



Bureau of Public Procurement

Call for Nominations

2nd Batch 2021 Training for Conversion/Induction into the Procurement Cadre in Federal Government of Nigeria Parastatals, Commissions, Departments, Agencies, Tertiary Institutions, Intervention Bodies, Military, Police Force and Paramilitary.

The Bureau hereby calls for nomination(s) for the 2nd Batch Procurement Training for Conversion/Induction into the Procurement Cadre for qualified Officers from Federal Government Parastatals, Commissions, Departments, Agencies, Tertiary Institutions, Intervention Bodies, Military, Police and Paramilitary.

This is in compliance with the Bureau's functions as stipulated in Section 5(k & s) of the Public Procurement Act, 2007 and other FGN Extant Circulars issued from the Office of the Secretary to the Government of the Federation (OSGF) Ref. No. 59780/S.I/T.I/117 dated 14th June, 2017 and the Office of the Head of the Civil Service of the Federation (OHCSF) Circulars Ref. Nos. HCSF/685/I/24 dated 4 February 2005, HCSF/PSO/155/1/3 dated 31 March 2008 and HCSF/PSO/155/1/25 dated 9 June 2008.

The training has been scheduled to hold from Sunday, November 28 - Saturday, December 18, 2021 at Digital Bridge Institute (DBI), No. 1, Nitel Road, Cappa Bus Stop, Agege Motor Road, Oshodi, Lagos State.

Accounting Officers are therefore requested to nominate qualified officer(s) to attend the training and indicate the positions/cadres the nominee(s) was/were employed in line with the following:

A. Mandatory Requirements/Guidelines include:

- Bachelor's Degree 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 (Circular Ref. No. HCSF/685/I/24 dated 4th February, 2005).
- Detailed Curriculum Vitae (CV) of the nominees
- Copies of letter of first appointment, confirmation and last promotion
- No Nominee shall be above **GL 15** or its equivalent

B. Additional Requirements/ Guidelines include:

- All nominations (**new and returnee candidates**) must be duly; endorsed by their Accounting Officers/Chief Executive Officers;
- Only shortlisted nominee(s) shall be published and admitted for the training;
- Nominees who have attempted the programme Three

- (3) times without success need not apply;
- Nominee(s) must be computer literate;
- Nomination(s) should reflect gender inclusiveness;
- Attach copies of academic qualifications, NYSC Discharge or Exemption Certificate;
- Nominees who have attended at least One (1) course in any of the approved Public Procurement Research Centres (PPRCs) either at ABU, Zaria or FUT, Owerri, before the date of the commencement of the training is an added advantage (attach copy of Certificate of attendance);

C. Note that:

- The training is **not opened to Civil Servants** employed by the Federal Civil Service Commission (FCSC) and private sector procurement practitioners/professionals for now;
- Conversion** applies to Officers who intend to change from other cadres to procurement cadre;
- Induction** applies to officers who were employed as Procurement Officers and deployed to the Procurement Cadre;
- All Officers **directly performing procurement functions** without the Bureau's Conversion/Induction certificates must be duly released for the training;
- Visit the Bureau's website for the list of Agencies yet to train and certify Procurement Officers.
- The Bureau reserves the right prior or post the training programme to withdraw or cancel the eligibility and attendance of any candidate found to have misrepresented information without incurring any liability;**

D. Nomination must reach the Bureau on or before 4.00 pm Monday, 29th October, 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.

- E.** For further enquiries, please call any of these nos. 08092637872, 08036888773 and 08055171713 or send an e-mail to: info@bpp.gov.ng and procurementcadre@bpp.gov.ng; or, visit www.bpp.gov.ng

Signed
Management