

OCCUPATIONAL CERTIFICATE: GENERAL MANAGER – PUBLIC SERVICE ADMINISTRATION

PROGRAMME OVERVIEW

Studying to become a public service administrator in South Africa offers numerous benefits and opportunities. Firstly, it allows you to play a significant role in implementing government policies and improving public services, directly impacting the community's well-being. Public service administrators often enjoy better job security compared to the private sector, along with benefits such as pensions, medical aid, and housing schemes. Additionally, this career path provides opportunities for professional growth and advancement into managerial roles, making it a rewarding choice for those interested in governance, social justice, and public ethics.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 118766
- NQF Level: 5
- Credits: 120
- Duration: 12 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- NQF Level 4

OCCUPATION FUNCTION

A public sector administrator in South Africa is vital for implementing government policies and managing public resources and services. Their key functions include ensuring effective policy implementation at various levels, overseeing resource allocation for efficient service delivery, coordinating projects to meet governmental objectives, managing essential services like health and education, and upholding accountability and transparency to maintain public trust. These roles are crucial for the smooth functioning of government operations and meeting community needs.

PROGRAMME STRUCTURE

The programme is divided into four modules covering the following:

- Introduction to the South African Public Sector
- Public Sector Administration
- Public sector communication
- Public sector finance, supply chain and project management

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (90 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Diploma in Public Administration, NQF Level 6
- National N Diploma: Public Management, NQF Level 6