

PROCUREMENT MANAGEMENT IN PUBLIC AND PRIVATE SECTOR ORGANISATIONS (ARM 257)

PREMISE: Procurement management is critical to the effective functioning of production and service organisations in both private and public sectors in Nigeria. Studies show that the public and private sectors in Nigeria spend billions of Naira yearly on procurement of goods and services. In view of this, there is need to ensure accountability, ethical standard, transparency, and value for money on goods and services obtained on behalf of their organizations. In addition, procurement officers or managers and their support staff are expected to ensure effective operations which can reduce wastages, costs as well as ensure uninterrupted flow of activities. However, personnel in charge of procurement management are not sufficiently equipped with necessary knowledge and skills to perform these functions.

OBJECTIVES: This course is therefore, designed to equip participants with knowledge, skills and attitude for procurement management. At the end of the course, participants should be able to:

- ◆ explain procurement management strategies and processes in public and private sector;
- ◆ identify various activities in procurement and contract management;
- ◆ apply procurement principles and techniques to ensure smooth supply of materials; and
- ◆ apply various ethics and laws guiding procurement processes in Nigeria.

CONTENT:

- ◆ Overview of procurement management in Nigeria.
- ◆ Ethical issues in public and private procurement.
- ◆ Specification writing
- ◆ Bidding and tendering procedures in contract management.
- ◆ Tender evaluation.
- ◆ Pricing, payment and negotiation skills in public and private procurement
- ◆ International procurement guidelines and procedures.
- ◆ Community based procurement.
- ◆ Procurement methods and threshold.
- ◆ Due process in budget implementation and contract management.
- ◆ Computer applications to procurement management.

TRAINING METHODS: Lecturettes, case studies, field visit, practical exercises and group discussions.

WHO SHOULD ATTEND? Procurement Officers/Supervisors, Store Officers, Project Managers and Accountants, in both public and private sector organizations as well as project beneficiaries in donor funded projects.

DURATION: One week

DATE: September 18 – 22, 2017

VENUE: Ilorin

CHARGES: ₦47,850.00 (including VAT)