

Certification level	Minimum Academic Qualifications	Minimum General & Specific Experience	Training Requirement	Soft Skills
Tier 1: Procurement Associate	(a) Bachelor's degree/HND in any field *** Bachelor's in Procurement is an added advantage	(a) Three (3) years of employment of which 2 years practicing procurement either in private or public sector	Mandatory: Nigerian module Mandatory (for b & c minimum academic qualifications): Track A: Modules 1 & 2 offered by Centres of Excellence Module 1: Legal, Regulatory and Organizational Frameworks for Public Procurement Module 2: Strategic and Operational Procurement Planning, Market Research, Market Engagement and Cost Estimation	• Listening skills • Communication skills • Motivation for advancement • Team collaboration skills • Time management • Meeting deadlines • Avoidance of conflict in the workplace and with stakeholders • Respect for authority • Ability to report clearly & accurately Ethical behaviour as per code of conduct
	(b) Ordinary National Diploma/NCE	(b) Five (5) years of employment of which 3 years practicing procurement either in private or public sector		
	(c) Secondary School Certificate	(c) Six (6) years of employment of which 4 years practicing procurement either in private or public sector	Recommended: Track A modules 3-12 (optional) Optional Training: CIPS Level 2 or equivalent Or Equivalent Procurement Professional Training.	

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Tier 2: Procurement Professional	(a) Bachelor's degree/HND in any field. *** Bachelor's in Procurement is an added advantage (b) Ordinary National Diploma/NCE	(a) Five (5) years of employment of which 3 years practicing procurement either in private or public sector (b) Seven (7) years of employment of which 5 years practicing procurement either in private or public sector	<u>Mandatory:</u> Nigerian module Track A: Modules 1 & 2 offered by Centres of Excellence Mandatory (for (b) minimum academic qualifications): Track A: Modules 1 to 8 offered by Centres of Excellence <u>Mandatory:</u> 1 module in Environment & Social Standard Track A programs Recommended (Optional): CIPSMN Associate Member CIPS Level 3 or equivalent Procurement Professional Training.	• Team-building skills • Time management • Delivery within deadlines • Resolution of conflict in the workplace • Effective liaison with stakeholders • Results-oriented • Decision-making • Risk Management • Respect for authority • Upholding confidentiality • Ethical behaviour as per code of conduct

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Tier 3: Advance Procurement Professional	(a) Master's degree in any field. or (b) Bachelor's degree/HND in any field *** Master's or Bachelor's in Procurement is an added advantage	(a) Eight (8) years of employment of which five (5) years is in practicing public procurement. (b) Ten (10) years of employment of which seven (7) years practising procurement	<u>Mandatory:</u> Nigerian Module Track B offered by Centres of Excellence Recommended(optional): CIPSMN Graduate Member CIPS Level 4 or equivalent Procurement Professional Training	• Motivation for advancement • Team management building skills • Time management • Delivery within deadlines • Resolution of conflict in the workplace • Upholding confidentiality • Decision-making • Managing relationships with stakeholders and vendors • Results-oriented • Risk Management • Respect for authority • MIS systems • Ethical behaviour as per code of conduct and enforcement of ethical conduct

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Tier 4: Fellow Procurement Professional	Master's degree in any field Recommended (Optional): Procurement Graduation (Track E) from CEs or equivalent Masters in Procurement (Track D) from CEs or equivalent	12 years of employment of which 8 years practicing public procurement either in private or public sector	<u>Mandatory:</u> Nigerian Module Track B offered by Centres of Excellence <u>Recommended:</u> Track C offered by Centres of Excellence or CIPS Level 6 or equivalent Procurement Professional Training MCIPS or CIPSMN Chartered Member	• Advanced Team management & team- building skills • Advanced Time management • Enforcement of the organization's discipline and accountability measures • Resolution of conflict in the workplace • Upholding confidentiality • Advanced decision-making • Managing relationships with stakeholders and vendors • Commitment to innovation, quality, customer service and benchmarking value for money • Results-oriented • Change management • Risk Management • Ability to influence multifunctional teams • Respect for authority • Ability to promote integrity and professionalism within the organization and vendor community • Ethical behaviour as per code of conduct and enforcement of ethical conduct • MIS system