



THE QUEEN ELIZABETH HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Procurement Manager
SALARY SCALE:	S8
DEPARTMENT:	Procurement
REPORTS TO:	Director Financial Services
DIRECT REPORTS:	Senior Procurement Officer;

JOB SUMMARY

Under general direction has responsibility for procuring supplies, capital equipment and managing vendors' contracts through appropriate software programmes. Ensures a consistent level of supplies and materials are procured for the proper functioning of the Hospital. Works across boundaries to ensure high levels of internal customer service and satisfaction relative to inventory service levels and the management and communication of inventory failures.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

Strategic Planning & Policy Implementation

1. Formulate and implement long-term procurement policies and procedures that optimize supply chain efficiency, reduce costs, and align with the hospital's strategic objectives;
2. Interprets and implements the procurement policies and procedures as directed by management;
3. Plans the future operations of the department with emphasis on efficiency and effectiveness in meeting the needs of both internal and external customers, statutory and regulatory compliances;

4. Ensure all procurement activities comply with local regulations, hospital policies, and best practices;
5. Be aware of the Financial Administration and Audit Act and Subsidiary Legislation;
6. Be aware of the rules, regulations and policies regarding the organization's procurement process;

Procurement Operations & Supply Chain Management

7. Manage the entire supply chain process from supplier selection and procurement through to final delivery, ensuring seamless integration and accountability at every stage;
8. Oversees the material needs for departments and manages purchase requisitions;
9. Ensures the placement of purchase orders with selected suppliers and reviews orders to ensure delivery dates and terms are kept;
10. Ensures records of purchase requisitions are kept for future reference.
11. Manages material flows to ensure inventory is maintained to the optimum support level;
12. Collaborates with management team to ensure accurate forecasting and inventory planning;
13. Develop robust contingency plans and alternative sourcing strategies to ensure continuity of supply amid disruptions, including global supply chain challenges;

Inventory & Logistics Management

14. Oversee inventory optimization, including demand forecasting, replenishment, and warehousing operations, to ensure minimal stock-outs and efficient utilization of storage capacities;
15. Ensures the development, coordination, and enhancement of an automated information system;

Vendor Management & Procurement Analysis

16. Evaluates products and services offered by existing and prospective vendors;
17. Assists in evaluating competitive proposals in order to select the appropriate vendors;

18. Manages all activities to develop cordial relationships with suppliers;
19. Keeps abreast of developments in the market with respect to price changes, methods of delivery and changes in order to effect cost effectiveness;

Financial Oversight

20. Work with the finance team to manage procurement budgets, ensuring cost-effective purchases and adherence to budget constraints;
21. Exercises signatory authority to contractually bind the Hospital in legal agreements;

Performance Management & Staff Development

22. Manages the performance of staff assigned to the department;
23. Establishes and maintains measurable performance standards for all levels of procurement activities;
24. Provides continuous staff development opportunities to ensure staff possesses sufficient training and skills to perform their assigned tasks in a proficient manner;

Reporting & Communication

25. Prepares and coordinates all reports and presentations as required by management;
26. Using customer service skills, establishes and maintains effective working relationships with other employees, officials, and members of the general public;

General & Other Duties

27. Observes health and safety protocols in the execution of duties;
28. Performs any other related duty as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of the principles, methods and legal requirements of purchasing as they relates to competitive bidding, vendor selection and placement of purchase orders for suppliers, materials and equipment.

2. Strong working knowledge of inventory planning, forecasting techniques and warehouse management.
3. Knowledge of contract management and inventory control policies and procedures.
4. Skill in the use of computer applications.
5. Strong team management and planning skills in order to coordinate and prioritize multiple projects simultaneously while adapting to changing business environments.
6. Strong negotiating skills.
7. Ability to plan and implement a comprehensive purchasing programme.
8. Ability to interpret, apply policies and procedures.

REQUIRED TRAITS

- | | |
|--------------------------------|---------------|
| • Accountability | • Initiative |
| • Collaboration | • Integrity |
| • Co-operation | • Reliability |
| • Dedication | • Respect |
| • Flexibility and Adaptability | |

EDUCATION AND EXPERIENCE

- (a) A postgraduate degree in Procurement, Supply Chain Management, Management, Public Sector Management, Business Administration or in a related discipline; and not less than five years' relevant experience; or
- (b) A degree in Procurement, Supply Chain Management, Management, Public Sector Management, Business Administration or in a related discipline; and not less than seven years relevant experience.