



METHODIST UNIVERSITY COLLEGE GHANA

FACULTY OF BUSINESS ADMINISTRATION

ADMISSION OF CANDIDATES FOR CERTIFICATE/DIPLOMA COURSE IN **PUBLIC PROCUREMENT**

Methodist University College Ghana (MUCG) is inviting applications from suitably qualified candidates for admission into a **Six-Month Certificate Course in Public Procurement** scheduled to start in **February 2012** and end in **August 2012**.

COURSE DESCRIPTION

The programme has been designed with the needs of procurement practitioners currently working in the public sector in mind and aims at equipping participants with current knowledge and skills in procurement. It is intended to enable participants to analyze procurement problems, design and implement strategies to resolve them.

The programme will also provide participants with the ability to apply procurement and management skills at the workplace, and equip them with an understanding of the key concepts, principles and practices of procurement.

COURSE OBJECTIVES

The course is intended to:

- ▶ Provide comprehensive introduction to the themes and processes central to the efficient operation of a procurement system
- ▶ Equip participants with latest knowledge and skills in procurement
- ▶ Enable participants identify the role and purpose of the Public Procurement Act 663 of 2003, and competently use the terminology associated with the implementation of the Act
- ▶ Provide participants progression to attain the Chartered Institute of Purchasing and Supply (CIPS) professional status
- ▶ Train manpower needed for the implementation of the Public Procurement Act 663 of 2003 to engender socio-economic growth
- ▶ Equip participants with the skills to present and/or interpret qualitative and quantitative data

TARGET GROUP

- ▶ Holders of other academic/professional qualifications other than procurement and working on procurement schedules
- ▶ Procurement Practitioners working in the public/private sector looking to upgrade their skills and knowledge as well as obtain qualifications in procurement
- ▶ Procurement Practitioners looking to further their careers by pursuing higher qualifications of the Chartered Institute of Purchasing & Supply, United Kingdom

COURSE CONTENT

- ▶ Procurement Principles and Practice
- ▶ Public Procurement Policy in Ghana
- ▶ Inventory Management and Logistics
- ▶ Management and Professional Development
- ▶ Supply Chain Management
- ▶ Approach to Project and Case Studies

SESSION

- ▶ Evening
- ▶ Weekend

FEES AND PAYMENT

Tuition fee per semester is **GH¢ 600**. Payment of fees could be made at the accounts office of Methodist University College Ghana.

HOW TO APPLY

Application forms are on sale at the **Administration**, Methodist University College Ghana, Dansoman campus, Accra. Completed forms with certified copies of certificates should be submitted to the **Admissions Office** of the Methodist University College Ghana, Dansoman Campus, Accra.

**FOR FURTHER
INFORMATION
PLEASE CONTACT:**

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