



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 127-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

PROCUREMENT MANAGER

Salary range: CI\$95,460 – CI\$128,388 per annum

The Procurement Manager plays a key role in the oversight and management of the HSA's Tendering, Procurement and Contract process for approximately \$60m in annual services, goods, capital equipment or other expenditure.

Primary Responsibilities: The successful candidate provides daily oversight of departmental operations and staff, supervises high-value procurements exceeding \$50,000, and manages the full procurement lifecycle—from business case support and RFP development through tender evaluation, contract award, and close-out. Acting as Secretary to the Entity Procurement Committee, the candidate prepares evaluation reports, status updates, and recommendations, ensuring compliance with all applicable procurement legislation, financial regulations, and HSA policies. In addition, the role is accountable for contract development, negotiation, administration, and ongoing monitoring to ensure value for money, risk mitigation, and service continuity. The candidate is responsible for maintaining a centralized contract management database, monitoring renewals and expiries, reviewing non-contracted spend for cost-saving opportunities, and driving continuous improvement in procurement processes.

Qualification & Experience: The successful candidate must hold a Bachelor's degree in Business Management or Paralegal Studies and have a minimum of five (5) years' managerial experience procuring goods and services on behalf of a large organization. The candidate should have strong knowledge of public-sector procurement, tendering, and contracting principles. Logistics management skills and knowledge of the healthcare industry would be considered an asset. Candidates should also have excellent written and verbal communication and negotiation skills, good interpersonal and stakeholder management capability, proficiency in Microsoft Office (particularly Excel) and the ability to prepare comprehensive reports.

A remuneration and benefits package, commensurate with experience and qualifications will be offered to the successful candidate.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.

Deadline for post: March 1, 2026

Job Description

Job title	<i>Procurement Manager</i>	Job Holder	
Reports to	<i>Chief Financial Officer</i>	Section	<i>Procurement Department</i>

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 127-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic which is a purpose-built facility.

This position plays a key role in the proper functioning of the HSA’s Tendering, Procurement and Contract process for services, goods, capital equipment or other expenditure.

Job purpose

This position plays a key role in the oversight and management of the HSA’s Tendering, Procurement and Contract process for approximately \$60m in annual services, goods, capital equipment or other expenditure.

The position holder will manage the Health Services Authority’s Procurement Department and provide overall supervision and ongoing training of the staff therein.

Dimensions

The Procurement Manager works collaboratively with Cost Centre Managers, Inventory Managers, the Procurement Department and the Entity Procurement Committee in the development of request for proposals and contractual agreements for services, goods, capital equipment or other expenditure requiring approval through the Entity Procurement Committee to ensure compliance with applicable laws and policies.

Duties and responsibilities

- Responsible for daily oversight of the Department and staff;
- Conduct strategic planning for the department;
- Supervises the RFP and tenders process from the development phase through to the final bid submission, award of contract and engagement close out.
- Maintain oversight of procurements with a value exceeding \$50 thousand;

- Supervises and reviews the work of the Senior Procurement Officer.
- Create an IR Log for Procurement Contract Request (New and Renewal) and provide weekly updates to the Chief Financial Officer and Entity Procurement Committee with status of each request.
- Collates and ensures proper documentation within the tendering and contract process.
- Acts as a liaison between the HSA and clients to ensure that all queries are dealt with in a timely manner.
- Assist with the creation of Business Cases;
- Coordinates the preparation and submission of Request for Proposals (RFPs) and other tender documents that are responsive to client requirements.
- Ensures compliance with the HSA's objectives.
- Serves primarily as the secretary to the Entity Procurement Committee and serves as a panelist where so requested.
- Prepares regular status reports on ongoing tendering and evaluation activities undertaken by the HSA on a monthly basis.
- Conduct an in-depth analysis of all bids received in response to each tender for consistency with tender requirements and standard procurement policy.
- Collaborates with key internal stakeholders in identifying procurement needs relative to projects being undertaken by the HSA and develops draft procurement schedules.
- Prepares evaluation reports and other corresponding documents in accordance with standard templates for approval and signoff.
- Reviews and analyzes RFP submissions and contracts not requiring legal review and identify language issues and/or concerns and compliance with applicable policies and laws.
- Develops, implements and manages contracts and service level agreements for the procurement of goods, services and leases
- Examines scope of contracts to ensure maximum value for money for the HSA and compliance with applicable laws and policies.
- Coordinates review of issues list from Entity Procurement Committee with relevant section manager/senior manager on submissions deferred or not approved.
- Identifies opportunities for operational and procurement process improvement
- Reviews non-contracted purchases to identify opportunities for standardization, contracting and cost reduction
- Facilitate negotiations with prospective vendors, assist with the negotiation of all required language changes and reviews final documents to ensure all changes are appropriately made. Prepares correspondence necessary to accomplish the finalization of contracts being processed.
- Creates contract files, maintains Master Contract Filing system, administration and maintenance of a Contract Management Database, to include; monitoring, follow-up and resolution of all renewal notifications; scan and adds all finalized contracts, amendments and insurance certificates to the database.
- Review, update and assist in the preparation of training manuals and training documentation for on-going contracts training, ensuring that all procurement manuals and policies are updated appropriately with the newest version of procedures to comply with applicable laws (Procurement Act, PFMA, HSA Act, Public Authorities Act etc.)

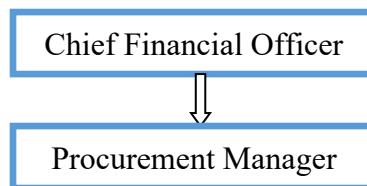
- Prepares documentation and draft of contracts/agreements, ensuring contract/agreement requirements are met and ensures contract/agreement language and requirements are appropriate and comply with all applicable laws, the HSA's policies and procedures and to resolve compliance issues.
- Responsible for ongoing contract monitoring, and timely notification to stakeholders as contract terms approach expiration;
- Ensure that all relevant procurement policies and procedures are adhered as laid out in law, policies and procedures.
- Assumes other duties and responsibilities that may be required from time to time by the Chief Financial Officer, Chief Operations Officer, Chief Executive Officer or Board of Directors, that are related and appropriate to the position.
- The above responsibilities are a general description of the level and nature of the work assigned to this classification and are not to be considered as all-inclusive.

Qualifications, Experience & Skills Requirement

The post-holder should have:

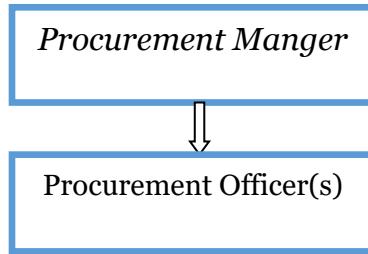
- Bachelor's degree in business management, or paralegal studies;
- At least 5 years' managerial experience procuring goods and services on behalf of a large organization;
- Knowledge of public procurement contracting and tendering principles;
- Logistics management skills will be considered an asset.
- Knowledge of the healthcare industry will be considered an asset
- Proven ability to analyze information quickly and to solve problem problems and think strategically, position and formulate appropriate recommendations;
- Proven ability to express ideas orally or in writing in individual or group situations;
- Good interpersonal relationship skills, Advanced presentation, communication, conflict resolution and relationship management skills.
- Ability to engage others, build consensus and resolve issues;
- Proficient computer skills with advanced skills in MS Office applications including Excel; and
- Ability to prepare comprehensive reports.

Reporting Relationship



The Procurement Manager is a key member of the Procurement Team. The post holder has responsibility for the initiation and completion of Request for Proposals and contractual arrangements for goods and services entered into by and on behalf of the Health Services Authority. This should be carried out in a manner that enables the organization to conduct its business effectively and in accordance with established laws, regulations, policies and procedures.

Direct reports



Other Working Relationships

- Entity Procurement Committee
- Public Procurement Committee
- Financial Controller
- Chief Operating Officer
- Fixed Assets Officer
- Decision Support Manager
- Senior Managers
- Section Manager
- Materials Management & Pharmacy Stores
- Corporate Compliance Team
- Health and Safety Officer

Decision Making Authority and Controls

Under the direction of the Chief Financial Officer, the post-holder shall have the authorization to make decisions regarding HSA's Tendering, Procurement and Contract process for goods, services, capital equipment or other expenditure.

Working conditions

This is an office working environment with minimal travel requirements. It is not uncommon for the post holder to work long hours, often up to 50 or 60 per week. The post holder is also required to work after office hours or on weekend to complete most needed projects.

Physical requirements

The position requires attendance at various meetings throughout the day, and to be able to complete reports needed by the Procurement Committee, Chief Financial Officer, Chief Executive Officer and Board in a timely fashion.

Problem/Key Features

Overall, the Procurement Manager's challenge is to produce measurable positive results, often under extreme pressure, while balancing messages for multiple audiences. The ability to quickly understand and convey complex concepts for diverse audiences is vital, as is the need to practice workflow efficiency. Because of the interaction with key Government agencies and industry persons, a high degree of professionalism in the post holder's comportment is expected.

The position requires the post-holder to effectively manage stress in a high-paced environment, and work effectively with the Procurement Officers.

The position may also require periodic work outside of normal business hours to complete assigned tasks and meet agreed deliverables. The requirements of the position are time sensitive and requires excellent planning and time management skills.

Evaluation Metrics

- Delivery of the required procurement reports needed by the Procurement Committee, CFO, CEO and the Board.
- Renewal of Tenders and Contract Services per schedule
- Delivers value for money for each contracted purchases
- Achievement of Cost Savings on Procurement
- Management of annual capital procurement plan
- 98% of all Purchase Orders released within 3 business days of request.
- 99% of Open Purchase Orders aged under 90 days.
- Compliance with Procurement Acts and HSA Procurement policies and Procedures

Approved by:	<i>Chief Financial Officer</i>
Date approved:	<i>January 20, 2026</i>
Reviewed:	<i>January 20, 2026</i>
Next Review	
Employee Signature/Date:	
Manager Signature/Date:	