



UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE



PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD

PUBLIC NOTICE

WORKSHOP TRAINING ON DISPOSAL OF PUBLIC ASSETS: LEGAL PROCEDURES AND DOCUMENTATION

VENUE: MOSHI

DATES: 22TH JULY TO 26TH JULY, 2024

1. Workshop outcomes

By the end of the workshop, each participant will have advanced capacity to control, manage public assets based on proper procedures and documentation.

2. Who should attend?

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| (a) Procurement & Supply Professionals | (g) Auditors |
| (b) Members of the Tender Board | (h) Heads of department, Unit or Directorate. |
| (c) Procurement Managers | (i) Engineers |
| (d) Supplies Managers | (j) Pharmacists |
| (e) Planning Officers | (k) Any interested parties |
| (f) Asset management officers | |

3. Workshop Contents

- (a) Overview of Asset register, Transfer and Disposal
- (b) Essentials of asset register
- (c) Overview of Public Assets Management Guidelines
- (d) Transfer, Disposal Procedures and documentation
- (e) Green asset Disposal: hazardous and e- waste disposal management.
- (f) Key issues to consider in making decision for disposal and selection of Disposal methods.
- (g) Asset transfer and disposal accounting

- (h) Asset Disposal and Governance in Public Sector
- (i) Legal frameworks governing asset disposal
- (j) Overview of Asset records and documentation
- (k) Essentials of Asset records and documentation in asset management.
- (k) The use of ICT in preparation of asset register and maintenance: i.e. Government Asset Management Information System (GAMIS) in Tanzania.
- (l) Challenges of record management and documentation: Mitigation strategies and future prospects.
- (m) Adoption of a culture for Asset Recycling and circular economy.

4. Course fee:

Tshs. 800,000/= per participant to cover participation fee, training materials, standard tea and lunch. Please, confirm your participation **by payment** before or on **20th July, 2024.**

5. Application:

A prospective participant should apply in the **PSPTB Online Registration System (ORS) at Event part.** Click this link <https://registration.psptb.go.tz> to register.

NB:

- (a) No Workshop Participation without payment
- (b) All participants should come with LAPTOPS.

FOR FURTHER DETAILS, CONTACT:

Executive Director,

PSPTB,

P. O. Box 2663, Post code 41108,

7th Floor, Mkandarasi Place,

DODOMA.

Mobile: 0738441971/0622731514/0733331177

Email: info@psptb.go.tz or professionals@psptb.go.tz