



## **THE PRESIDENCY**

### **BUREAU OF PUBLIC PROCUREMENT**

### **2018 1<sup>ST</sup> BATCH CALL FOR NOMINATIONS OF OFFICERS INTO THE PROCUREMENT CADRE IN PARASTATALS, INSTITUTIONS, COMMISSIONS AND AGENCIES OF FEDERAL GOVERNMENT**

In continuation of the Bureau's training programme for conversion into the Procurement Cadre which is designed to build institutional capacity as enshrined in Part II, Section 5(k) and (s) of the Public Procurement Act, 2007, the Bureau of Public Procurement (BPP) wishes to announce the commencement of the 2018 1<sup>st</sup> Procurement Cadre Conversion exercise for officers in **Federal Parastatals, Agencies, Institutions and Commissions.**

Accounting Officers are therefore requested to nominate qualified officers to participate in the 2018 1<sup>st</sup> Batch Conversion Training Programme scheduled to take place at **Digital Bridge Institute (DBI) Centre, Ikeja, Lagos State for a period of three (3) weeks commencing from Sunday, May 20 – Saturday, June 9, 2018.**

For a candidate to be eligible for conversion to the Procurement cadre, they shall possess at least a Bachelor's degree, HND or equivalent, in any of the following disciplines: **Economics, Business Administration, Accountancy, Law, Insurance, Banking and Finance, Marketing, Quantity Survey, Engineering, Architecture, Computer Science, Statistics, Purchasing and Supply** as approved by the National Council on Establishment.

**Only Candidates with *nomination letters duly endorsed by their Accounting Officers will be considered.***

*The submission should include the **curriculum vitae** of the nominated officer, which must clearly state the following details in the following order:*

- Names, email address and phone number of the officer
- Current cadre and grade level
- Date of first appointment, confirmation and last promotion (relevant document attached)

- Academic and professional qualifications (attach copies of certificates)
- Evidence of Past Public Procurement training programmes at the Bureau's Training Centre and Public Procurement Research Centres (PPRCs) which will be an added advantage (attach copies of certificates)

The request from interested Parastatals, Agencies, Institutions and Commissions must reach the Bureau not later than **4.00pm on Wednesday, April 11, 2018** and should be addressed to the:

**Director-General,  
Bureau of Public Procurement,  
No. 11 Suleiman Barau Crescent, State House,  
Abuja.**

**Please note that:**

- **There is currently no conversion for core civil servants.**
- **Only Candidates with *nomination letters duly endorsed by their Accounting Officers will be considered.***
- **Priority shall be given to Agencies in the following order:**
  - (i) **Agencies that are sending in nominations for the first time**
  - (ii) **Agencies that have sent nominations before but none passed and have no converted procurement officer(s) in the organization**
- **Agencies with converted procurement officers but failed to use them in the procurement departments/units would not be considered.**
- **Candidates who have attempted the Procurement Conversion Trainings at most three (3) times need not apply**
- **Only shortlisted nominated officers will be allowed to attend the programme.**
- **The five (5) weeks programme starts as follows:**
  - ❖ **Pre-Training i.e Online Registration of Candidates and Introductory Notes etc – Monday, May 7 – Friday, May 18, 2018 (Two Weeks)**
  - ❖ **Residency Training – Sunday, May 20 – Saturday, June 9, 2018 (Three Weeks)**
- **All Preliminary Shortlisted candidates for the Training are expected to complete their Online registration for the programme from BPP's website: [www.bpp.gov.ng](http://www.bpp.gov.ng). Then check [poms.bpp.gov.ng](http://poms.bpp.gov.ng)**

- The Registered participants must download their introductory notes and materials for the Pre-Training from BPP's website: [www.bpp.gov.ng](http://www.bpp.gov.ng). Then check [poms.bpp.gov.ng](http://poms.bpp.gov.ng)
- The registered participants for the Residency Training Programme must come along with a printed copy of their completed registration form for verification, as only verified participants will be allowed to participate in the programme.
- Verification of registered participants begins on Sunday, May 20, 2018 at 3:00pm and closes on Monday, May 21, 2018 at 5:00pm at the training venue.
- All registered candidates are expected to come with their valid office identity card.
- Participants are expected to come with their laptops which can access Compact Disc and flash drives.
  - ❖ The endorsement of candidates by Accounting Officers implies that successful nominees shall be converted into the Procurement Cadre in their respective establishments.
  - ❖ The shortlisted nominated officers will be published on the Bureau's Website.
  - ❖ Failure to follow the above listed requirements will automatically disqualify the Candidate.
- Please note that sponsoring organizations are expected to cater for the accommodation, transportation and all necessary logistics for nominated officer(s).

For further enquiries, please call **08055171713, 08189809894, 07035454422** or send an e-mail to: [info@bpp.gov.ng](mailto:info@bpp.gov.ng), [procurementcadre@bpp.gov.ng](mailto:procurementcadre@bpp.gov.ng) or Visit: [www.bpp.gov.ng](http://www.bpp.gov.ng)

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No. 11, Suleiman Barau Crescent,  
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