

PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD



REVISED REGISTRATION CRITERIA

FOR PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS

ABBREVIATIONS

<i>CIPS</i>	-	<i>Chartered Institute of Purchasing and Supply (UK)</i>
<i>CIM</i>	-	<i>Chartered Institute of Marketing (UK)</i>
<i>SAPIC</i>	-	<i>South Africa Association for Operation Management</i>
<i>ISM</i>	-	<i>Institute of Supply Management (USA)</i>
<i>APIC</i>	-	<i>Association for Operation Management (USA)</i>
<i>IIMM</i>	-	<i>India Institute of Materials Management</i>
<i>NBAA</i>	-	<i>National Board of Accountants and Auditors</i>
<i>ERB</i>	-	<i>Engineers Registration Board</i>

1.0 Introduction

Repealing of NBMM Act No. 9 of 1981 led into enactment of new Act No. 23 of 2007 by the Parliament of United Republic of Tanzania which established a new Professional Board known as Procurement and Supplies Professionals and Technicians Board. To make clear interpretation of the new Act PSPTB Regulations were firstly published in government gazette Number 364 on 6/11/2009.

These regulations have provided clearly the requirement for registration process for Procurement and Supplies Professionals, Technicians as well as Firms or Institutions involved in Procurement and Supplies Operations. Specifically Regulations 8, 9, 15 and 16 have provided registration of the following categories:

- (i) Procurement and Supplies Professionals
- (ii) Procurement and Supplies Technicians
- (iii) Procurement and Supplies Trainings Institutions
- (iv) Procurement and Supplies Consulting or advisory firms
- (v) Procurement and Supplies Agents
- (vi) Temporary and Permanent Registration of Foreign applicants who are not ordinarily residing in Tanzania.

The proposed Registration criteria and classes for Procurement Professionals and Technicians have considered among other factors the free mobility of labour protocol in East Africa which is effective from 1st July 2010. The system for registration in the member state have similar characteristics hence lead the need to ensure the PSPTB's registration criteria enables Tanzanians Procurement and Supplies Professionals and Technicians penetrate confidently in East Africa labour market. Considering all these then the proposed criteria will enable the Tanzanians Procurement and Supplies

Professionals and Technicians widen their opportunities for employment in East Africa as well as in the global market.

The proposal has also reviewed and considered the effects of the previous membership status (i.e. Provisional, Approved and Authorised categories) which were used during NBMM era to enable them be registered in the new proposed criteria. This will cause the Board to call back all previously issued certificates for membership registrations so as to issue new certificates.

Meanwhile this proposal has also taken into consideration training achievement attained from other fields of studies like engineering, pharmacy etc. This will call for the need to determine the total number of units covered which are related to procurement/supplies so as to enable someone qualify for registration under the following discussed categories.

2.0 Registration of Professionals and Technicians

The PSPTB Regulations 8 and 9 have stipulated that PSPTB's Executive Director shall keep a register for registering categories of persons as Procurement Professionals and Technicians and shall also keep and maintain a register for registering categories of firms and institutions such as Procurement and Supplies Training Institutions, Procurement and Supplies Consultancy or advisory firms and lastly Procurement and Supplies Agents.

Basing on the above named categories the following registration classification criteria are being proposed for review and improvement.

2.1 Registration for Procurement and Supplies Professionals

This proposed category has been designed to accommodate five different classes of registration. The focus has been to consider those who have attained the highest qualification of the Profession to those whom are currently pursuing professional career.

Again this category of registration shall consider registering those Procurement and Supplies Professionals whom have attained remarkable contribution and outstanding records of achievements and expertise to the profession and the Board.

Consideration for registration has also taken on board those who are applying for registration from other disciplines which are related/involves to Procurement/Supplies profession but have not covered minimum required units of studies concerning Procurement/Supplies subjects. They should also demonstrate strong interest and prove to have experience in Procurement and Supplies operations prior to deciding for his/her registration. The Board shall seek certification in writing from applicant's Professional Board and/or his/her employer.

The titles proposed have considered harmonising the commonly used titles by other Professional Bodies such as CIPS, CIM, SAPIC, ISM, APIC, IIMM, NBAA, ERB etc as to give Tanzanians Procurement/Supplies Professionals a recognition and employment competitive advantage in East African labour

market. Basically under each class of membership the rationale and general requirement, area of specialization, qualifications required, experience, title and responsibilities have been given priority.

2.1.1 Fellow Category

Rationale and general requirements

This is the highest class and has been set to accommodate all professionals who hold outstanding records of promoting the profession and the Board. Recognition of their records of achievement as well as their competence will motivate other professionals to strive to high levels of competence.

This class needs registering professionals with vast experience, able to display mastery of complex and specialised area of knowledge and skills in Procurement and Supplies, employing knowledge and understanding to supervising and/ or conducting research work in the areas of procurement and supplies, or able to work autonomously and in complex and unpredictable situations.

Members in this category should demonstrate competence in various professional activities such as writing professional articles in professional journals or manuals, participate in presenting professional papers, training core professional subjects or facilitating professional workshops, seminars, carry out procurement/supplies consultancy assignments etc.

Areas of specialization

- Procurement specialist/professional/Auditor
- Stock Auditor
- Supplies Specialist/professional/Auditor

Qualifications

- Highest professional qualification such as CSP, CPSP, MCIPS etc.
- Should have been registered as Authorized Professional for at least 10 years.
- A person who has an average of 40 CPD hours annually for past five years.
- A person who has not been convicted in any criminal or civil offences or been involved in any inquiry for professional-related misconduct.
- A person with a senior status in the profession for a period of 15 years and above

Experience

- At least 15 years.

Titles/Positions to be used

- Chief Procurement/Supplies Officer/Specialist
- Manager Procurement/Supplies, or

- Director Procurement/Supplies

2.1.2 Authorised Category

Rationale and general requirements

This category intends to encourage growth among Procurement Professionals by inspiring them the need to work hard towards promoting the profession and their competence.

Generally, this class enquires more professional commitments and display mastery of complex of specialised areas of knowledge and understanding in wide and unpredictable variety of context in Procurement and Supplies, responsibility for the work of others, allocation of resources, policy, planning, execution and evaluation.

Also, the class intends to encourage registered candidates to demonstrate their competences through publishing various professional articles, manuals, demonstrate supervisory roles.

Areas of specialization

- Procurement specialist/professional/Auditor
- Stock Auditor
- Supplies specialist/professional Auditor

Qualifications

- Professional who has successfully been registered at the approved category.
- Holder of CSP, CPSP, Graduate CIPS
- Applicant must have attained a minimum of 40 CPD hours for the past two years of his/her current registration category.
- Any other equivalent qualification to be determined by the Board.

Experience

- At least 2 years

Titles/Positions to be used

- Principal Procurement/Supplies Officer/Specialist,
- Manager Procurement/Supplies ,
- Director Procurement/Supplies

2.1.3 Approved Category

Rationale and general requirements

This category has been set as to encourage registration of candidates who have successfully completed the CPSP Examination and being conferred with CPSP Certificate. Prior to reaching the high ranks prospected candidates will be under supervision of senior Professionals Registered in the Authorised category

The intention is to make sure all members under this category acquire appropriate training and coordination in pursuing their daily professional undertakings which will enable those gains more competences and skills. Also, the class intends to encourage registered candidates to start demonstrating their competences through publishing various professional articles, manuals, demonstrate supervisory roles.

Moreover, this class enquires more professional commitments and display specialised areas of knowledge and understanding in broad range of professional activities in Procurement and Supplies, some responsibilities for the work of others, allocation of resources, planning and execution.

Generally, this class is open to encourage professionals participate and manage major procurements under direction and supervision of advanced procurement professional. A period of three years is thought to be sufficient the registered member under this category to have attained the competences and skills which may uplift him/her to higher senior levels of decision making.

Areas of specialization

- General procurement and Supplies

Qualifications

- CPSP Fresh Graduate or equivalent qualification to be determined by the Board.

Experience

- No experience

Titles/Positions to be used can either be

- Senior Procurement Officer,
- Senior Supplies Officer
- Senior Stock Controller

2.1.4 Graduate Category

Rationale and general requirements

This membership class has been proposed as to register all candidates who have graduated from various higher learning institutions in Procurement and Supplies discipline or equivalent its qualification. The aim is to enable the Board regulate and coordinate their professional conduct.

The registration under this category focuses at enabling the applicants to apply skills and knowledge in broad range of Procurement and Supplies activities most of which are non-routine. Moreover, the registration is targeting at recognising their efforts and gives them competitive advantage in the labour market.

This class is intended to encourage candidates who have enrolled themselves to pursue the Professional level examinations at the final stage to strive in attaining the Graduate Membership registration status.

The registration status for this category is temporary or provisional lasting for a given period where it is assumed the applicant should have attained qualification for registering to Approved category.

Areas of specialization

- Procurement/Supplies and any other field of study or its equivalent qualification.

Qualifications

- Advanced Diploma/Bachelor Degree in Procurement/Supplies and Successful completion of Profession Level III, NTA7, NTA8
- Any other equivalent qualifications that will be determined by the Board after being satisfied that the units covered in the course pursued do enable such a candidate to be registered into this class.

Experience

- No experience.

Titles/Positions to be used

- Procurement Officer or
- Supplies Officer
- Stock Controller
- Purchasing Officer

2.1.5 Affiliate Member

Rationale and general requirements

This membership class has been proposed as to take on board all those who have got strong interest in Procurement and Supplies Profession but have not attained the highest qualifications for registration at either Approved or Graduate categories.

Likewise, this category shall register all other persons from other fields of study whom are practising Procurement and Supplies Profession but have not been registered at any professional level.

Generally, this category is open to anyone who is necessary to be employed and or/ trained for the purpose of attaining qualification for permanent qualification.

Areas of specialization

- Pharmacists, Administrators, Lawyers

- Engineers, Architectures, Accountants etc as spelt out in PPA 2004

Qualifications

- From any field of study provided there is a strong proves of his/her strong interest in Procurement and Supplies.
- They should also demonstrate strong interest and prove to have experience in Procurement and Supplies operations prior to deciding for his/her registration of which PSPTB shall seek certification in writing from applicant's employer.
- Should be registered by his/her respective Professional Board of which PSPTB shall seek certification in writing from applicant's Professional Board.

Experience

- Not less than a year practicing in procurement related issues a single segment etc.

Titles/Positions to be used

- No title applicable

2.2 Registration for Procurement and Supplies Technicians

This category of registration is proposed to have two classes of registrations as indicated below:

2.2.1 Full Procurement and Supplies Technician

Rationale

This category has been set to appreciate contribution given by the Procurement and supplies technicians by executing operational or routine duties while the Procurement and Supplies Professionals are concentrating with other managerial and decision making roles.

Areas of specialization

- Procurement/Supplies or equivalent

Qualifications

- Holder of Board's Foundation certificate, two years Diploma in Materials Management/Procurement and Supplies, NTA 6, Higher Stores Management or any other equivalent qualification to be determined by the Board.

Experience

- No experience

Titles/Positions to be used is either

- Assistant Procurement Officer
- Assistant stock controller
- Assistant store/warehouse keeper
- Assistant Receiving Officer

2.2.2 Procurement and Supplies Technician

Qualifications

- Holder of one-year Certificate in Materials Management/Procurement and Supplies, NTA 4/5, Lower Stores Management or any other equivalent qualification to be determined by the Board.

Experience

- No experience

Titles/Positions to be used is either

- Procurement Assistant
- Assistant stock controller
- store Assistant /storekeeper
- Receiving Assistant

2.3 Registration of Foreigners

The PSPTB regulation¹⁵ and 16 have provided registration procedures for foreigners who wish to practice Procurement and Supplies activities in Tanzania. The registration can either be temporary or permanent.

Area of specialization

- Procurement Professional/Auditor
- Stock Auditor
- Supplies Professional/Auditor

Qualification

- Should be trained in Procurement and Supplies Profession
- Practiced Procurement and Supplies operations prior entering Tanzania
- Not a Tanzanian resident but wishing to pursue specific Assignment in Tanzania
- And other qualifications as prescribed under Regulation 15 and 16 of PSPTB Regulations, 2009

3.0 Registration for Firms and Institutions

PSPTB conducts registration for firms or institutions which offer consultancy or advisory services in the areas of Procurement and Supplies, or act as Procurement and Supplies agents and as well firms or institutions providing training services in areas of Procurement and Supplies.

A person who wishes to register a Procurement and Supplies practice facility, firm, or company shall obtain an application form from Executive Director upon payment of such application fees determined.

Notwithstanding the application form the applicant shall be required to submit a copy of the memorandum and articles of association and a copy of certificate of incorporation, if any.

The Board shall after receiving an application for registration of practice facility, firm, or company, appoint an inspection team or inspection agent of not less than two and not more than three members to inspect the practice facility, firm, or company. The team shall prepare an inspection report to be submitted to the Executive Director. The inspection report shall contain findings of the inspection team, recommendation of the inspection team in respect of the practice facility, firm, or a company.

PSPTB staff are prohibited from establishing, engaging or operate any firm or institution that according to its nature of operations, competes with the core businesses of the Board. Any staff who contravenes this criterion will be breaching not only Registration criteria but also PSPTB staff regulation 20.1.10 and hence, disciplinary action will be taken against him/her.