



ST. JOHN OF JERUSALEM EYE HOSPITAL GROUP

JOB DESCRIPTION

Title	Procurement Officer
Department	Facilities Department
Reports to	Facilities Manager with a dotted line to the Procurement Committee
Hours	40 hours per week (inc of lunch breaks)
Date formulated	October 2018
Date reviewed	July 2024

General Statement of Duties:

The position requires the post holder to process all purchases requested from all departments in the hospital and the satellite clinics in accordance with the Procurement Manual and related policies.

In addition, a periodic analysis of purchasing trends should be submitted to the Procurement Committee for evaluation.

The Purchasing Officer should advise the Procurement Committee of ways to implement economies in areas of purchasing, following periodic reviews of market prices and quality of goods and services.

Main Responsibilities:

- Responsibility of receiving the daily purchase requests from the Hospital Departments and the satellite clinics/Hospitals and ensure the approval process from different departments after checking the correctness of information, calculations
- Responsible of seeking proper quotes for the purchase requests and take part in the decision making in accordance with the procurement manual.
- To check purchase orders and confirm the items received comply with the purchase order raised.
- Maintaining and updating the approved list of suppliers and supplier's evaluations and share it with the Procurement Committee with proper analysis and recommendations.
- Responsibility of the pharmacy orders and procurement exercise related to the Pharmacy on monthly basis.
- Take part in conducting tenders, preparing documents and tenders announcements, along with the procurement committee.
- Assist in checking the tender's analysis which is prepared by the concerned member of staff before presenting it to the procurement panel. Prepare related purchase orders and follow up on delivery.
- Direct responsibility in implementing the Procurement Manual and related procedure a long with the Procurement Committee.
- Compile all the required supporting documents to purchase orders before presenting it to the CEO for approval and signature.
- Follow up with projects coordinator and keep a tracking sheet for them of all purchased items under their projects.
- Add the cost of items before being purchased according to quotations received from suppliers to monitor expenditure under a project budget.

- Responsibility of following up with the Hospital vendors in delivery and receiving orders.
- To Maintain contact and negotiate with vendors; evaluate vendors' performance; processes claims with vendors for damaged materials and delay in delivery to the Hospital, monitors invoices for accuracy when applicable; reconciles discrepancies suppliers and obtain credit where appropriate.
- To produce monthly reports about the procurement activities to the Procurement Panel.
- To liaise with the Facilities Manager and Procurement Committee regarding overall purchasing activity in the hospital.
- To liaise with the Accounts Department regarding payments for purchases and received goods, according to agreed financial protocols.
- Sourcing new vendors
- Keep a record of all goods purchased for the stores and advice about consumption and prices.
- Any other tasks as assigned by the Procurement Committee and the Facilities Manager.

General Responsibilities:

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
2. All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
3. All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
4. The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
5. All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
6. All staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
7. The Hospital has a Control of Visits in the Hospital and Security of Workers policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Hospital and its service are as secure as possible.
8. The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
9. All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
10. All appointments within the Hospital are subject to pre-employment health screening.
11. All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
12. All staff are responsible, where relevant, for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
14. Any other duties as designated by your manager and which are commensurate with the grade.

Essential requirements for the post:

Bachelor Degree in Business Administration/Accounting
4 years' experience in the procurement
Computer literate especially excel spread sheets
Ability to read and write in English. Hebrew is preferred.
Good eye for details
Methodical and organised
Ability to work under pressure
Ability to meet deadlines
Ability to lead & contribute to team work as necessary.

Name _____

Date _____

Signature _____