



**THE UNITED REPUBLIC OF TANZANIA**  
**INSTITUTE OF ACCOUNTANCY ARUSHA**



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**INVENTORY AND CONTRACT MANAGEMENT**

**(25<sup>th</sup> February – 15<sup>th</sup> March 2019 - IAA Dar es Salaam Campus)**

**1.0 COURSE BACKGROUND**

This course is designed to cater three main areas in supply chain function namely; contract management, risk management in procurement and inventory management. Contracts are frequently complex and they may involve many people, may take or last a long time, and may consume many resources. It is therefore vital that they are properly managed. Procurement officers need to understand that contracts and the relationships with economic operators must be managed throughout the delivery of the requirement to the contracting authority. Likewise, Inventory is one of the most important assets of a business. There are very good business reasons to hold inventory. But sometimes companies add inventory for the wrong reason which has negative effect to the organization. Inventory helps the organization to prevent fluctuations in demand at the same time holding extra inventory, enables organizations to meet unexpected. Many Corporate fails due to different reasons among others is the issue of risk management. Understanding what is risk, how to identify risks, how to evaluate and report risks and how to mitigate or treat risks in order to have robust risk management system is vital. Therefore, this course will equip the participants with the knowledge necessary on the specific areas for the betterment of the organization. The participant may choose to attend the all three weeks or one week on the area of interest. Payment details are as indicated on item 6.0 below.

**2.0 COURSE CONTENTS**

The training will be delivered by competent and experienced facilitators in contract management, Risk management and inventory management as well from inside and outside the Institute. Teaching methodology will include classroom lectures, case studies, group assignments, video presentations and pictures.

**FIRST WEEK : CONTRACT MANAGEMENT**

- i) Overview of contract management
- ii) Formation of contract
- iii) Contract execution and implementation
- iv) Issues and consequences around contract variations
- v) The process of contract management
- vi) The issues and consequences around contract variation
- vii) The source of contract variations
- viii) The process of handling variations

- ix) Appropriate action to ensure that payment can be authorized and made in line with the contract
- x) Dispute Settlement
- xi) A review of steps necessary to close out contracts

## **SECOND WEEK : RISK MANAGEMENT IN PROCUREMENT**

- i) Introduction to risk management
- ii) Steps in managing risk
- iii) Risk identification
- iv) Risk category
- v) Risk registry
- vi) Risk assessment criteria
- vii) Developing Risk Management Framework (RMF)
- viii) Risk reporting
- ix) Fraud risk management

## **THIRD WEEK : INVENTORY MANAGEMENT**

- i) Overview of Inventory Management
- ii) Types of inventory
- iii) Functional classification of inventory
- iv) Rationale of keeping inventory
- v) Inventory problems
- vi) Inventory replenishment policies
- vii) Supply Contracts
- viii) Risk Pooling In Inventory

### **3.0 COURSE RATIONALE**

This course is therefore, designed to equip with the knowledge and skills in public sector procurement in order to enable government entities to comply with regulatory framework.

### **4.0 TARGET PARTICIPANTS**

The course is relevant to all public bodies nationally and internationally but specifically meant to members of Tender Boards, Procurement Management Unit staff, Inventory management officers, Staff from user departments, Internal Auditors, External Auditors, Stock Verifiers, Anti-Corruption Agencies, Oversight & Regulatory Bodies, Academicians, and Researchers of public procurement system, and all executives responsible for planning and managing procurement functions. Participants will be awarded with certificates, qualifying them to claim for 'CPD' hours from professional bodies.

### **5.0 METHODOLOGY**

The course will be conducted through lectures, discussions, case studies analysis. Participants will be offered an opportunity to refocus, refresh and re- dedicate.

### **6.0 FEES & MODE OF PAYMENT:**

The fee for the course for one week only according to your choice is **TZS 1,200,000/=** (Tanzania shillings one million two hundred thousand),; for two weeks will be **1,800,000/=** (Tanzania Shilling one million eight hundred thousand only) and for three weeks is **2,400,000/=** (Tanzania Shilling two million four hundred thousand only) per participant to cover for tuition fee, training materials, tea/coffee and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in **Dar-es-Salaam**. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No.**

**014103007130** in the name of Institute of Accountancy Arusha, NBC, and Arusha Branch. Early registration is highly encouraged and appreciated.

**7.0 DATE, DURATION AND VENUE:**

This course will be conducted from **25<sup>th</sup> February to 15<sup>th</sup> March 2019** at the Institute of Accountancy Arusha, located at Dar Es Salaam Campus, Quality Plaza Building, Nyerere Road.

**8.0 CONTACT PERSONS**

For more details please don't hesitate to contact any of the following:

**Course Director**

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**APPLY TO:**

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