



The Cayman Islands Health Services Authority, is the principal healthcare service provider in the Cayman Islands, offering the most comprehensive range of inpatient, outpatient and public health services through a 127-bed hospital and four District Health Centres on Grand Cayman, an 18-bed hospital in Cayman Brac and a satellite outpatient clinic in Little Cayman.

**We invite applications for the following position:**

**PROCUREMENT SUPPORT OFFICER**

**Salary range: CI\$33,120 – CI\$44,508 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 authorisation, 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 must have a comprehensive understanding of procurement policies and procedures. Must possess a High School Diploma with at least three (3) years of Business Administration experience. The successful candidate must have excellent organizational and customer services skills, be an effective communicator with persons at all levels, and manage a high volume of work in a fast-paced environment. Must be computer literate and experience in Microsoft Office experience – Outlook, Word & Excel. In addition, must have the ability to work on own initiative and available to work flexible hours to meet strict deadlines. A driver's license is required to seek signatories at other locations.

**A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates of these posts.**

**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.**

**Application Deadline: December 8, 2024**

*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 – Contracts, Goods &amp; Services</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 124-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 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 Encom and Iris Systems.

## **Duties and Responsibilities**

- Be familiar with Health Services Authority procurement policies and procedures.
- 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 IR's documentation.
- Liaise with Decision Support Transaction Manager for proper Internal Requisition authorization.
- Ensure all IRs that do not require a PO is stamped with the correct stamp and descriptive reason as to why a PO is not required.
- Receipt Purchase Orders in the IRIS system as needed and  
  
Match incoming invoices against the relevant PO and separate, copy and send out POs to the relevant vendors and departments.
- Ensure that all documentation necessary for payment is complete prior to forwarding to Accounts Payable.
- Prepare purchase orders in the Encom, CERNER and IRIS Systems.
- Send POs (Encom, CERNER & IRIS) via email or fax to the necessary vendors (For those POs Post holder has created). Stamp the documents "emailed" or "faxed" when process is complete.
- Update the IR log with all completed PO information.
- Maintain filing system for the Procurement Unit and Update goods and services databases.
- Follow-up with vendors and sections on outstanding purchase orders especially those with advance payment.
- Log and send all Encom POs (green copies) to Accounts Payable.
- File IRIS POs that are awaiting invoices.
- Correspond with vendors to ensure that invoices are received so that the vendors accounts can be reconciled.
- Any other duties as assigned from time to time by Senior Procurement Officer /Financial Controller/Chief Financial Officer

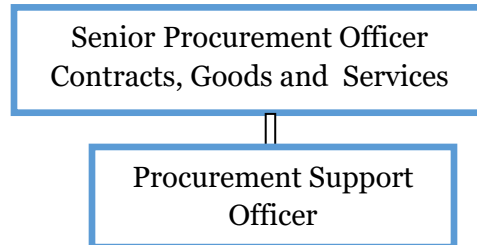
## **Qualifications, Experience & Skills Requirement**

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

- |                             |                             |
|-----------------------------|-----------------------------|
| • Purchasing Committee      | • Senior Managers           |
| • Accounts Payable Officers | • Section Manager           |
| • Pharmacy                  | • Materials Management      |
| • Fixed Assets Officer      | • Corporate Compliance Team |
| • Decision Support Manager  | • 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 established 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 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 requires excellent planning and time management skills.

### Evaluation Metrics

- Daily update of IR Log.
- Delivery of the Purchase Order within the standard turnaround time.
- Delivers value for money for each purchase.
- Timely delivery of invoices to Accounts Payable.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Date Reviewed:</b>	<i>Aug 2022 NR/SB</i>
<b>Next Review Date</b>	
<b>Employee Signature:</b> <b>Date:</b>	
<b>Manager's Signature:</b> <b>Date signed</b>	