



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SUPPLY CHAIN OFFICER (INVENTORY)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT SUPPLY CHAIN MANAGEMENT UNIT
4. ORGANISATIONAL RELATIONSHIP The Supply Chain Officer (Inventory) will report to the Manager-Hospital Administration.	5. NATURE & SCOPE The Supply Chain Officer (Inventory) is responsible for the administration of the Materials Department and work entails supervision over the storage and distribution of supplies and the proper maintenance of accounts and records thereof.	
6. SPECIFIC ACCOUNTABILITIES The Supply Chain Officer (Inventory):		
<ul style="list-style-type: none"> <input type="checkbox"/> Oversees and authorizes the preparation of requisitions for all staff under purview <input type="checkbox"/> Oversees and monitors the efficient distribution/issuances of goods/consumables and the management of the inventory levels within the respective Stores department. <input type="checkbox"/> Monitors the demand and analyzes data over a period of time to anticipate future supply and logistical needs for the various departments/services <input type="checkbox"/> Develops record keeping procedures and manages appropriate department records in accordance with applicable regulations, policies and standards. <input type="checkbox"/> Reviews existing procedures and examines opportunities to streamline purchasing, warehousing, distributions and inventory activities <input type="checkbox"/> Conducts periodic or special inventory audits and reconciles physical inventory counts. <input type="checkbox"/> Establishes procedures for receiving, inspecting, and delivery of materials to requesting departments <input type="checkbox"/> Reviews and verifies, delivery notes, invoices, vouchers, pay lists and other related documents submitted by the Supply Chain Assistant II/I which will be forwarded to the Finance Department for payment approval and processing <input type="checkbox"/> Submits reports on inventory activities and variances as required. <input type="checkbox"/> Performs cost benefit analysis on overall expenditure and advise departments on cost effective alternative <input type="checkbox"/> Ensures the necessary approvals are received and subsequently supervises the procurement of any items through the Emergency Purchasing Process. <input type="checkbox"/> Prepares necessary documents to request approval from Ministry of Health for the purchase of any items considered to be urgent that are out of stock at NIPDEC at that time. <input type="checkbox"/> Prepares the consumables expense line of the Institution's/Department's Annual Budget Estimates which is forwarded to the Manager-Hospital Administration for further review and finalization. <input type="checkbox"/> Communicates with external suppliers for delivery of items which are long outstanding as reported by the respective Supply Chain Assistant II/I to bring resolution. <input type="checkbox"/> Assist in the preparation of procurement solicitation documents inclusive of terms and conditions, scope of works and compliance with procedures and regulations <input type="checkbox"/> Obtains specifications and quotes for the purchase of items for the facility <input type="checkbox"/> Supervises, coaches and mentors all staff under purview <input type="checkbox"/> Collaborates with the relevant Head of Department to process the return of defective and expired items within a timely manner <input type="checkbox"/> Verifies and approves all Microsoft Great Plains transactions submitted by Supply Chain Assistant II/I. <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"/> Knowledge of a wide variety of hospital supplies and equipment. <input type="checkbox"/> Knowledge in facility layout, cost control, cost/benefit analysis <input type="checkbox"/> Considerable knowledge of Inventory Management and Systems <input type="checkbox"/> Considerable knowledge of the Authority's policies and procedures pertaining to Inventory Management and Procurement Process <input type="checkbox"/> Some knowledge of procurement, financial regulations and other related rules and regulations as it relates to Public Procurement <input type="checkbox"/> 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
- Strong leadership and people management skills

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidenced by completion of CIPS Level 5.
- At least five (5) years' experience in Supply Chain Management (Stores/Inventory Management).
- Proficiency in use of Computer and related software applications e.g. Microsoft Office Suite and Great Plains Dynamics.
- Any other equivalent combination of qualification, training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Supply Chain Assistant II
- Supply Chain Assistant I
- Supply Chain Clerk
- Stores Attendant
- On the Job Trainee

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Manager-Procurement and Contract
- Manager-Hospital Administration
- Area Administrative 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