

**Faculty of Economic and
Management Sciences
School of Public Management and
Administration**

Dear Sir/Madam

**B Admin (Public Management)
Option: Public Administration
(Code 07131172)**

It gives me great pleasure to introduce the new B Admin (Public Management – Option Public Administration offered by the School of Public Management and Administration at the University of Pretoria. This degree programme caters for the mature, working individual who is committed towards achieving excellence in the Public Sector.

Attached, please find a brochure detailing the application and selection process as well as providing a brief course outline. A timetable for 2011 is enclosed and should you have any further queries, please contact Dr Lianne Malan on 012 420 2063 or lp.malan@up.ac.za.

Kind regards

**Prof JO Kuye
Director: School of Public Management and Administration**

**Faculty of Economic and Management Sciences
School of Public Management and Administration**

B Admin (Public Management)

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What does the degree entail?

It provides for the creation of specialisation within a degree that will address the current functional skills gap in the South African Public Service. The degree is aimed at attracting working individuals active in the practice of public administration.

What can be achieved with the degree?

Graduates of the School of Public Management and Administration are in demand in all three spheres of government. Candidates will gain in-depth knowledge of the administrative function, both local and international. Emphasis is placed on the three spheres of government with reference to aspects such as resources management, international administration, policy management, ethics, intergovernmental relations and the role of the state.

What are the admission requirements?

Admission requirements include:

- Matric exemption
- 3 year work experience
- Formal selection substantiated with a Portfolio of Evidence detailing assessments of accredited short course attendance and letter of recommendation from employer.
- Or at the discretion of the Director of SPMA

What is the course content?

First Year	
<p>Compulsory modules Public Administration Public Resource Management Public Organisation Studies Public People Management</p>	<p>Elective modules Choose 4: Public Leadership and Governance Public Management Intergovernmental Relations Public Information Management International Administration Public Environmental Management</p>

Second Year	
<p>Compulsory modules Public Administration Public Resource Management Public Organisation Studies Public People Management</p>	<p>Elective modules Choose 2: Public Management Intergovernmental Relations International Administration Public Environmental Management</p>

Third Year	
Compulsory modules Public Administration Public Resource Management Public Practices	Elective modules Choose 2: Public Management Intergovernmental Relations International Administration Public Environmental Management

For more information and to obtain application forms contact:
 The Client Service Centre at the University of Pretoria:
 Tel: 012 420 3111
 E-mail: csc@up.ac.za or visit our website at www.up.ac.za

Head of Department:
 Prof JO Kuye
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 E-mail: kuyej@up.ac.za

B Admin (Public Administration)

Core modules

(PAD 112) Public Administration

Origin, development and content of the discipline.
 Approaches in public administration.
 Relationship between public administration and other academic disciplines.

(PAD122) Public Administration

Constitutional framework for Public Administration.
 The functioning of the three branches of government and the three spheres of government
 An introduction to South Africa's role within the Southern African Development Community (SADC), NEPAD and the African Union.

(PAD 212) Public Administration

The developmental role of the state.
 The function and development of the state
 The administration of the state

(PAD 222) Public Administration

Research Methodology: research design, purpose of research, design of research proposal/paper, research instruments, data capturing, analysis and interpretation.

(PAD 312) Public Administration

Public sector ethics, manifestations of unethical conduct, normative and constitutional guidelines determining public sector ethics and watchdog bodies created to combat unethical conduct
 Administrative law and interpretation of legislation

(PAD 322) Public Administration

Comparative Public Administration

(PUF 110) Public Resource Management

The nature and role of decision-making
Theories and models for public policy analysis
Public policy design and policy decision-making

(PUF 120) Public Resource Management

Programme management, project management and public policy implementation
Public policy evaluation

(PUF 210) Public Resource Management

Concepts, aims and principles of public finance
Government and the distribution of income
Role-players in financial resource management
Different budgetary systems
Governmental budget organisation, preparing government budget and managing the budget

(PUF 220) Public Resource Management

Procurement and public supply-chain management
Financial controls and fiscal reporting

(PUF 310) Public Resource Management

Project Management and Implementation
Project Evaluation

(PUF 320) Public Resource Management

Managing the strategic government planning framework

(ODM 110) Public Organisation Studies

Development of organisation theory – from classical to contemporary theories
Organisation structure and design
Implementation of organisational functions including departmentalisation, coordination, span of control, unity of command, centralisation and decentralisation, power and authority and control

(ODM 210) Public Organisation Studies

Public organisational dynamics and behaviour including establishing the organisational culture, individual differences in the workplace, motivating the public sector employee, group and team dynamics, communication, power and empowerment and public leadership skills

(PUT 120) Public People Management

The foundations and legislative framework for public people management
Management of diversity, equity, gender and disability in the public sector
Maximising public acquisition strategies

(PUT 220) Public People Management

Maximising public performance and productivity
Managing public employees through appropriate communication, conflict management and employee health strategies

(PBP 320) Public Practices

Service Learning Module

Elective Modules

(PUL 110) Public Leadership

Public leadership theories
Leadership challenges
Creating an enabling public leadership environment

(PUM 120) Public Information Management

Use and design of management information systems
Knowledge management

(OPB 110) Public Management

Development of management and public management
Importance of and need for effective management
Management theories
Public management environment

(OPB 210) Public Management

Public management functions including planning, organising, leading and control

(OPB 310) Public Management

Management ethics, approaches and principles
Modern public management techniques including business process re-engineering, total quality management and service orientation
Public management skills including decision-making, management of change and diversity management

(IRL 110) Intergovernmental Relations

Defining the concept of intergovernmental, intra-governmental, extra-governmental, international intergovernmental and cooperative government
South African system of cooperative government

(IRL 210) Intergovernmental Relations

Intergovernmental structures: national, provincial and local spheres of government
Administration of intergovernmental relations
Intergovernmental transacting

(IRL 310) Intergovernmental Relations

Comparative Intergovernmental Studies: SADC, Europe, Americas and Australia

(IAD 120) International Administration

Introduction to International Public Administration
Internationalisation and globalisation – an overview of 20th century international relations
Management and administration in an international context

(IAD 220) International Administration

Role and function of international organisations: An administrative and management review of United Nations, International Monetary Fund, World Bank, World Trade organisation and United National Development Programme
Role and function of the Department of Foreign Affairs (South Africa)

(IAD 320) International Administration

Role and function of International organisations with an African focus:

- African Union
- Economic Commission for Africa
- New Partnership for Africa's Development

(PEV 120) Public Environmental Management

Development theories and approaches

The role of humans in the ecosystem

Defining environmental management and sustainable development

Ethics and sustainable development

(PEV 220) Public Environmental Management

Role and function of international environmental and development agencies

South and southern African policies on the environment and development

Role-players in ensuring sustainable development

(PEV 320) Public Environmental Management

The quest for sustainable development

Development and industrialisation

Environmental degradation and conservation

Globalisation and sustainable resource development



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**Timetable 2011
All classes: 08h00 – 16h00**

**Compulsory Modules
First Semester**

Module	Date
Public Administration PAD 112 (Origin, development and content of the discipline)	9 - 11 Feb
Public Administration PAD 212 (Developmental role of the state)	9 - 11 Feb
Public Administration PAD 312 (Public sector ethics)	9 - 11 Feb
Public Organisational Studies ODM 110 (Organisational structure and design)	9 - 11 March
Public Organisational Studies ODM 210 (Public organisational dynamics and behaviour)	2 - 4 March
Public Resource Management PUF 110 (Nature and role of decision-making)	21 - 23 Feb
Public Resource Management PUF 210 (Public financial management)	14 - 16 March
Public Resource Management PUF 310 (Project management)	23 - 25 Feb

**Compulsory Modules
Second Semester**

Module	Date
Public Administration PAD 122 (Constitutional framework for Public Administration)	20 - 22 Jul
Public Administration PAD 222 (Conducting research in Public Administration)	20 - 22 Jul
Public Administration PAD 322 (Comparative Public Administration)	20 - 22 Jul
Public People Management PUT 120 (Foundations and legislative framework for public people management)	3 - 5 Aug
Public People Management PUT 220 (Maximising public performance and productivity)	3 - 5 Aug
Public Practices PBP 320 (Service learning module)	
Public Resource Management PUF 120 (Public policy studies)	17 - 19 Aug
Public Resource Management PUF 220 (Procurement and supply chain management)	17 - 19 Aug

**Elective Modules
First Semester**

Module	Date
Public Leadership PUL 110 (Public leadership theories and challenges)	13 - 15 Apr
Public Management OPB 110 (Public management environment and theories)	4 - 6 May
Intergovernmental Relations IRL 110 (The South African intergovernmental relations system)	11 - 13 May
Public Management OPB 210 (Public management functions)	13 - 15 Apr
Intergovernmental Relations IRL 210 (Intergovernmental structures and processes)	4 - 6 May
Public Management OPB 310 (Modern management techniques)	13 - 15 Apr
Intergovernmental Relations IRL 310 (Comparative intergovernmental studies)	4 - 6 May

**Elective Modules
Second Semester**

Module	Date
Public Information Management PUM 120 (Use and design of management information systems)	31 Aug - 2 Sept
International Administration IAD 120 (Introduction to international Public Administration)	19 - 21 Sept
Public Environmental Management PEV 120 (on rotation) (Development theories and approaches)	31 Aug - 2 Sept
International Administration IAD 220 (Role and functions of international organisations)	31 Aug - 2 Sept
Public Environmental Management PEV 220 (on rotation) (Globalization and international environmental agencies)	12 - 14 Sept
International Administration IAD 320 (Role and functions of international organisations with an African focus)	28 - 30 Sept
Public Environmental Management PEV 320 (on rotation) (The quest for sustainable development)	12 - 14 Sept