

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Medical Procurement Officer	<b>3. Salary Level:</b> 13-12	<b>4. Division:</b> Hospital
<b>5. Reports To:</b> Procurement Pharmacist	<b>6. Direct Reports:</b> Chief Pharmacist	
<b>7. Primary Objective of the Position:</b> To coordinate the release, tracking, clearance, and delivery of medical supplies and pharmaceuticals through sea and air shipments, ensuring compliance with importation procedures and timely distribution to support continuous health service operations.		

<b>8. Position Overview</b>	
<b>8.1. Financial:</b>	<b>8.2. Legal:</b> Medicine Act, Pharmacy & Poision ordinance
<b>8.3. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Administrators for MHMS</li> <li>• Nursing/Doctors/Paramedical Units</li> <li>• Account team</li> <li>• Warehouse staff</li> </ul>	<b>8.4. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Suppliers</li> <li>• Development partners</li> <li>• Custom authorities</li> <li>• Shipping and freight agencies</li> <li>• Air Kiribati Limited</li> </ul>
<b>8.5 Not To be referred to Manager/Supervisor:</b> <ul style="list-style-type: none"> <li>• Routine tracking of shipments and providing updates</li> <li>• Coordinating delivery schedules</li> <li>• Resolving minor shipment or documentation discrepancies that fall within standard procedures.</li> </ul>	<b>8.6 To be referred to Manager/Supervisor:</b> <ul style="list-style-type: none"> <li>• <b>Significant shipment delays</b> that may affect critical stock availability.</li> <li>• <b>Customs or regulatory issues</b> that could result in penalties, storage</li> <li>• <b>Discrepancies or damages</b> in delivered medical supplies</li> </ul>
<b>9. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: KPA 3. HEALTH</b></li> <li>▪ <b>MOP Outcome: 3.1. Reduced population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden &amp; incidence of communicable diseases (TB, leprosy, lymphatic filariasis, STIs and HIV/AIDS), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan: Curative and Pharmacy</b></li> </ul>	

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<b>1. Shipment Release &amp; Delivery Coordination</b>	<ul style="list-style-type: none"> <li>• Coordinate release of medical supplies from KPA and airports for sea and air shipments.</li> <li>• Liaise with local shipping agencies, Air Kiribati, and suppliers to facilitate release.</li> <li>• Ensure timely and safe movement of consignments to designated storage or health facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Consignments released and delivered within agreed timelines.</li> <li>• Minimal delays in shipment release and delivery</li> </ul>
<b>2. Shipment Tracking &amp; Customs Clearance</b>	<ul style="list-style-type: none"> <li>• Track shipment status and follow up with suppliers and local agents.</li> <li>• Provide regular shipment progress updates to the pharmacist and pharmacy assistant to support stock planning.</li> <li>• Prepare and submit customs and clearance documentation.(ASYCUDA)</li> <li>• Liaise with customs authorities and clearing agents to facilitate import processing.</li> <li>• Ensure compliance with import regulations for medical supplies.</li> </ul>	<ul style="list-style-type: none"> <li>• Up-to-date shipment tracking records maintained.</li> <li>• Consignments cleared without compliance issues or penalties/storage charges.</li> </ul>
<b>3. Payment &amp; Documentation Processing</b>	<ul style="list-style-type: none"> <li>• Prepare and submit payment documentation for local and overseas suppliers to the account department</li> <li>• Maintain accurate records of invoices, payment requests, and supporting documents.</li> <li>• Follow up on payment status with the accountant and relevant units</li> </ul>	<ul style="list-style-type: none"> <li>• Payments processed smoothly and within agreed timeframes.</li> <li>• Complete and audit-ready documentation maintained.</li> </ul>
<b>4. Supply Verification, Reporting &amp; Issue Management</b>	<ul style="list-style-type: none"> <li>• Verify and enter in the system delivered medical supplies against invoices; quantities, expiry etc</li> <li>• Maintain records of shipments, clearance documents, delivery notes, and correspondence for reporting and audit purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivered supplies are double checked and meet required specifications</li> <li>• Complete logistics records maintained.</li> </ul>

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	<ul style="list-style-type: none"> <li>Provide regular shipment and delivery updates to stakeholders.</li> <li>Identify and address shipment delays, documentation errors, supply discrepancies, or delivery issues in coordination with service providers.</li> </ul>	<ul style="list-style-type: none"> <li>Timely reporting and effective resolution of issues.</li> </ul>
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>Delays in shipment, clearance and payment hold up</li> <li>Incomplete and inaccurate documentation</li> <li>Coordination with multiple stakeholders including suppliers, agencies, Pharmacy, and admin</li> <li>Limited space and shelving for proper storage of supplies</li> <li>Location of warehouses (two still at Old Hospital location) affecting efficiency of stock transfer</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Form Seven certificate</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Experience in logistics, shipping, importation, or medical supply distribution.</li> <li>Experience in handling sea and air freight operations and customs clearance procedures.</li> <li>Experience in ASYCUDA software for custom clearance</li> <li>Familiarity with medical or pharmaceutical supply chain operations is an advantage.</li> <li>Proficiency in record-keeping and reporting.</li> <li>Familiar with HS codes for pharmaceutical supplies</li> </ul> <p><b>Job Training:</b></p> <ul style="list-style-type: none"> <li>Storage condition for medical supplies</li> <li>Data entry on mSupply</li> <li>mSupply data maintaining</li> <li>Pharmacy policies and guidelines</li> </ul> <p><b>Prerequisite:</b></p> <ul style="list-style-type: none"> <li>Form Six with 3 years minimum work-experience as declarant &amp; releasing officer.</li> <li>Proven committed with good output during work-experience period</li> </ul>

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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Medical supply chain and distribution of pharmaceuticals.</li><li>• Sea and air freight operations, shipment tracking, and delivery coordination.</li><li>• Customs clearance procedures and import regulations.</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Excellent computing skills</li><li>• Good communication skills</li><li>• Well versed with mSupply software</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Very Committed</li><li>• Efficient &amp; Effective</li><li>• Open minded</li><li>• Willingness to tackle challenging duties</li></ul>
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