



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SUPPLY CHAIN ASSISTANT II (INVENTORY)	2. DIVISION: <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> 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"> <input type="checkbox"/> 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. <input type="checkbox"/> Plans, directs and supervises all activities in a storeroom containing inventory. <input type="checkbox"/> Supervises a small number of clerical and other workers assigned to the storeroom. <input type="checkbox"/> Receives and issues supplies and maintain appropriate records on the computerized system. <input type="checkbox"/> Requests, receives and issues non-pharmaceutical items from NIPDEC Central Stores. <input type="checkbox"/> Prepares and submits periodical reports showing obsolete, expired and excessive stocks for consideration by Disposal Committee. <input type="checkbox"/> Checks goods received and report shortages, breakages and other discrepancies. <input type="checkbox"/> Prepares and signs requisitions, delivery notes, Goods Received Notes and other related documents. <input type="checkbox"/> Ensures the maintenance of established inventory levels of stock items and proper cataloging/storage of inventory <input type="checkbox"/> Maintains perpetual inventory account using computerized record keeping, completes periodic reports to General Manager Supply Chain Management <input type="checkbox"/> Liaises with Supply Chain Officer (Purchasing) and suppliers for timely delivery of goods and services. <input type="checkbox"/> Coordinates delivery of goods and services with suppliers. <input type="checkbox"/> Obtains specification for selected items from requesting departments in an effort to initiate procurement. <input type="checkbox"/> Assists in the preparation of budget estimates. <input type="checkbox"/> Ensures all items and equipments needed for use by stores department is functional and available. <input type="checkbox"/> Assists with ensuring an adequate supply of items in the event of a disaster. <input type="checkbox"/> Assists with timely distribution of uniform material to the relevant staff. <input type="checkbox"/> Performs related work as required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive knowledge of storeroom and supply chain management policies and procedures. <input type="checkbox"/> Sound knowledge of Inventory Management. <input type="checkbox"/> Knowledge of Financial Management Information Systems (FMIS/Great Plains Dynamics). <input type="checkbox"/> Some knowledge of the types and uses of a variety of stores. <input type="checkbox"/> Knowledge of Inventory Management Policies and Procedures specific to the RHA's. <input type="checkbox"/> Knowledge of procurement, financial regulations and other related rules and regulations as it relates to Procurement Process. <input type="checkbox"/> Ability to establish and maintain effective working relationships with other employees and the public. 		

8. MINIMUM TRAINING AND EXPERIENCE

- 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.

9. SUPERVISORY RESPONSIBILITIES

- 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