

Head of Procurement at M.P. Shah Hospital

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Job Description

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M.P. Shah Hospital is a modern -bed facility which is home to highly skilled and experienced specialists and professional medical staff.

Duties & Responsibilities:

Procurement strategy – Develop, review and ensure implementation of procurement policies, procedures and systems to support tendering, contracts management, spend analysis, inventory management and supplier performance management in compliance with applicable regulatory requirements. Develop appropriate supply chain strategies to maximize procurement of supplies at the lowest possible cost.

Procurement Process & Procedures – Provide advisory services to line managers and project teams on all procurement, distribution and disposal issues. Champion procurement best practices and facilitate due diligence by user departments in regards to purchasing and inventory management. Develop and implement appropriate standard operating procedures (SOPs) across the supply chain process and supplier on-boarding, partnership and blacklisting policy and procedures.

Stakeholder management – Develop and maintain strategic relationships with key stakeholders, external providers and other agencies including supplier relation management (SRM) strategies and partnerships with key suppliers to ensure reliable and efficient supplies.

Procurement negotiations – Lead negotiations with suppliers, sub-contractors, service providers and procurement agencies in order to attain best value and cost savings for the hospital

Procurement Benchmarking – Ensure continuous improvement of supply chain to ensure solutions are globally relevant and sustainable and enable attainment of key performance and financial targets and take corrective action where necessary.

Procurement Governance – Execute strong governance through planning, developing, organizing, directing, managing and evaluating the supply chain operations. Develop supply chain risks methodology, supplier contingency/procurement continuity plan and mitigations;

Procurement Management system – Develop and implement an effective procurement management information system for monitoring and tracking cost of materials, goods and services in order to control expenditure and ensure efficient use of organizational resources.

Procurement Budgeting – Develop, evaluate and implement procurement plans and budget to support the execution of the business strategic plan.

Tenders – Oversee the tendering process including supplier pre-qualification, selection, contracting, review the proposals and tender award processes in a timely and transparent manner. Ensure systematic tender process for the procurement department.

Policy formulation- Ensure relevant policies and procedures pertaining the procurement & supply chains department are formulated and implemented accurately and timely as per agreed internal standards and accepted locally and internationally.

Lead, develop and motivate the procurement & supply chain team including upskilling, training on the best practices, keeping with current trends in procurement and leave and absence management in order to achieve desired goals and optimal outcome

Qualifications & Requirements

Bachelor's degree in Supply Chain Management, Commerce, Finance, Economics or any other related field from a recognized institution.

Full professional qualification in Purchasing and Supplies Management.

Must be a Professional Member of Kenya Institute of Supplies Management with a valid practicing license.

Minimum of 5 years' experience in supply chain management in a large commercial organization, with 3 years at management level.

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