# What is Procept Africa Management Trainee Program (PA-MTP):

Procept Associates Professional Services Limited (Procept Africa) is a training, consulting and software solutions firm based in Lagos, Nigeria. The company is a franchisee of Procept Associates Limited, Canada, with over 20 years experience providing quality training and consulting services to its clients. Procept Africa has established presence in South Africa, Zambia, East Africa and Ghana, and will continue its expansion program to other parts of Africa in the next few years.

# Why Join Us?

The 18-month PA-MTP is designed to prepare high-performing young talents into becoming well-rounded professionals, armed with quality certifications from reputable globally recognized certification bodies. As a leader in IT Service Management, Project Management and Business Analysis domain, young aspiring entrepreneurial-minded professionals who are given the opportunity at the Management Trainee Program will have a clear edge amongst their peers.

# Program Overview

## What the program is all about?

Procept Africa’s Management Trainee Program (PA-MTP) is geared towards equipping young professions from all disciplines for success in their chosen field through quality training and certifications in various Best Practice frameworks.

## What is the eligibility criteria?

### Qualifications:

Fresh graduates or graduates with less than three years post qualification experience.

### Skills:

Entrepreneurial, analytical, initiative and interpersonal skills, Microsoft Office suites (MS Word, MS Excel and MS PowerPoint), and a desire to learn.

### Age:

Below 25 years of age

### Duration & Commencement:

* 18 months
* June (Every year)

# What is the Program Structure?

## Classroom Training:

1. Courses:

Each trainee would be taken through a series of trainings conducted by Procept and its partners, and would be required to pass the tests administered with a minimum of 70% at every stage.

Where there are certification exams attached to the training, each trainee would be required to pass the certification exams as a criteria for remaining in the program.

## Departmental Sharing:

All trainees will be assigned to various departments where they will be put through the operations of the unit they are assigned, for the period they are assigned:

1. SS: HR - 1 month
2. SS: Admin/Logistics - 1 month
3. Consulting Services - 6 months
4. Training Services - 2 months
5. Software Solutions - 1 month
6. Sales & Marketing - 2 months
7. SS: Finance & Accounts - 1 month
8. Consulting Services - 4 months

## Rotation Across Departments/Functions

Trainees will also be rotated amongst the departments and units.

## Exams/Scoring:

Every trainee is expected to achieve the set pass mark for each exam and where certification is included, to get the certification attached to the course before the end of the program.

## Trainee Allowance:

Each trainee will be eligible for a monthly allowance of N50,000 (Fifty Thousand Naira Only) for the duration of the program.

## Termination or Exiting the Program:

The company is at liberty to discontinue the participation of any trainee who does not conform to the rules & regulations of the program and Company without notice.

Each trainee is however required to give four weeks notice of their intention to exit the program. Where the trainee has benefited from certification courses, a refund of the cost of the certification is payable to the company upon exit.

## Who are the Facilitators:

Facilitators are drawn from a wide variety of professionals from the company lead by the MD, Procept Associates Professional Services Limited and Procept Associates Ltd., Toronto, Ontario, Canada.

# Application Process:

* Application Mode:

Please send application to vacancies@proceptafrica.com; info@proceptafrica.com using **‘Management Trainee’** as title of the mail.

* Assessment/Aptitude Test
* Interview

The above will be conducted virtually when practicable

* Admission/Acceptance:

This will be communicated via the registered email address provided by the applicant.