

CIRCULAR

Ref. No. HCSF/CMO/EMD/POD/170/T2

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

5th June 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
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

INVITATION FOR APPLICATIONS FOR CONVERSION INTO THE PROCUREMENT OFFICER CADRE IN THE FEDERAL PUBLIC SERVICE

In furtherance of ongoing efforts to strengthen the Procurement Cadre and address the shortage of qualified Procurement Officers within the Federal Civil Service, suitably qualified Officers in the mainstream Federal Civil Service are hereby invited to apply for conversion into the Procurement Officer Cadre.

2. Accordingly, Officers who have successfully undergone the Procurement Conversion and Induction Training Programme by Bureau of Public Procurement (BPP) and have been duly certified but are yet to be formally converted into the Procurement Officer Cadre are requested to apply.

3. Furthermore, Officers who possess a Bachelor's Degree or its equivalent in any of the underlisted disciplines but have not yet undergone the Procurement Conversion and Induction Training Programme, are also eligible to apply: Sustainable Procurement, Economics, Business Administration, Accountancy, Law, Insurance, Banking and Finance, Marketing, Quantity Surveying, Engineering, Computer Science, Statistics, Purchasing and Supply and any other related discipline. In addition, proficiency in Information and Communication Technology (ICT) will be an added advantage.

4. Interested officers are required to submit the following documents in support of their applications:

- i. Formal application letter;
- ii. Detailed Curriculum Vitae (CV) and completed copy of the attached template;
- iii. Copies of academic and professional certificates; and
- iv. Evidence of certification from the Procurement Conversion and Induction Programme (where applicable).

5. All applications should be submitted electronically to the Office of the Head of the Civil Service of the Federation through the official email address: **(registry.cmo@ohcsf.gov.ng)** not later than **Friday, 3rd July, 2026.**

6. Permanent Secretaries and Chief Executive Officers are kindly requested to give this Circular wide distribution to all interested eligible officers within their respective MDAs and ensure strict compliance.



Mrs. Nkiruka B. Jones-Nebo

Permanent Secretary

Career Management Office

For: Head of the Civil Service of the Federation

