

Certificate in Public ADMINISTRATION



GENERAL MANAGEMENT

The Certificate in Public Administration introduces basic concepts as they relate to the public sector, examines practices and techniques that are consistent with transforming public entities, and provides knowledge and skills that you can use immediately. You will also get the advantage of a curriculum that is developed by the School of Management, IT & Governance of the University of KwaZulu-Natal, under the leadership of Professor Henry Wissink, and taught by academics and professionals with many years of practical training experience.

This 6 month course is specially designed for progression in the Public Sector, and may be attended by current and prospective employees of government (local, provincial and national). Although it is a stand-alone qualification, it also provides access to further study at the University of KwaZulu-Natal.

Course Starts:

18th August 2014
(Registration now open)

Certificate in Public ADMINISTRATION

How you will benefit. You will learn to:

- Understand the dynamics of public administration, public policy, and public service delivery
- Develop essential and elementary mathematical and statistical skills
- Apply the principles of knowledge management in a public sector environment
- Communicate more effectively and produce effective presentations

Key focus areas:

- Module 1: Introduction to Public Administration and Management
- Module 2: Introduction to Management Science
- Module 3: Computing and Information Systems for the Public Sector
- Module 4: Communication Skills

Who should attend:

This certificate is ideal if you wish to begin or advance your career in the public sector.

- Administrators and clerks employed in local, provincial and national government
- Junior and middle managers desiring to obtain a formal qualification
- Qualifying matriculants who may seek a career in the public sector

Entrance requirements:

- Completion of National Senior Certificate (Matric), with not less than 24 NSC points (excluding Life Orientation) and passed Mathematics at grade 11 level
- Mature candidates may also apply on the basis of Industry experience and recognition of prior learning

Programme fee:

The course fee of R17 600 (incl. VAT) covers tuition and instruction material (individual modules may be taken separately).

Estimated level:

- Level Five on National Qualifications Framework (NQF)
- Leads to Bachelor of Business Administration Degree and / or Bachelor of Administration Degree at UKZN.

Duration:

6 month course runs from Monday to Thursday (evening lectures; 17:30 - 20:30)



PROFESSOR HENRY WISSINK
Dean and HOS Management
IT and Governance

*BPRA, Hons B in Public Administration,
MPA, PhD in Public Administration
(Stellenbosch University)*

Prof Wissink was educated and broadly skilled in the fields of public sector governance, public policy analysis, development studies, and organisational and leadership development. Prior to joining UKZN, his academic and professional career of 28 years was primarily centred on academic management as a head of department of Public Administration and Law, and later Dean of Commerce and Governmental Studies. His own teaching background focused on training and educating public servants and prospective entrants to public service in South Africa, and broadly schooled professionals who could contribute to more effective governance and public policy-making at all levels of government. During the past four years, he worked as a consultant in business, having developed an online-learning platform to educate and train public servants in local government according to the demands of their job functions.



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**The School of Management, Information
Technology & Governance**

The School of Management, Information Technology & Governance is based on the Pietermaritzburg and Westville campuses of the University of KwaZulu-Natal. A wide range of undergraduate and postgraduate programmes are offered in the disciplines of Marketing; Management and Entrepreneurship; Human Resources and Labour Relations; Supply Chain Management; Information Systems and Management; Information Systems and Technology; and Public Governance.

Business and Management Courses

- Certificate in Business Administration
- Certificate in Public Administration
- Managing for Impact (NEW MANAGERS)
- Finance for Non-Financial Managers
- Competent Project Management
- Supply Chain Management
- Management Development Programme

CONTACT INFORMATION

DURBAN

Hameeda Cassim
T : +27 31 260 4913
E : cassimh@ukzn.ac.za

University of KwaZulu-Natal,
Howard College Campus, Gate 9,
Room 212, Innovation Centre,
Rick Turner Road,
Durban, 4001

www.ukznextendedlearning.co.za



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