



**St. Francis Hospital  
Nsambya**

## JOB PROFILE

<b>Job Title</b>	Head Procurement & Disposal	<b>Location</b>	St. Francis Hospital Nsambya
<b>Duty Station</b>	St. Francis Hospital Nsambya	<b>Reports To</b>	Chief Executive officer
<b>Function Department</b>	Procurement & Disposal	<b>Interfaces With</b>	Management, Suppliers, Pharmacist, Stores, Staff

### Main Purpose of the Job- (Job Summary)

The role is responsible for developing and managing the procurement function of the Hospital to ensure that good and supplies are procured at the most competitive prices and of the required quality as per the Hospital procurement policies and procedures

### Main Responsibilities

1. Develop and implement a procurement plan for pharmaceutical products, sardines, goods, works and services for effective functioning of the Hospital in line with the procurement policy and procedures
2. Plan and monitor the preparation of bidding documents and Request for Proposals and technical Specifications in accordance with terms of reference and Hospital Procurement Guidelines
3. Assess and evaluate suppliers/items in line with Hospital's procurement procedures and guidelines.
4. Develop and maintain supplier's database as per the Hospital's procurement policies and procedures.
5. Supervise the compiling and forwarding of relevant documents for the payment of suppliers in line with financial manual
6. Design and implement a mechanism for pre-qualifying supplier of critical items and services for the Hospital in line with the procurement plan
7. Review request for quotations (RFQ) and purchase orders for accuracy and correct details prior to transmission to suppliers in line with Hospital procurement guidelines
8. Identify and assess wasteful practices that impact on the procurement process and Hospital resources and make appropriate recommendations to management.

9. Develop and implement a procurement monitoring and evaluation system in accordance with the Hospital objectives.
10. Develop and implement a system for identifying and mitigating hospital procurement risks as per the Hospital risk management framework
11. Takes full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Development, Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring, and Employee engagement etc.

#### Ethical Conduct:

1. Act always in such a manner to promote and safeguard the interest Hospital
2. Perform all duties in accordance with all Hospital policies & procedures
3. Maintenance of a safe and acceptable environment for patients and staff and taking appropriate action to ensure reporting incidents/ accidents/ complaints .

#### Health & Safety:

1. Ensure compliance with all health and safety regulations according to hospital policies.
2. Monitor sanitation practices to ensure that employees follow standards and regulations.
3. In case of an accident or injury, seek medical attention immediately.
4. Report and document all incidences and near misses.

#### Confidentiality:

1. In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to the Hospital, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
2. Information relating to the Hospital and employees, may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

#### Minimum Qualification

- I. An honors degree in procurement and supply chain management or Pharmacy or related course from a recognized University
- II. Professional Diploma in procurement & Supplies CIPS Level 6 or its equivalent is a **must**.
- III. Master's degree in any of the above course is an added advantage

#### Relevant Experience

- Minimum of five (5) years of working experience of which three (3) must have been gained from a

supervisory position in a reputable organization

**Key Competencies:**

He/she should have the following core competencies:

- Risk Management
- Negotiation
- ICT application
- Stakeholder Management
- Emergency Management
- Strategic thinking & Planning
- Project Planning and Implementation
- Records Management
- Vendor/Supplier's Management
- Research

**Critical outputs**

- Annual Hospital procurement Plan at the beginning of the financial year
- Statements of requirements for all Hospital requirements
- Bid documents
- Procurement and Disposal committee minutes
- Timely procurement as per the Procurement and Disposal committee minutes
- Purchase orders and other contract documents in place
- Supplier performance evaluation report
- Disposal of obsolete /redundant stock and assets initiated
- A list of pre-qualified suppliers for key products
- Maintained records of all procurement and disposal activities of the Hospital
- Annual market research
- Alternative sources of supply for the key products
- An updated list of market prices of all items purchased.
- Continuous review of procurement policies and procedures.
- Coordinate with Users and monitor performance of procurement contracts
- Submit Monthly procurement reports to the CEO and/or Quarterly Reports to the management committee for review.
- Price list surveys and framework agreements are in place as appropriate, and contract spend is monitored against procurement thresholds.
- Appropriate due diligence is carried out on suppliers all the time

Any clarification regarding this advert may be addressed to the Director of Human Resources within three

days from the date of release for appropriate action.

### **Applying Instructions**

Applications should be set through the email:

[recruitment@nsambyahospital.or.ug](mailto:recruitment@nsambyahospital.or.ug)

Please include your telephone number and email address contacts on the application.

Applicants should attach the following:

- Recent passport-size photograph.
- Copy of the National Identity Card.
- Detailed curriculum Vitae.
- Copies of the academic certificates and transcripts.
- Two recommendation letters from two of your referees.

**Candidates who fail to provide the above documentation will not be considered.**

**Only shortlisted candidates will be contacted.**

**Deadline for Submission: 22<sup>nd</sup> March 2024 before 5.00 p.m.**

**Management**