

UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE

PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD (PSPTB)

MEMBERSHIP REGISTRATION AND DE-REGISTRATION



2.0 REGISTRATION CATEGORIES

2.1 Procurement and Supply Technician

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.

2.2 Graduate Procurement and Supply Professional

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.

2.3 Approved Procurement and Supply Professional

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 Authorized Procurement and Supply Professional

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.

2.5 Graduate Procurement and Supply Auditor

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.

2.6 Approved Procurement and Supply Auditor

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,
- b) Must have attained at least 40 CPD hours per annum as prescribe in the CPD Policy,
- c) The applicant must have at least three years of proven Procurement and Supply Auditing practice.
- d) Must have proven good records and competence in professional conduct

2.7 Authorized Procurement and Supply Auditor

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.

2.8 Affiliate Member

- 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.

2.9 Procurement and Supply Consulting Firms

- 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.

2.10 Procurement and Supply Training Providers

- 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 relevantcompetent 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 theApproved category, and
- g) Trainers must have experience of at least three years inprofessional practice or training.

2.11 Honorary Fellowship

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;

3.0 REGISTRATION OF PRACTICING LICENSE

Must be a registered professional and intend to engage in the business of procurement and supply practices.

- a) Must have attained at least 40 CPD hours per annum as prescribed in the CPD Policy,
- b) Must have proven good records and competence in professional conduct.
- c) 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.

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;

1.1 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 complies 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.

1.2 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.

1.3 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.

CUSTOMER SERVICE

PROFESSIONAL MEMBERSHIP SERVICES

0738 441 971

EXAMINATION SERVICES

0738 441972

ACCOUNT

0737 157 312

ICT/ TECHNICAL SERVICES

0737 622 477

CONTACTS

All correspondence should be addressed to the Executive Director,
Mkandarasi Place, 7th Floor,
P.O.Box 2663,
41108 Dodoma.

Email: barua@psptb.go.tz
professionals@psptb.go.tz

INSTAGRAM : psptbofficial

FACEBOOK: Bodi Ununuzi

YOUTUBE: PSPTB TV

WEBSITE: www.psptb.go.tz