



UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE



PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD

## **PUBLIC NOTICE**

***WORKSHOP ON UNDERSTANDING INVENTORY AND WAREHOUSING  
MANAGEMENT: RISKS AND MITIGATION STRATEGIES.***

***VENUE: MWANZA***

***DATES: 02<sup>ND</sup> TO 06<sup>TH</sup> FEBRUARY, 2026***

### **1. Workshop outcomes**

Participants will be applying knowledge and skills of inventory and warehouse management to manage stocks in business operations.

### **2. Who should attend?**

- (a) Procurement, supply chain, warehouse, inventory, contract, logistics and transport, asset management (Directors, Managers, Officers, and Assistants.)
- (b) Tender Board Members
- (c) Tender Evaluation Committees
- (d) Auditors, Lawyers, Accountants, Engineers, Planners, Human Resource and Administrative officers

### **3. Workshop Contents**

- (a) Overview of inventory and warehouse management
- (b) Inventory classification strategies Inventory control procedures.
- (c) Codification and standardization of inventory
- (d) Valuation of inventory
- (e) Recording and records management
- (f) Inventory management risks

- (g) ISO standards and warehouse activities
- (h) Strategic decision for Warehouse location, layout and facilities planning
- (i) Storage facilities and material handling equipment
- (j) Stock taking and verification.
- (k) Application of Inventory and warehouse management information systems
- (l) Performance evaluation of Inventory control and warehouse activities
- (m) Code of ethics and conduct in inventory and warehouse management

#### **4. Course fee:**

**Tshs. 800,000/=** per participant to cover participation fee, training materials, standard tea and lunch. Please, confirm your participation before or on **30<sup>th</sup> January, 2026** through emails and mobile numbers.

#### **5. Application:**

Apply online for this **EVENT** via **PSPTB Online Registration System (ORS)**.

**Click this link** <https://registration.psptb.go.tz/> to register.

**NB:**

- (a) All participants should come with LAPTOPS.
- (b) Participation fee should be paid in advance.

#### **FOR FURTHER DETAILS, CONTACT:**

Executive Director,

PSPTB,

P. O. Box 2663, Post code 41108,

7<sup>th</sup> Floor, Mkandarasi Place,

**DODOMA.**

**Mobile: 0738441971/0622731514**

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