

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE



PROCUREMENT AND SUPPLIES PROFESSIONALS

AND TECHNICIANS BOARD

**PROFESSIONAL LOG BOOK**

**Cover Page**

- Title: Professional Log Book
  - Name: [Your Name]
  - Position: [Your Position]
  - Organization: [Your Organization]
  - Date: [Start Date] to [End Date]
- 
- ✓ **Employer Recommendation**
  - ✓ **Employer Acceptance Letter**

**Table of Contents**

1. Introduction
2. Professional Activities
3. Training and Development
4. Projects and Achievements
5. Reflections and Feedback
6. Declaration of code of ethics and conduct

### 1. Professional Activities

<b>Date</b> [Date]	<b>Activity Description</b> [Description of activity]	<b>Duration</b> [Hours]	<b>Location</b> [Location]	<b>Comments</b> [Any relevant comments]

### 2. Training and Development

<b>Date</b> [Date]	<b>Training Course/Workshop</b> [Course Name]	<b>Provider</b> [Provider]	<b>Duration</b> [Hours]	<b>Key Learning's</b> [Key takeaways]

### 3. Projects and Achievements

<b>Date</b> [Date]	<b>Project Title</b> [Project Name]	<b>Role</b> [Your Role]	<b>Description</b> [Brief description of the project]	<b>Outcome</b> [Results or achievements]

#### 4. Reflections and Feedback

- **Overall Experience:**  
[Your thoughts on the professional development activities and their impact on your skills.]
  
- **Areas for Improvement:**  
[Suggestions for future improvement or additional training needed.]

#### 5. Declaration of code of ethics and conduct

##### Signature

- **Signature:** \_\_\_\_\_
- **Date:** [Date of completion]