

## JOB DESCRIPTION FOR PROCUREMENT OFFICER

Department/ Section: Central Medical Stores

Responsible to: Procurement Manager

Job Title: Procurement Officer

Job Summary: Ensure assigning and delivery of requisitions within the CMS scheduled delivery to health facilities countrywide. Track stock levels and report none delivery of tender items to Procurement Manager for sourcing ensuring availability.

Payscale: 10

### Job Description:

- Responsibility for the Northern and Central Regions distribution of stock
- Assist in the coordination of drawdown and distribution of Pharmaceutical and Medical Supplies
- Safeguard and controls distribution of Psychotic, Narcotic and Hypnotic substances
- Supervise activities of the Storekeepers/Stores Clerks and Porters to ensure products are checked upon receipt for pharmaceuticals, medical supplies, Laboratory, X-ray and Public Health supplies.
  - Review the requisition to determine legitimacy of request and quantity issued is adequate
  - Ensure BHIS is updated to ensure stock removed was recorded
  - Ensure physical inventory is done annually
  - Verify with Regional Pharmacist that stock delivered is correct in terms of quantity, strength etc. of products being distributed
  - Track requisitions sent to supplier through BHIS
- Review requisition ensure Assigning on the BHIS
- Verify Stock being delivered for correct quantity and strength
- Report changes in pattern of Pharmaceutical usage rate and requisitioning of non-formulary items to the Technical Advisor
- Clarifies and Verifies requisitions in relation to Pharmaceutical functions
- Oversees the preparation of Hurricane Kits
- Assist the Assistant Procurement Manager and deputizes her absence
- Any other duties assigned from time to time

### Qualifications:

- Associates Degree in Applied Science- Pharmacy
- Registered Pharmacist

- Minimum 5years Experience in Hospital Pharmacy