in accordance with the Public Procurement and Disposal of Public Property Act 2015.
- Plans, organizes, and supervises the procurement of materials, equipment, works, supplies and services in accordance with the Public Procurement and Disposal of Public Property Act 2015.
- Oversees the Authority's tendering and procurement processes to ensure compliance with; Public Procurement and Disposal of Public Property Act 2015, the Authority's Supply Chain Policies and Procedures and the professional standards.
- Coordinates the invitation of bids, sourcing of quotations, evaluation of bids, issuing of letters of award and issuing of procurement contracts in accordance with the Authority's Policies and Procedures.
- Works with the Authority's legal advisors and other groups to ensure controls are in place to manage contract risks, minimize fraud exposure and protect the Authority's interest
- Works with the Management team to register and pre-qualify suppliers and to manage this database through vendor feedback mechanisms.
- Works with vendors/suppliers to ensure compliance with the Authority's policies and procedures as well as any external requirements of any other lending agencies.
- Maintains the registry for all procurement and contracts documents and verifies the information stored on the Computerized Information Systems where applicable.
- Develops and administers a product standardization program and works with management to develop standard product specifications.
- Supervises & motivates staff to a high level of performance; administers personnel and disciplinary actions and resolves grievances.
- Manages change to ensure the team adopts a culture of continuous improvement.
- Participates in preparing department personnel utilization plans and budgets.
- Provides guidance and sensitize accordingly all relevant stakeholders as to established company and departmental policies and procedures and application thereof.
- Establishes key performance indicators and metrics to measure and assess both departmental and staff performance in accordance with set department and individual deliverables.
- Liaises with internal and external stakeholders to establish and build customer relationships and improve synergies.
- Ensures compliance with the new Public Procurement and Disposal of Public Property Act 2015.
- Guides the any activities in Relations to the Board of Survey of disposal of goods.
- Ensure the procedures of the Department are in compliance with the new Act.
- Performs related duties as required by the appropriate Authority.

<p><b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"><li>□ Knowledge of accepted practices in the purchase of supplies.</li><li>□ Knowledge of regulations relating to procurement, storage and use of medical material.</li><li>□ Must be familiar with the maintenance requirements of various types of medical equipment, leasing vs. purchasing rationales, stockless inventory, and just-in-time concepts, strategic negotiated procurement practices.</li><li>□ Sound knowledge of the Institutional and Operational Framework in which the Authority operates.</li><li>□ Leadership and teamwork skills.</li><li>□ Technical skills including computer literacy, quality programs, and Procurement &amp; Contracts metrics.</li><li>□ Analytical/cost skills.</li><li>□ Sound negotiation skills.</li><li>□ Customer service skills, detail orientation, and financial acuity are also required.</li></ul>
<p><b>8. MINIMUM TRAINING AND EXPERIENCE</b></p> <ul style="list-style-type: none"><li>□ Fully certified in CIPS Level 6</li><li>□ At least eight (8) years’ experience in supply chain management of which three (3) must be at a senior level</li><li>□ Sound knowledge of Contracting for goods and services.</li><li>□ Good working knowledge of the Tender process.</li><li>□ Must be experienced with automated systems.</li><li>□ Any equivalent combination of training and experience</li></ul>
<p><b>9. SUPERVISORY RESPONSIBILITIES\</b></p> <ul style="list-style-type: none"><li>□ Supply Chain Officer</li><li>□ Supply Chain Assistant II</li><li>□ Supply Chain Assistant I</li><li>□ Supply Chain Clerk</li></ul>
<p><b>10. COMMUNICATION AND WORKING RELATIONSHIP</b></p> <p><b><i>Internal:</i></b></p> <ul style="list-style-type: none"><li>□ All Staff in Supply Chain Management Department</li><li>□ Members of the Supply Chain Management Team</li><li>□ Members of the Management Team</li><li>□ All Heads of Department</li></ul> <p><b><i>External:</i></b></p> <ul style="list-style-type: none"><li>□ Ministry of Health</li><li>□ Other Regional Health Authorities</li><li>□ IT Service/Solution Providers</li><li>□ Contractors</li><li>□ Suppliers</li><li>□ General Public</li></ul>