



CILT SHORT COURSES ON OFFER

Certificate in Strategic Public and Private Procurement

(Non Credit Bearing Short Course)

Course Length:	5 days (1 week)
Offering Date:	07-11 July 2025
Delivery Mode:	Online
Registration Due Date:	31 May 2025
Investment:	N\$5, 565.00 (payment due date 31 May 2025)

**Proof of Payment to be emailed to: mnjonas@unam.na, please see Payment and Account Details in this advert for more information.*

Registration: <https://forms.office.com/r/QsY56hHnDV>

Target Audience

Contract and Tender Administrators, Purchasing/Procurement Officers, Purchasing/Procurement Managers, Supply Chain Officers, Supply Chain Managers, Bid-Evaluation Committee Members, Procurement Committee Members, Project Officers, Project Managers, or any individual with an interest in procurement and/or bid-evaluation.

Criteria for Admission

Working experience in procurement and tendering environment for at least 1 year or have an interest in procurement.

Purpose

The purpose of this course is to ensure that professionals who work in the procurement environment are equipped to perform their day-to-day tasks by being equipped with the necessary knowledge and skills of the Procurement Act, guidelines, rules and regulations. With procurement taking center stage in effective and efficient service delivery in any organization, this course will ensure that participants get a practical, yet relevant approach to navigate these pressures, and understand the importance that procurement plays within the public and private sector. It is of uttermost importance that procurement is not seen as an administrative task but a strategic supporting function hence the development of this course.

Exit Learning Outcomes

At the end of this short course, participants will be able to:

1. Understand the Public Procurement Act no.15 of 2015 with its amendments and how to practically apply it in the workspace.
2. Understand leading best procurement practices adopted from private procurement to ensure efficiency in public procurement.
3. Understand compliance and have practical know how to implement various factors across cross functional requirements in the organisation.
4. Understanding of contract management and the importance thereof.

Payment and Account Details

Please note that participants may pay their course fee in **3 installments** as follows (Payment date options are provided for each installment. Participants may select the payment date that will suit them best from the options provided below):

- **1st payment (N\$ 1, 855.00):** 31 March 2025
- **2nd payment (N\$ 1, 855.00):** 30 April 2025
- **3rd payment (N\$ 1, 855.00):** 31 May 2025

NB: Please note that all course fees must be paid in full on or before 31 May 2025. The proof of payment should be emailed to Ms. Martha Jonas at mnjonas@unam.na

The course fees should be deposited into the following **account** using the **reference number** provided:

UNAM Account Details: First National Bank

Account Type: Corporate Cheque Account

Account Number: 55500057621

Swift/BIC Code: FIRNNANX

Reference: AA41-5025–SPPP-Participant ID Number/company name(if sponsored)

For any inquiries and registration, please contact:

Ms. Martha Jonas, Tel: 061 206 4751 | Email: mnjonas@unam.na