

ESG UQÀM

CENTRE DE PERFECTIONNEMENT



SETYM International

Montréal, Québec, Canada www.setym.com

PPMS ACCREDITATION
PUBLIC PROCUREMENT
MANAGEMENT SPECIALIST



SETYM International

Montréal • Marrakech • Kuala Lumpur • Boston • Dakar • Abidjan

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PPMS ACCREDITATION PUBLIC PROCUREMENT MANAGEMENT SPECIALIST

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Procurement is a specialized field requiring expertise and a specific set of skills. **The PPMS accreditation, offered in collaboration with the Université du Québec à Montréal's School of Management**, is addressed to those who want to achieve unquestionable skill recognition and attain management responsibilities in the field.

EXAM THEMES

- General Procurement Concepts
- Procurement Ethics
- Supply Procurement
- Works Procurement
- Sélection of Consultants

The online exam takes place on the last day of the preparation session. It consists of multiple-choice questions referring to many specific public procurement issues.

ELIGIBILITY AND APPLICATION CRITERIA

When you register for the PPMS preparation seminar, you must attest that you currently hold a key position in procurement within a project, programme, or a public institution for at least three years.

You might have pursued various training sessions or continuing education courses that deal with public procurement.

PREPARATION SESSION

Registering for the professional accreditation preparation session is a prerequisite for the exam. Please consult our website at www.setym.com or write to setym@setym.com to submit your application form.

ACCREDITATION

The exam, is corrected by a panel of the Université du Québec à Montréal's School of Management (ESG-UQAM), once you pass the exam you will be awarded an official accreditation and the title of Public Procurement Management Specialist (PPMS).

APPLICATION FILES

REQUIRED DOCUMENTS

Please find below the list of documents that must be sent to us via email at least 8 weeks before the beginning of the seminar. You have to be found eligible by the joint committee before you can register to the seminar and take the exam.



An attestation from your company certifying that you are currently holding a procurement related job within a project, program or public institution in your country.



A curriculum vitae summarizing your career and emphasizing your different procurement functions (a total of three year experience in Procurement is required).



Two recommendation letters. At least one of the letters should be from a person in a key procurement position (project coordinator, Task Team Leader of a multilateral or bilateral institution, national director within a ministry, etc.) These letters should imperatively be sent by the person who wrote the recommendation; they can be sent by email or by courier.



A copy of your attestations of any Procurement seminars that you have attended in the last five years.



The proof of payment for USD 100 (the bank fees are at your charge) or an international money order issued to SETYM International Inc; this amount represents the application fees that are charged for the assessment of your file. They are not reimbursable.



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ELIGIBILITY CRITERIA

Your PPMS accreditation, valid for 5 years, will expire soon. You have the possibility to renew it for 5 additional years should you comply with the required criteria.

In order to be eligible, the managers have to attest that they are still involved in the field of procurement.



From left to right: Stéphane Pallage, ESG-UQAM Dean; Larbi Bennouna, Chief Executive Officer of SETYM International and France Maltais, Director of the Centre de perfectionnement.

RENEWAL FILES

REQUIRED DOCUMENTS



An updated curriculum vitae summarizing your career and emphasizing your functions in procurement



One recommendation letter from an officer holding a key position in procurement. The letter should be sent directly by the person who issued the recommendation. They can choose to send it either by email or courier.



An attestation from your employer certifying that you are still actively working in the field of procurement within a project, program or public institution in your country.



The proof of payment for USD 100 (the bank fees are at your charge) or an international money order issued to SETYM International Inc; this amount represents the renewal application fees that are charged for the assessment of your file. They are not reimbursable.

YOUR FILE SHOULD BE COMPLETED

1 MONTH BEFORE THE EXPIRATION DATE MENTIONED ON YOUR DIPLOMA.

30 DAYS AFTER THE EXPIRATION DATE YOU WILL AUTOMATICALLY LOSE YOUR ACCREDITATION TITLE AND YOU WOULD HAVE TO COMPILE A NEW FILE IN ORDER TO REPASS THE EXAM.

THE ACCREDITATION IS **RENEWABLE FOR LIFE** IF YOU COMPLY WITH THE REQUIRED CRITERIA.





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SETYM COMMUNITY OF PRACTICE

In 2016, we set up a web community for the managers who are accredited by SETYM International and the Université du Québec à Montréal's School of Management.

SETYM International has introduced this community to promote its accredited managers and to support them in their professional development. Institutions and donor agencies that are looking for qualified professionals will have access to this public directory.



ACCREDITED MANAGER PROFILE

The accredited managers can access their own profile. You can access information about your accreditation and update your personal information. It is also possible to upload your résumé, if desired.



CONSULT THE WEB DIRECTORY OF ACCREDITED MANAGERS

COMMUNAUTÉ SETYM
SETYM COMMUNITY

Search...

My Contact Information

Contact Detail



Name Mr. John TEST

Title Director

Allow my CV on public page

For more details on your profile:
+1 (514) 939.2200

Contact us

Language English

Spoken languages English, French, Other

Other Language Swahili

Birthdate 1985-07-24

Projet et Département

Department

Project

Start date

End date

Project website

Coordinates

Mailing Address 85 rue-catherine O
Montréal H2X3P4
Canada



Email 003600002020m@setym.com

PO Box

Cedex

Other Email

Phone (21) 33.836.95.00

Extension 230

Mobile

Accréditations

Status Accredited Manager

Name MSPM

Results

Accreditation No. PPMS-16-A000

Graduation 2016-04-07

Accreditation valid until 2021-04-07

Attachments

Upload Photo

Parcourir...

Save

Upload CV

Parcourir...

Save



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FREQUENTLY ASKED QUESTIONS

IS IT A SEMINAR?

It is a 3 hours exam following a two weeks preparation training which covers these themes :

- General procurement principles
- Procurement
- Procurement of Goods
- Procurement of Works
- Selection of Consultants

The questions are directly related to the knowledge and skills necessary to manage the bidding process, adjudication and the execution of contracts for goods, consultants and works.

WHO CAN APPLY?

Candidates who have a minimum of 3 year professional experience (validated by references from employers) in procurement are eligible.

IS THERE A TRAINING SESSION?

Yes, the **PPMS Accreditation Training Session** prior to the accreditation exam, allows for an intensive review of all modules for each theme covered in the exam. Participants increase their understanding of the concepts, approaches and skills of procurement, preparing them to sit for the exam. The exam is given on the last day of the training session.

WHAT IS THE DIFFERENCE BETWEEN THE PPMS ACCREDITATION AND OTHER CERTIFICATIONS OR ACCREDITATIONS?

This is the only professional accreditation attesting to the expertise in the area of Procurement.

CAN WE USE THE PPMS ACRONYM?

This is a professional accreditation. Those having successfully passed the exam have the right to use the PPMS acronym and to add it to their professional title. Example :

Aminata OUEDRAOGO, Eng., PPMS

CAN I TAKE THE EXAM ANYWHERE?

No. We need to ensure the credibility and transparency of the process, and the surveillance of the exams. The exams are given under the supervision of a representative of SETYM on the premises of the University of Quebec in Montreal.

Should you need to re-take the exam, this can be done at one of SETYM's Training Centres under the supervision of a SETYM consultant.

CAN YOU PASS THE ACCREDITATION WITHOUT ATTENDING THE TRAINING SESSION?

No, the training session is a prerequisite for the exam.

WHO PAYS THE FEES?

Each candidate has to pay the application fees of USD 100; please note that these fees will not be reimbursed if the file is not accepted.

Once approved, candidates will have to pay the course fees and also take in charge the transportation and living expenses while in Montreal.

DO SETYM ALUMNI HAVE ANY ADVANTAGES?

They are well prepared for the different topics they have already studied during previous seminars. However, they still need to take the exam in the same conditions as the rest of the candidates.

CAN I RE-TAKE THE EXAM IF I FAIL THE FIRST TIME?

Yes. You can re-take the exam within a two (2) year period from the date of your accreditation exam.

DO I HAVE TO RETAKE THE EXAM EVERY FIVE YEARS?

No, the accreditation has a validity of five years, but it is renewable for life if you comply with the required criteria.