



Institute for Capacity Development (ICD)

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Procurement Policy Implementation

Course Objectives

On completion of the course participants should be able to:

- Define the strategic goals of the organisation
- Implement appropriate policies and procedures
- Select the appropriate sourcing routes for all types of purchase
- Minimise contractual disputes and uncontrolled spending.
- Create a balanced scorecard of Key Performance Indicators (KPIs)
- Measure performance against key performance measures and Service Level Agreements
- Draft clear, concise, actionable policies and procedures

Target Groups

- Professionals working in Procurement, Purchasing or Buying
- Buyers in Public and government organisations
- Buyers working for private companies
- Managers of Purchasing sections
- Purchasing Managers in business and government

Course Outline

- Management Principles for Procurement & Contracting
- Procurement Strategy in the Organisation
- Role of Procurement in the organisation
- Public and private procurement strategies
- Procurement planning and management
- Procurement professional ethics
- The procurement process
- Procurement Choices and Approaches
- Single/Sole or multiple suppliers
- Appropriate procurement routes – tenders, negotiations, sole source
- Managing low value spends
- Supplier Selection processes
- Supplier Development
- National/Local supplier preference
- Partnership and Alliance relationships

- Policies and Procedures
- Ethics and Legal compliance
- National and International sourcing
- Electronic procurement options
- Blacklisting process
- Signing levels and approvals
- Commercial Risk Appetite
- Audit and inspection
- Developing KPIs and SLAs
- Purpose of KPIs
- The Balanced Scorecard
- Using KPIs for continual improvement
- Buying Services compared to buying goods
- Role of SLAs
- Typical contents of SLAs
- Measuring internal and external performance
- Implementing Policies and Procedures
- Drafting clear policy statements
- Planning for implementation
- Personal Action plans

Dates: 05th – 16th December 2022

Duration: 2 weeks

Course Costs: US\$2850

Venue: Pretoria, RSA