

CIRCULAR

Ref. No. HCSF/3065/V.I/281

Office of the Head of the Civil
Service of the Federation,
Federal Secretariat Complex,
Phase II, Shehu Shagari Way,
Three Arms Zone, Abuja.

26th August, 2026

Chief of Staff to the President, C-in-C
Deputy Chief of Staff to the President,
Honourable Ministers,
Secretary to the Government of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilisation, Allocation & Fiscal Commission,
Chairman, National Salaries, Incomes and Wages Commission,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, Independent Corrupt Practices and Other Related
Offences Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission,
Chairman, Nigeria Revenue Service,
Clerk of the National Assembly,
Secretary, National Judicial Council,
Accountant-General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,
Chief Executive Officers of Treasury-funded Extra-Ministerial
Departments and Agencies

PROFESSIONALISATION OF THE PROCUREMENT CADRE IN THE FEDERAL PUBLIC SERVICE

In furtherance of ongoing reforms to strengthen professionalism, competence and accountability in the Federal Public Service, the Office of the Head of the Civil Service of the Federation has approved the **National Public Procurement Certification Programme (NPPCP)**, administered by the Bureau of Public Procurement (BPP), as the mandatory professional certification for officers in the Procurement Cadre.

2. The approval is aimed at establishing a common professional competency standard for officers in the Procurement Cadre and strengthening capacity in procurement planning and procedures, public procurement law and regulations, contract management, ethics, compliance, accountability and value for money.

3. For the purpose of this Circular, the Procurement Cadre refers to officers appointed to the Cadre and officers performing procurement functions in Ministries, Extra-Ministerial Departments and Agencies in accordance with the extant Approved Schemes of Service and applicable regulations.

4. For the avoidance of doubt, the NPPCP certification shall complement, and shall not replace, the academic and other professional qualifications prescribed in the extant Approved Schemes of Service. Officers shall therefore continue to meet the applicable qualifications, years on grade and other requirements prescribed for appointment and career progression in the Procurement Cadre.

5. Accordingly, all Ministries, Extra-Ministerial Departments and Agencies are required to ensure that officers in the Procurement Cadre obtain the relevant level of NPPCP certification appropriate to their

grade levels and functions, in line with the certification framework established by the Bureau of Public Procurement.

6. A moratorium period of twelve (12) months from the date of this Circular is granted to all serving officers in the Procurement Cadre to obtain the relevant NPPCP certification prescribed by the Bureau of Public Procurement.

7. During the transition period, affected officers may remain in their current roles or be appropriately deployed, provided they present verifiable evidence of enrolment in the relevant NPPCP certification programme and demonstrate satisfactory progress towards obtaining the required certification within six (6) months from the date of this Circular.

8. Upon expiration of the transition period, possession of the relevant NPPCP certification shall be required for deployment to positions or roles within the Procurement Cadre Service-wide.

9. The BPP shall, in consultation with the OHCSF, provide the necessary technical information and guidance on the NPPCP, including its curriculum, certification levels, eligibility and entry requirements, examination and assessment arrangements, competency areas and implementation framework as may be required for effective administration of the certification requirement.

10. This Circular takes immediate effect, and you are to draw the attention of all affected staff to its contents for guidance and strict compliance.



Mrs. Didi Esther Walson-Jack, OON, mni
Head of the Civil Service of the Federation