



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 positions:**

**PROCUREMENT SUPPORT OFFICER**

**Salary range: CI\$36,528 – CI\$46,740 per annum**

**The Procurement Support Officer provides support including administrative assistance to the Procurement Unit (including accounts section, only when needed) of the Health Services Authority.**

**Primary Responsibilities:** The post-holder is responsible for the Authority's procurement of routine and non-routine goods and services outside the tender process. This includes logging all incoming documents to Procurement Unit in a timely manner, distributing documents internally and externally within the Hospital compound and to the Ministry of Health, other Government Departments vendors and the public. The postholder assists in the preparation of Purchase Order (PO) for goods and services in the Encom and Iris Systems. This process includes ensuring that all Internal Requisitions (IRs) that do not require a Purchase Order (PO) is stamped with the correct stamp and descriptive reason as to why a PO is not required. Postholder matches incoming invoices against the relevant PO, separating POs to the relevant vendors and departments. Liaises with Decision Support Transaction Manager for proper IR authorization, follow up with vendors and sections on outstanding purchase orders, maintains filing system for the Procurement Unit and update goods and services databases including the IR log.

**Qualifications and Experience:** The successful candidate should possess a High School Diploma and at least three (3) years of Business Administration experience. The candidate should have excellent organizational, customer service, communication skills; be able to communicate with staff at all levels and be able to manage a high volume of work in a fast-paced environment. The successful candidate should be proficient in Microsoft Office (Outlook, Word, and Excel) and have a solid understanding of procurement policies and procedures. The ability to work independently and flexibility to meet strict deadlines are required. A valid driver's license is required to seek signatories at other locations.

**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](mailto:hsa.jobs@hsa.ky) using pdf format. Log on to our website at [www.hsa.ky](http://www.hsa.ky) to access Application Form and Job Description.**

**Deadline for post: March 1, 2026**

*Committed to Caring for You*



## Job Description

<b>Job title</b>	<i>Procurement Support Officer</i>	<b>Job Holder</b>	
<b>Reports to</b>	<i>Senior Procurement Officer</i>	<b>Section</b>	<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 procurement for goods and services.

### Job Purpose

The post has the responsibility to provide support including administrative assistance to the Procurement Unit (including accounts section, only when needed) of the Health Services Authority.

Responsible for Health Services Authority’s procurement of routine and non-routine goods and services outside the tender process.

### Dimensions

- Post holder does not supervise any other staff.
- Post holder has no budgetary responsibilities.
- Post holder is required to carry out all administrative /financial duties necessary. Confidentially, excellent organizational skills and the ability to work on own initiative is essential. The ability to work under pressure while remaining calm, tactful and diplomatic at all times is essential, as there is heavy contact with all levels of Health Services Authority staff, Government and members of the public.
- Post holder is responsible for logging all incoming documents to the Procurement Unit in a timely manner. Distributing documents internally and externally within the Hospital compound and to the Ministry of Health, other Government Departments vendors and the public.
- Post holder is to assist with the preparation of purchase order for goods and services in the Oracle Fusion and Cerner Systems.

## **Duties and Responsibilities**

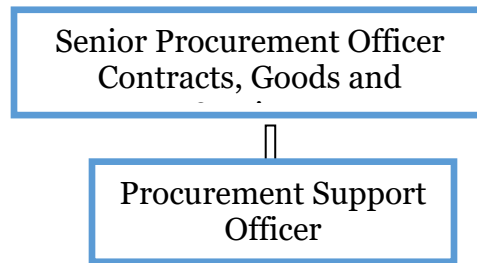
- Be familiar with procurement policies and procedures of the Cayman Islands Government and Health Services Authority.
- Log, collect and distribute all mail **and** type and draft correspondence, reports and documents as directed.
- Maintain logs for all incoming and outgoing Internal Requisitions. Stamp the documents and ensure the completeness of internal requisition documentation.
- Maintain the enterprise content manager (ECM) and ensure that all scanning and releasing is done in a timely manner.
- Where applicable, match incoming invoices against the relevant POs , copy, log and forward to Accounts Payables.
- Ensure that all documentation necessary for payment is complete prior to forwarding to Accounts Payables.
- Review Oracle Fusion Portal to identify, print and distribute requisitions for processing inclusive of Faith Hospital POs and requisitions resubmitted for processing.
- Prepare purchase orders in the Oracle Fusion and Cerner Systems.
- Disseminate POs via email to relevant vendors.
- Update the IR log daily with all requisition and completed PO information.
- Maintain filing system for the Procurement Unit and update goods and services databases.
- Follow-up with vendors and cost centre owners on outstanding purchase orders especially those with advance payments.
- Log and send all POs together with supporting documentation to Accounts Payable.
- Any other duties as assigned from time to time by Senior Procurement Officer /Procurement Manager/Financial Controller/Chief Financial Officer.

## **Qualifications, Experience & Skills Requirement**

The post-holder should:

- The post holder should have a High School Diploma and at least three (3) years of Business Administration experience. Knowledge of Microsoft Word and Excel is essential.
- Must be able to work on own initiative.
  - Proven ability to think and expresses ideas orally or in writing in individual or group situations.
  - Able to manage a high volume of work in a fast-paced environment with multiple priorities and deadlines.
  - A flexible work schedule.
  - Driver's License as may be required to seek signatures at other locations.

## Reporting Relationship



## Direct reports

Post holder does not supervise any staff.

## Other Working Relationships

- Procurement Committee
- Accounts Payable Officers
- Pharmacy
- Fixed Assets Officer
- Decision Support Manager
- Senior Managers
- Section Managers
- Materials Management
- Corporate Compliance Team
- Accounting Manager

## Decision Making Authority and Controls

Under the direction of the Senior Procurement Officer – Contracts, Goods and Services, the post-holder shall have the authorization to make decisions regarding HSA's Procurement and Contract process for services, goods, 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

This position is in an office environment and primarily sedentary. Some lifting, up to 50 pounds weight, may be required. Overtime may be required, and special circumstances may require attendance at the Hospital outside of normal working hours

## Problem/Key Features

There are numerous purchases of goods and services requiring monitoring and updating; therefore, the jobholder must establish a systematic monitoring system to ensure that all procurement is processed in accordance with the procurement policy and properly authorized.

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

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 require excellent planning and time management skills.

#### Evaluation Metrics

- Daily update of IR Log.
- Delivery of purchase orders within the standard turnaround time.
- Delivers value for money for each purchase.
- Timely scanning and releasing of documents into the enterprise content manager (ECM).
- Timely delivery of purchase orders, invoices and other documentation to Accounts Payable.
- Daily maintenance of files and log reports.
- Month end labelling and sorting of boxes for external records storage.

I \_\_\_\_\_ agree to the duties outlined in this job description.

<b>Approved by:</b>	<i>Procurement Manager/CFO</i>
<b>Date approved:</b>	<i>Feb 9, 2026</i>
<b>Date Reviewed:</b>	<i>Feb 2026 NR/SB</i>
<b>Next Review Date</b>	
<b>Employee Signature:</b> <b>Date:</b>	
<b>Manager's Signature:</b> <b>Date signed</b>	