

**PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD**

**MEMBERSHIP REGISTRATION CRITERIA**

**REVISED EDITION**

**OCTOBER, 2022**

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## **Abbreviations**

CIPS	Chartered Institute of Purchasing and Supply,
CPD	Continuous Professional Development,
CPSP	Certified Procurement and Supply Professional,
ERB	Engineering Registration Board,
NACTVET	National Council for Technical and Vocational Education and Training,
NBAA	National Board for Accountants and Auditors,
PSPTB	procurement and Supplies Professionals and Technicians Board,
TCU	Tanzania Commission of Universities.
UK	United Kingdom

## **Preface**

The Membership Registration Criteria (Revised Edition, 2022) is an outcome of evaluation of PSPTB Registration Criteria 2016, situational analysis conducted during development of proposed PSPTB Curriculum and the development made in employment system. The PSPTB Registration Criteria 2016 is revised to address changes made in the PSPTB Curricular, legislation requirement, operational and challenges that arising in the course of managing the Procurement and Supply Professionals. These challenges have been unfolded following extensive consultations and much deliberation amongst actors and stakeholders within the public and private sector. The Membership Registration Criteria (Revised Edition, 2022) repeals the PSPTB Registration Criteria 2016 in order to make better provisions for the more effective management of Procurement and Supply Professionals.

Therefore, Procurement and Supply Professionals and Technicians Board (PSPTB) wishes to acknowledge contributions of all actors and stakeholders who made this edition possible. The implementation of this Membership Registration Criteria foresees the best opportunity in bringing about accountability and responsibility in managing the Professionals and the carder in totality.

Jacob J. Kibona,

Chairman of the Board,

October, 2022,

Dar es Salaam, Tanzania.

## INTERPRETATION

In this Membership Registration Criteria (Revised 2022), unless the context otherwise requires, the following words shall have the meaning as prescribed herein:

<b>"Board"</b>	Means the Procurement and Supply Professionals and Technicians Board established under Section 4 of the Act.
<b>"Act"</b>	means the Procurement and Supply Professionals and Technicians Board Act;
<b>"Regulations"</b>	means the Procurement and Supply Professionals and Technicians Board Regulations made under the Act;
<b>"Procurement and Supply Professional"</b>	includes Procurement Specialists, Procurement Professionals, Supplies Professionals, Procurement and Supply Auditors;
<b>"Procurement and Supply Technician"</b>	means any person who is qualified at technical stage and is registered under this Act as Procurement or Supply Technician;
<b>"Procurement and Supply Auditors"</b>	means any Procurement and Supply professional with certificate of competence in procurement and supply audit techniques issued by the Board;
<b>"Register"</b>	means the Register of Procurement and Supply Professionals and Technicians maintained by the Board in accordance with the provisions of the Act;
<b>"procurement and supply professional and technician"</b>	means a person holding or having been registered as: - (a) procurement and supply professional and

(b) procurement and supply technician;

**“practicing certificate”** means a certificate issued by the Board to a procurement and supply professional, procurement and supply auditor as the case may be, authorizing him to practice pursuant to the provisions of the Act and these Regulations;

**“Honorary”** means a title or status conferred in recognition of merit or service without regard to whether the honouree ever held the title or status in fact, but without the attendant rights, powers or duties;

**“ethical behaviour”** includes the concepts of honesty, integrity, probity, diligence, fairness, trust, respect, consistence, avoiding conflicts of interest, and not making improper use of an individual’s position;

**“code of ethics and conduct”** means a written set of rules governing the behaviour of procurement and supplies professionals and technicians made pursuant to the provisions of the Act;

**"Consulting firms"** means firms or certain experts that provide professional advice, guidance, and actionable solutions to businesses that are experiencing issues.

**“practitioner”** means any person licensed or otherwise authorized under the Procurement and Supply to operate a professional practice.

**“Supplies Officer”** means the Officer responsible for matters relating to stores management.

## 1.0 INTRODUCTION

The procurement and Supplies Professionals and Technicians Board (PSPTB) is established by the PSPTB Act (CAP 179) with the responsibility of regulating the procurement and supply profession. The PSPTB Act sect 7 (g), mandated to effect registration of Procurement and Supply Professionals. Furthermore, Reg 10 (7) of PSPTB Regulations of 2009 requires the Board to determine the major pathways into the Procurement and Supply profession from time to time.

The Board reviewed the Registration Criteria of 2016 for Procurement and Supply Professionals, Technicians, Consulting Firms and Tuition Providers. The review resulted from changes in the professional arena which necessitate producing the Membership Registration Criteria (Revised Edition of 2022) to enhance professionalism and clarity. The revised edition among other factors, considers the requirement of PSPTB curriculum and syllabi, Public and Private Scheme of services requirements, implementation of Public and Private Strategic Projects, and development of the cadre from operational to the strategic level.

The Revised Edition benchmarked with other professional Board nationally and internationally, such as the Engineering Registration Board (ERB) in Tanzania, National Board for Accountants and Auditors (NBAA), Pharmacy Council of Tanzania, UK regulatory body for the engineering profession, Chartered Institute of Purchasing and Supply (CIPS) of UK, and Chartered Accountants of UK. The facts of benchmarking enable the registration criteria to meet the Internationally accepted standards. Apart from stated benchmarking, this edition considered the requirement of Reg. 8 (a & b) and 9(a, b & c) of the PSPTB Regulations. Therefore, the revised membership registration categories are as follows; -

- a) Procurement and Supply Technician;
- b) Graduate Procurement and Supply Professional;

- c) Graduate Procurement and Supply Auditor;
- d) Approved Procurement and Supply Professional;
- e) Approved Procurement and Supply Auditor;
- f) Authorized Procurement and Supply Professional;
- g) Authorized Procurement and Supply Auditor;
- h) Procurement and Supply Consulting Firm;
- i) Procurement and Supply Training Provider; and
- j) Affiliate Member;

In addition to the above categories, the Board shall issue a practicing license to professionals who intend to engage in the business of procurement and supply practices. Furthermore, any professional practicing in a firm, whether as a sole practitioner or in the partnership or as a body corporate, and intends to provide procurement and supply professional practice and advisory services, shall be issued a practicing license and be professionally liable for the works performed.

Moreover, the Board shall recognize a person who has delivered long and distinguished service work in Procurement and Supply Management discipline falling within the objects and purposes of the Board or distinguished persons whom the Board desires to honour for the remarkable contribution and outstanding records of achievements in the profession and the Board or whose association is of benefit to the Profession. The person shall be conferred a certificate of Honorary Fellow

## **2.0 REGISTRATION CATEGORIES**

### **2.1 Procurement and Supply Technician**

This is the registration category in the technician practice and employment system. The category has been designed to accommodate a person who has attained an Ordinary Diploma in Procurement and Supply Management from the learning institutions recognized by the Board or Professional Diploma in Procurement and Supply Management or Procurement and Supply Foundation Management Certificate issued by the Board. This category has been set to Procurement and supply technicians which is equivalent to full Procurement and Supply Technicians applied in the employment systems. Members registered under this category shall be issued certificate of registration as a Procurement and Supply Technician and can execute operational or routine duties.

#### **2.1.1 Qualifications**

For a person to be registered in this category of Technicians registration must have the following qualifications.

- a) Holder of an Ordinary Diploma in Procurement and Supply Management from a learning institution recognized by the Board or;
- b) Holder of Professional Diploma in Procurement and Supply Management or Procurement and Supply Foundation Management Certificate issued by the Board or;
- c) Any equivalent professional qualification recognized by the Board,
- d) Foreign or foreign-trained in Procurement and Supply programs must have; -

- i) Registered by relevant professional Board responsible for procurement and supply,
- ii) Possess a certificate of competence issued by the Board.

### **2.1.2 Titles/Positions to be held**

The titles/positions to be used under this category shall include but not limited to: -

- a) Assistant Procurement Officer
- b) Assistant Supply/stores/ Warehouse Officer
- c) Assistant Asset Management Officer
- d) Assistant Logistics Officer
- e) Assistant Compliance Officer
- f) Assistant Spend analysts Officer

### **2.1.3 General duties and responsibilities**

- a) To assist implementation of matters related to procurement and supply chain in line with set objectives and relevant legislations;
- b) To assist in the preparation of Risk Register on matters related to procurement and supply chain;
- c) To assist identification and monitoring of risks in matters related to procurement and supply chain;
- d) To assist preparation of documents related to procurement and supply chain matters;

- e) To assist preparation of reports related to procurement and supply chain matters;
- f) To assist in maintaining documents or records related to procurement and supply chain matters;

## **2.2 Graduate Procurement and Supply Professional**

This is the first category of professional registration category in the professional practice and employment systems. This category is eligible for any person who has a bachelor's degree in procurement and supply programs from training institutions accredited by the Board or Graduate Professional in Procurement and Supply Chain Management issued by the Professional Board or its equivalent qualification recognized by the Board. Members registered under this category shall be issued certificate of registration named as "Graduate Procurement and Supply Professional".

### **2.2.1 Qualifications**

For a person to be registered in this category of professional registration must have the following qualifications.

- a) Holder of a Bachelor's Degree or Transcript in Procurement and Supply Management from training Institutions accredited by the Board or
- b) Holder of Graduate Professional/Professional level III in Procurement and Supply Management issued by the Board or
- c) Any equivalent professional qualification recognized by the Board,

- d) Foreign or foreign-trained in Procurement and Supply programs must have; -
  - i) Registered by relevant professional Board responsible for procurement and supply,
  - ii) Possess a certificate of competence issued by the Board.

### **2.2.2 Titles/Positions to be used**

- a) Procurement Officer,
- b) Supply/stores/ warehouse Officer,
- c) Asset management Officer,
- d) Logistic Officer,
- e) Spend analysts Officer,
- f) Compliance Officer
- g) Tutorial Assistant,

### **2.2.3 General duties and responsibilities**

- a) To conduct and implement matters related to procurement and supply chain in line with set objectives and relevant legislations;
- b) To advise on the implementation of matters related to procurement and supply chain;
- c) To prepare risk register on matters related to procurement and supply chain;

- d) To identify and monitor risks in matters related to procurement and supply chain;
- e) To prepare and implement plans on matters related to procurement and supply chain;
- f) To participate in a performance review for procurement and supply chain functions;
- g) To prepare documents related to procurement and supply chain matters;
- h) To prepare reports related to procurement and supply chain matters;
- i) To maintain documents or records related to procurement and supply chain matters;
- j) To assist in teaching, research and consultancy services on matters related to Procurement and Supply Profession;

## **2.3 Graduate Procurement and Supply Auditor**

This category aimed to accommodate Graduate Procurement and Supply Professionals who assist auditing in procurement and supply related matters. The category is eligible for any person who is registered as a Graduate Procurement and Supply Professional under this Membership Registration Criteria. A Member registered under this category shall be issued certificate of registration named as “Graduate Procurement and Supply Auditor”.

### **2.3.1 Qualifications**

For a person to be registered in this category of professional registration must have the following qualifications.

- a) Must be a PSPTB registered Graduate Procurement and Supply professional,
- b) Must possess a certificate of competence in Procurement and Supply Auditing related to this level issued by the Board.

### **2.3.2 General duties and responsibilities**

- a) To participate in preparation of Audit engagement program in Procurement and Supply Management related matters
- b) To participate in conducting analysis of audit preliminary survey in Procurement and Supply Management related matters.
- c) To participate in conducting normal and special audit in Procurement and Supply Management related matters.
- d) To receive response of audit findings related to Procurement and Supply Management matters and assist verification
- e) To assist follow up on implementation of audit recommendation on matters related to Procurement and Supply Management.
- f) To participate in preparation of audit report in matters related to Procurement and Supply Management.
- g) To conduct and implement matters related to procurement and supply chain in line with set objectives and relevant legislations;
- h) To advise on the implementation of matters related to procurement and supply chain;

- i) To prepare risk register on matters related to procurement and supply chain;
- j) To identify and monitor risks in matters related to procurement and supply chain;
- k) To prepare and implement plans on matters related to procurement and supply chain;
- l) To participate in a performance review for procurement and supply chain functions;
- m) To prepare documents related to procurement and supply chain matters;
- n) To prepare reports related to procurement and supply chain matters;
- o) To maintain documents or records related to procurement and supply chain matters;
- p) To assist in teaching, research and consultancy services on matters related to Procurement and Supply Profession;

#### **2.4 Approved Procurement and Supply Professional**

This is the second level of the professional registration category in the professional practice and employment system. It is eligible for a person who has completed the CPSP professional examination and has at least three years of proven professional practice in the Graduate category. In addition, the applicant should have proven good records and competence in professional conduct.

The applicant under this category may be assessed whether he/she demonstrates the ability in solving problems and identifying opportunities for improvement, efficiency, cost and time-saving. A Member registered

under this category shall be issued certificate of registration named as “Approved Procurement and Supply Professional”.

#### **2.4.1 Qualifications**

A person registered in this category shall pose the following qualifications; -

- a) Holder of a CPSP Certificate or equivalent qualifications recognized by the Board,
- b) Must be a PSPTB registered Graduate Procurement and Supply professional,
- c) Must have attained at least 40 CPD hours per annum as prescribed in the CPD Policy,
- d) Must have proven good records and competence in professional conduct.
- e) The applicant should have at least three years of proven professional practice in the Graduate category.
- f) Foreign or foreign-trained in Procurement and Supply programs must have; -
  - i) Registered by relevant professional Board responsible for procurement and supply,
  - ii) Possess a certificate of competence issued by the Board.

#### **2.4.2 Titles/Positions to be used can either: -**

- a) Senior Procurement Officer
- b) Senior Supply/stores/ warehouse Officer
- c) Senior Asset management Officer

- d) Senior Logistic Officer
- e) Senior Compliance Officer
- f) Senior Spend analysts Officer
- g) Assistant Lecturer

### **2.4.3 General duties and responsibilities**

- a) To coordinate and supervise all matters related to procurement and supply chain, ensuring it meets Institution/Organization strategic objectives in line with relevant legislation;
- b) To supervise and implements Institution/Organization strategic plan in relation to procurement and supply chain objectives;
- c) To provide advisory and supervision on the implementation of matters related to procurement and supply chain;
- d) To coordinate and supervise the preparation of risk register on matters related to procurement and supply chain;
- e) To conduct monitoring and evaluation to ensure that significant risks in procurement and supply chain are identified and mitigated;
- f) To be proactive and innovative in coaching, mentorship and implementation of matters related to procurement and supply chain;
- g) To conduct performance review for procurement and supply chain functions;
- h) To supervise the preparation of documents related to procurement and supply chain matters;

- i) To supervise the preparation of reports related to procurement and supply chain matters;
- j) To maintain all documents or records related to procurement and supply chain matters;
- k) To conduct teaching or training, research and consultancy services on matters related to Procurement and Supply Profession;

## **2.5 Approved Procurement and Supply Auditor**

This professional registration category aimed to accommodate Procurement and Supply Professionals to conduct Auditing in Procurement and Supply related matters. The category is eligible for any person who is registered as Approved Procurement and Supply Professional under this Membership Registration Criteria. In addition, the applicant should have proven good records and competence in professional conduct. A Member registered under this category shall be issued certificate of registration named as “Approved Procurement and Supply Auditor”.

### **2.5.1 Qualifications**

A person registered in this category shall pose the following qualifications; -

- a) Must be a PSPTB registered Approved Procurement and Supply professional,
- b) Must possess a certificate of competence in Procurement and Supply Auditing related to this level issued by the Board,
- c) Must have attained at least 40 CPD hours per annum as prescribe in the CPD Policy,

- d) The applicant must have at least three years of proven Procurement and Supply Auditing practice.
- e) Must have proven good records and competence in professional conduct.

### **2.5.2 General duties and responsibilities**

- a) To prepare Annual Audit Work Plan in matters related to Procurement and Supply Management;
- b) To conduct evaluation of the internal control systems, risk management and oversee business operations in matters related to Procurement and Supply Management;
- c) To review audit findings in matters related to Procurement and Supply Management and provide feedback;
- d) To make follow up on implementation of audit recommendation on matters related to Procurement and Supply Management;
- e) To prepare audit report in matters related to Procurement and Supply Management;
- f) To coordinate and supervise all matters related to procurement and supply chain, ensuring it meets Institution/Organization strategic objectives in line with relevant legislation;
- g) To Oversee implementation of Institution/Organization strategic plan in relation to procurement and supply chain objectives;
- h) To provide advisory and supervision on the implementation of matters related to procurement and supply chain;

- i) To coordinate and supervise the preparation of risk register on matters related to procurement and supply chain;
- j) To conduct monitoring and evaluation to ensure that significant risks in procurement and supply chain are identified and mitigated;
- k) To be proactive and innovative in coaching, mentorship and implementation of matters related to procurement and supply chain;
- l) To conduct performance review for procurement and supply chain functions;
- m) To supervise the preparation of documents related to procurement and supply chain matters;
- n) To supervise the preparation of reports related to procurement and supply chain matters;
- o) To maintain all documents or records related to procurement and supply chain matters;
- p) To conduct teaching or training, research and consultancy services on matters related to Procurement and Supply Profession;

## **2.6 Authorized Procurement and Supply Professional**

This is the highest level of professional registration category in the professional practice and employment system. It aims to encourage growth in Professionals by inspiring the need to work hard towards achieving professional competence. This category requires more competence, commitment, and display mastery of complex issues in

specialized areas of knowledge and understanding in a wider context in Procurement and Supply Management.

The professional is expected to exhibit competence and commitment in taking responsibility for the work of others, allocation of resources, using effective communication and interpersonal skills, making personal commitments to an appropriate code of professional conduct, recognising an obligation to society, the profession and the environment.

The applicant will also be assessed whether he/she demonstrates the ability in solving problems and identifying opportunities for improvement, efficiency, cost, profit and time-saving. The applicant for this category shall also demonstrate the ability to contribute to product and service market research, get involved in cross-disciplinary teams within and outside the organization, develop statistically sound appraisal of institutional spend data, and use evidence of best practices to improve procurement and supply effectiveness.

In demonstrating the above context, the applicant shall be required to present to the Board the Procurement and Supply projects performed and their complexity. The panel will assess as per the format prescribe by the Board. The purpose is to testify to the ability of the applicant in effective implementation of Procurement and Supply related Matters. A Member registered under this category shall be issued certificate of registration named as “Authorized Procurement and Supply Professional” and entitled to have professional stamp as prescribed by the Board.

### **2.6.1 Qualifications**

The applicant in this category must possess the following qualifications; -

- a) Must be a PSPTB registered Approved Procurement and Supply professional,
- b) Must have attained 40 CPD hours per annum as prescribed in the CPD Policy,
- c) Must have proven good records and competence in professional conduct,
- d) Must demonstrate professional competence or at least 5 years from the time of registered as Approved Procurement and Supply Professional, and
- e) Must present to the Board the Procurement and Supply projects performed as prescribed by the Board.

### **2.6.2 Titles/Positions to be held**

The titles/positions to be used under this category shall include but are not limited to: -

- a) Principal/Chief/Manager/Director for: -
  - i) Procurement
  - ii) Supply/Stores/ Warehouse
  - iii) Asset Management
  - iv) Logistic
  - v) Spend analysts
  - vi) Compliance

- b) Lecturer or Senior Lecturer

### **2.6.3 General duties and responsibilities**

- a) To manage and authorize all matters related to procurement and supply chain, ensuring it meets Institution/Organization strategic objectives in line with relevant legislation;
- b) To oversee implementation of Institution/Organization strategic plan in relation to procurement and supply chain objectives;
- c) To provide high-level advisory and leadership on the implementation of matters related to procurement and supply chain;
- d) To oversee risk management processes to ensure that all significant risks in procurement and supply chain are identified and mitigated;
- e) To promote proactive and constructive innovation, coaching and mentorship in procurement and supply chain;
- f) To oversee the performance and appraisal for procurement and supply chain functions;
- g) To coordinate the preparation of performance reports in matters related to procurement and supply chain;
- h) To conduct teaching or training, coaching, research and consultancy services on matters related to Procurement and Supply Profession;

## **2.7 Authorized Procurement and Supply Auditor**

This professional registration category aimed to accommodate Procurement and Supply Professional's to provide assurance in

Procurement and Supply related matters. The category is eligible for any person who is registered as Authorized Procurement and Supply Professional under this Membership Registration Criteria. In addition, the applicant should have proven good records and competence in professional conduct. A Member registered under this category shall be issued certificate of registration named as “Authorized Procurement and Supply Auditor”.

### **2.7.1 Qualifications**

The applicant in this category must possess the following qualifications; -

- a) Must be a PSPTB registered Authorized Procurement and Supply professional,
- b) Must be a PSPTB registered Approved Procurement and Supply Auditor or possess a certificate of competence in Procurement and Supply Auditing related to this level issued by the Board,
- c) Must have attained 40 CPD hours per annum as prescribed in the CPD Policy,
- d) Must demonstrate competence in Procurement and Supply Audit or at least 5 years from the time of registered as Approved Procurement and Supply Auditor and
- e) Must have proven good records and competence in professional conduct.

## **2.7.2 General duties and responsibilities**

- a) To verify audited report for normal, special audit and investigation in matters related to Procurement and Supply;
- b) To Participate in preparation of annual audited report in matters related to Procurement and Supply;
- c) To conduct auditing for development projects related to Procurement and Supply;
- d) To participate in preparation of internal audit strategy in matters related to Procurement and Supply;
- e) To prepare Annual audit report in matters related to Procurement and Supply;
- f) To manage and authorize all matters related to procurement and supply chain, ensuring it meets Institution/Organization strategic objectives in line with relevant legislation;
- g) To oversee implementation of Institution/Organization strategic plan in relation to procurement and supply chain objectives;
- h) To provide high-level advisory and leadership on the implementation of matters related to procurement and supply chain;
- i) To oversee risk management processes to ensure that all significant risks in procurement and supply chain are identified and mitigated;
- j) To promote proactive and constructive innovation, coaching and mentorship in procurement and supply chain;

- k) To oversee the performance and appraisal for procurement and supply chain functions;
- l) To coordinate the preparation of performance reports in matters related to procurement and supply chain;
- m) To conduct teaching or training, coaching, research and consultancy services on matters related to Procurement and Supply Profession;

## **2.8 Affiliate Member**

This category is registered as auxiliary to procurement and supply professionals for the assignments which need other technical support. This category is not intended for employment carrier growth in the public and private sectors.

### **2.8.1 Qualification**

- a) Must hold at least a degree in any discipline from a recognized higher learning institution,
- b) Must be registered by his/her respective Professional Board or association, if any.
- c) Must possess a certificate of competence issued by the Board.
- d) Must have a proven track of good records in professional conduct.

### **2.8.2 General duties and responsibilities**

- a) To provide technical support in matters related to procurement and supply chain in line with the set objectives and relevant legislations.

- b) To advise in matters related to procurement and supply chain in line with the set objectives and relevant legislations.

## **2.9 Procurement and Supply Consulting Firms**

The Procurement and Supply Consulting Firms are registered under this category for the purpose of ensuring efficiency, effectiveness and integrity of the consultancy activities in procurement and supply. It is important to regulate this area so as to ensure consulting firms employ experienced professionals and observe professional code of ethics and conduct procurement and supply-related assignments. In this regard, any firm involved in consultancy activities in procurement and supply must be registered and submit to the Board the report of the assignments undertaken as may be guided by the Board.

### **2.9.1 Qualifications of the Firm**

- a) Must have a Certificate of Registration from the registrar of Business Name or competent Authority,
- b) Must have a valid Business License issued by the relevant competent Authority,
- c) Must have a relevant and valid Tax Clearance Certificate,
- d) Proof of a proper business premise and physical address,
- e) For Sole Proprietor, the applicant must be registered in Approved or Authorized with a valid Practicing License,
- f) For Partnership, at least one of the partners must be must be registered in Approved or Authorized with a valid Practicing License, and

- g) Must employ procurement and supply professionals registered by PSPTB to undertake procurement and supply related matters.

### **2.9.2 Scope of works**

The Procurement and Supply Consulting Firms registered shall provide consultancy or advisory services in; -

- i) Procurement,
- ii) Asset Management,
- iii) Procurement and Supply Auditing,
- iv) Stock Management
- v) Logistic Management

### **2.10 Procurement and Supply Training Providers**

The Procurement and Supply Training Providers are registered under this category for the purpose of training candidates who intend to sit for Boards examinations. It is important to regulate this area to ensure that the training providers conduct professional training in compliance with the PSPTB curricula and syllabi. The trainers from the training providers must meet qualifications set by the Board. For the purpose of quality control, the training providers must submit to the Board reports in the manner that shall be prescribed by the Board.

#### **2.10.1 Qualifications**

- a) Must satisfy the conditions set by the Tanzania Commission of Universities (TCU) or The National Council for Technical and Vocational Education and Training (NACTVET),

- b) Must have a Certificate of Registration from the registrar of Business Name or competent authority,
- c) Submit a valid Business License issued by the relevant competent authority (if any),
- d) Must have a relevant and valid Tax Clearance Certificate,
- e) Must submit proof of ownership/lease agreement on premises,
- f) Trainers must be registered by PSPTB at least in the Approved category, and
- g) Trainers must have experience of at least three years in professional practice or training.

#### **2.10.2 Scope of works**

To conduct professional training for candidates enrolled to sit for Board's examinations in compliance with curricula, syllabi and directives issued by PSPTB.

### **3.0 REGISTRATION OF PRACTICING LICENSE**

The Board shall issue a practicing license to a professional who is successfully registered professional and intend to engage in the business of procurement and supply practices. Furthermore, any professional practicing in a firm whether as a sole practitioner or in a partnership or as a body corporate and intend to provide procurement and supply professional practice and advisory services, shall be issued a practicing license and be professionally liable for the works performed. The practicing license shall be valid for one year and may be renewed annually.

#### **3.1.1 Qualifications**

- a) Must be a registered professional and intend to engage in the business of procurement and supply practices.
- b) Must have attained at least 40 CPD hours per annum as prescribed in the CPD Policy,
- c) Must have proven good records and competence in professional conduct.
- d) Foreign or foreign-trained in Procurement and Supply programs must have; -
  - i) Registered by relevant professional Board responsible for procurement and supply,
  - ii) Possess a certificate of competence issued by the Board.

#### **4.0 HONORARY FELLOWSHIP**

Honorary Fellowship is an award conferred on the basis of merit, on a person who has delivered long and distinguished service in the profession. Honorary Fellows are persons distinguished by their work in Procurement and Supply Management discipline falling within the objects and purposes of the Board or distinguished persons whom the Board desires to honour for the remarkable contribution and outstanding records of achievements in the profession and the Board or whose association is of benefit to the Profession. Honours and Awards offer a wonderful opportunity to acknowledge a Professional or Persons whose efforts you admire and respect. You can speak confidentially with others to initiate and support a nomination.

Honorary Fellows are subject to the usual rules of membership, if they commit a serious crime or other disciplinary offence, they will be subject to the normal disciplinary procedures and any sanctions as per the professional code of ethics and conduct of the Board and other laws governing the profession. The Honorary

Fellows shall automatically be cancelled and return the certificate conferring the Honorary Fellowship to Board, if they convicted to commit a serious professional misconduct by the Board.

#### **4.1 Criteria for the Award**

The awardee shall meet the criteria narrated hereunder: -

- a) Must have a remarkable contribution and outstanding records of achievements in the profession and the Board as determined by the Board of Directors;
- b) Must be a person of good records and competence in professional conduct;
- c) Must demonstrate leadership qualities and mentorship roles in the Profession;
- d) Must have strong influence policy and strategy making decisions in the Profession;
- e) Must be a person with a proven experience in the Profession with at least 15 years;

#### **5.0 DEREGISTRATION, RESIGNATION AND RESTORATION**

The registration status of a registered procurement and supply technician, professional, affiliate member, procurement and supply consulting firm or training provider may be terminated in case of breach for professional code of ethics and conduct or fails to comply with the requirements and conditions of PSPTB Act and its regulation as prescribed hereunder;

##### **5.1 Deregistration,**

The Board may remove from the Register the name of a procurement and supply professional or technician or procurement and supply consulting

firm or training provider or affiliate member who does not comply with the requirements and conditions of registration under the PSPTB Act, Regulations and membership registration criteria. In addition, failed to pay annual fees for a period exceeding twenty four months without any notice, member has resigned or died.

## **5.2 Resignation,**

A registered person or Procurement and Supply Consulting firm or training provider may resign from the category by sending his resignation in writing to the Executive Director, after payment of all the fees and installments of registration fee due from him, including that for the current year. A registered person's name or firm or provider shall be removed from the Register from the date on which his resignation becomes effective.

## **5.3 Restoration,**

A registered member whose name was removed from the register; his name may be restored to the Register by submitting to the Executive Director a duly completed application for restoration of his name to the register on a format prescribed by the Board. In addition, the member must submit acceptable documentary evidence that he complies with conditions under which he was registered. The applicant shall pay the restoration fee as prescribed by the Board and pays such amounts in respect of arrears of fee, if any. Furthermore, the Board may restore the applicant to the category of registration to which he formerly if he satisfies the Board that he is worthy of re-registration and he has paid the amounts in respect of registration fee and arrears of fees as the Board may determine.

## **6.0 APPLICATION**

This Membership Registration Criteria (Revised Edition, 2022) shall apply to Professionals, Firms, training providers registered under PSPTB Act and Regulations, Public and Private Employers and other stakeholders of the Profession.

## **7.0 RIGHT AND OBLIGATION**

The registered member shall have a right of being issued a certificate of registration or practicing license or Professional stamp as prescribed by the Board. In addition, registered members have obligation to inform the Board any person or firm practicing Procurement and Supply activities without being registered by the Board. Furthermore, the public and private employers have the right to use registered member and obliged to inform the Board any professional misconduct of the professionals registered under PSPTB Act and its Regulations.

## **8.0 UPDATING THE CRITERIA**

The Board may review this Membership Registration Criteria (Revised Edition, 2022) when the need arises and shall notify the stakeholders.

## **9.0 EFFECTIVE DATE**

This Membership Registration Criteria (Revised Edition, 2022) shall be effective from the date signed by the Chairman of the Board of Directors of PSPTB.