Diploma in Procurement and Materials Management

Course Objectives

At the end of the course participants will be able to:

- Apply procurement and materials management concepts as well as add value to their organisations procurement and materials management systems;
- Utilise the principles of contract management in managing contracts for supply of goods and services;
- Explain the various phases of negotiation;
- Explain the logistics function and its role in supply chain management;
- Demonstrate an appreciation of the rudiments of accounting for stocks; and
- Build and maintain commercially healthy relationships with suppliers and customers.

Course Content

- Introduction to Business and Public Management
- Public Procurement Management
- Principles of Supply Chain Management
- Stores Administration and Control of Stocks
- Logistics Management
- Buying in Competitive Environments
- Negotiation and Contract Management
- Business Accounting I
- Principles of Business Law
- Business Accounting II
- Measuring Supply Management Performance
- Marketing Management
- Introduction to Research Methods
- Quantitative Analysis
- Business Communication
- Introduction to Management Information Systems
- Project Work

Target Group

The course is meant for tactical staff who are desirous of pursuing a career in Procurement and Materials Management activities in the public and private sectors

Entry Requirements

To qualify for the course, participants must possess a minimum of six (6) passes (Aggregate 24) including English and Mathematics at the GCE Ordinary or SSSCE Level. Those who already have a certificate in Procurement and Materials Management or allied programmes will
be given exemption in some subjects. Participant must be at least 25 years of age and must have worked for at least 2 years.

**Duration and Lecture Hours**

The duration of the programme is two years and will run for four semesters. Lectures are held in the evenings from 4.30 pm to 7.30 pm from Monday to Thursday each week.