

POSITION DESCRIPTION

Title:	Supply Chain Manager	Location:	Abu Dhabi, UAE
Department:	Administration	Reports t:	Chief Administration Officer
Salary:	Salary package	Band/Grade:	4
Prepared by:	Chief Administration Officer	Date:	July 2018

Overall Purpose:

The Supply Chain Manager is responsible for maximizing the efficiency and effectiveness of the frontline services that support operations. The manager executes international and domestic improvement programs in asset management, procurement, and logistics and warehousing to contain costs and improve patient care

Roles and Responsibilities

Strategy:

- Assist in the development of the company's overall infrastructure to support ambulance operations across the UAE.
- Promote the alignment and achievement of corporate goals and objectives.
- Bring value to the senior management team by approaching business challenges from a macro perspective and resolve strategic issues effectively.
- Ensure contingency plans and strategies are in place across sub-functions and easily activated in any event.

Policy and Process Improvement:

- Develop robust policies, procedures and practices and overall optimise the value of the functions.
- Work with management, clinical services and operations to seek creative supply solutions to optimise cost and value creation.
- Develop and meet inventory goals, which effectively balances cash-flow, industry leading product lead-times, and inventory turn rates.
- Develop robust service and maintenance plans to increase the life of operational assets.
- Develop systematic methods to track and manage assets and inventory including costs and performance evaluation.

Staff Performance:

- Create and develop a motivated team, demonstrating a positive morale.
- Manage resources according to the organisation's changing needs to meet the outcomes.

- Promote a service-friendly approach to managing issues across all functions

Supplier Management:

- Ensure contracts are complete, properly executed, and have considered all cost variables.
- Develop relationships in the marketplace to understand and stay abreast of industry changes and manage the supply chain risk.
- Proactive manage the organizations financial, operational and clinical risk by working by NA's suppliers and forging win- win relationship

Compliance:

- Meet compliance in accordance with new or changing audit and regulatory requirements.
- Management follows all appropriate Health and Safety measures whilst carrying out their duties

Approve the reportees time cards by the end of every month.

QHSE

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement.
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non-conformances, near misses, incidents or complaints.
- Identify and appoint reporting staff for QHSE investigations.
- Demonstrate viable and active leadership that engages Employees to practice QHSE applications.

Knowledge, Skills and Abilities

- 10+ years' experience in Supply Chain Management, preferably in a health environment.
- Working knowledge of managing leased accommodation, tenants and resolving issue.
- Ability to manage multiple, complex projects and changing priorities; work extended hours when required, make sound decisions under pressure, and work effectively in a team environment.
- Previous experience in international product sourcing, inventory management, performance metrics, and project management.
- Excellent time management, organisational skills, and written and verbal communications skills.
- Ability to rapidly learn and develop new systems and procedures.
- Prior ERP "by-design" or similar SCM system experience preferred.
- Ability to adapt, with cultural sensitivity, in a multicultural environment.
- Excellent English language and written skills.
- UAE/Country Driving License.

Academic Qualifications

- Minimum undergraduate degree in Business or a related field.
- Preferred Master's Degree in a related field
- Project management accreditation.

Change Brief

Version No.	Date	Changes
1	July 2014	New Position Description
2	January 2017	Updated responsibilities, incorporation of facilities management
3	August 2019	Changed title, band, and removed facilities and fleet from the roles and responsibilities
4	February 2020	Update roles & responsibility to add timecards

Review & Approval:

(Chief Administrative Officer)