

SOUTH EAST REGIONAL HEALTH AUTHORITY

REGIONAL OFFICE JOB SPECIFICATION & DESCRIPTION

JOB SPECIFICATION

JOB TITLE: Director, Procurement Planning & Implementation (GMG/SEG4)
DIVISION: Procurement Planning & Implementation
BRANCH: N/A
SECTION: N/A
UNIT: N/A

The Procurement Director will implement a procurement operation that works across business units to optimize procurement throughout the entire SERHA. The Director will directly lead the strategic procurement team, have responsibility for and manage all procurement activities within SERHA, and ensure quality materials, works and services are obtained and delivered at the lowest total cost.

ROLE AND CORE FUNCTIONS OF JOB:

- Develops, redesigns, implements and maintains procedures for the overall procurement organization (strategic and tactical).
- Oversees the management, selection and development of suppliers to continuously improve quality, delivery and price in a way that positively impacts the corporation and strategic management of the supplier base.
- Leads the tactical procurement departments within SERHA business units to advance the company's procurement processes so they effectively meet development and production schedules and corporate goals.

EDUCATIONAL REQUIREMENTS:

(a) **Specific knowledge (however acquired) required to Start:**

- Indepth knowledge of Procurement Procedures
- Knowledge of Inventory Management and Control

JOB DESCRIPTION

REPORTING RELATIONSHIPS

Supervision Received from: Regional Director

Supervision Given To:

(a) Directly

Procurement Managers
Procurement Officers
Purchasing Officers/Procurement Clerks
Administrative Assistant/Secretary

(b) Indirectly

Procurement Officers (Field level)

Liaises With

Internally:

Divisional Directors
Heads of Sections
Ministry of Health

Externally:

Contractors
Suppliers
Funding Agencies (NHF, JSIF, CHASE, etc.)
Ministry of Finance
National Contracts Commission

7. Ensures all activities within the procurement organization comply with GOJ Procurement Guidelines and other SERHA internal policy and compliance requirements.
8. Collaborates with SERHA business units for the preparation of the Region's Procurement Plan.
9. Establish operational guidelines for the Procurement Committee.
10. Institutes and follow up on the observance of policies, procedures and controls to ensure the timely procurement of works, goods and services.
11. Ensures adequate contact between user departments and suppliers in areas of technical requirements.
12. Maintains up-to-date information on suppliers, price movements and material availability.
13. Manages suppliers' service levels and contract requirements and take appropriate action in case of breaches.
14. Monitors performance of equipment purchased in order to ensure that performance is consistent with the agreements between suppliers and the Ministry of Health.
15. Leads the negotiation process for contractual agreements for the procurement of services within the established guidelines and government's regulations.
16. Ensures that financing is available and make arrangements for the issue of letters of credits, drafts etc.
17. Establish an adequate reporting system including statistical, narrative and financial reports.
18. Designs and delivers training (workshops/seminars) on the Government Procurement Procedures to business units of SERHA.
19. Builds, develops, coaches and supports an effective leadership team to drive achievement of organizational objectives by identifying opportunities for growth and learning while fostering a high performance team.
20. Performs any other relevant duties that may be assigned from time to time.

Authority:

- Make financial commitments for procurement at the request of user departments in accordance with approved budgets and with approval where necessary of the Procurement Committee.