

Bureau of Public Procurement (BPP)

1ST Batch 2021 Training for Conversion into the Procurement Cadre in Parastatals, Institutions, Commissions and Agencies of the Federal Government of Nigeria

Call for Nominations

The Bureau as part of its functions as stipulates in Part II, Sections 5(k & s) of the Public Procurement Act, 2007 and in line with the Office of the Secretary to the Government of the Federation (OSGF) and the Office of the Head of the Civil Service of the Federation (OHCSF) Circulars: Ref. Nos. HCSF/685/I/24, HCSF/PSO/155/1/3, HCSF/PSO/155/1/25 and 59780/S.I/T.I/117 of 4th February, 2005, 31st March, 2008, 9th June, 2008 and 14th June, 2017 respectively hereby announces the commencement of the 1st Batch of Year 2021 Training for Conversion into the Procurement Cadre (Foundation) Course Exercise.

All Nominees must possess the following:

1. Mandatory Qualifications:

- ❖ A candidate shall possess at least a B.Sc./HND or its equivalent, in any of the following disciplines: Economics, Business Administration, Accountancy, Law, Insurance, Banking and Finance, Marketing, Quantity Surveying, Engineering, Architecture, Computer Science, Statistics, Purchasing and Supply or other related disciplines as approved by the National Council on Establishment.

2. Submit a Curriculum Vitae (CV) clearly detailing the following:

- a. Names, email address and phone number of the officer
- b. Current cadre and grade level (Nominees should not be above **GL 15** or its equivalent)
- c. Date of first appointment, confirmation and last promotion (relevant documents attached)
- d. Academic and professional qualifications (attach copies of certificates)
- e. **Attending at least one (1) course in any of the Public Procurement Research Centres (PPRCs) located either at ABU, Zaria or FUT, Owerri is an added advantage.**
- f. Returnee candidates need not comply with 'e' above.

3. Comply with these additional conditions:

- a. There is no conversion training to the procurement cadre for core Civil Servants employed directly by the Federal Civil Service Commission (FCSC).
- b. The endorsement of any nominee (**new and returnee**) by Accounting Officers implies that successful nominees shall be converted into the Procurement Cadre in their respective establishments.
- c. Only shortlisted nominee(s) shall be admitted to the training;
- d. Nominees who have attempted three (3) times must not to apply;
- e. Nominees who have less than five (5) years left in service from the date of the advertisement or more than 50 years of Age need not to apply;
- f. Only shortlisted nominated officers for the training would be published;
- g. Nominee(s) must be computer literate and possess a personal computer;
- h. Nomination(s) should reflect gender inclusiveness;
- i. Only candidate with Certificate of Medical fitness from Government Hospitals shall apply.

4. Only Candidates with nomination letters duly endorsed by their Accounting Officers will be considered for possible shortlisting.

5. Nomination must reach the Bureau on or before 4.00 pm on Friday 29, January, 2021 and shall be addressed to:

**The Director-General,
Bureau of Public Procurement,
11 Suleiman Barau Crescent, Off Ibrahim Taiwo Street,
State House, Asokoro, Abuja.**

6. For further enquiries, please call 08055171713, 08036888773, 08035958600 or send an e-mail to: procurementcadre@bpp.gov.ng; or visit: www.bpp.gov.ng