

Career Information

Diploma in Public Administration

(Specialising in: Public Management, Local Government, Supply Chain Management and Disaster & Risk Management)

Location

ML Sultan Campus (Mariam Bee: 3rd Floor) and Riverside Site, Midlands Campus (Pietermaritzburg)

Description of the Programme

The aim of the Diploma is to prepare students for careers in the public sector. The object is to prepare students for entry into niche areas of the different spheres of government, and to offer invaluable guidance on managerial competencies for those preparing to enter higher levels of the public sector.

Owing to the accelerated changes and transformation in Government in South African, with particular emphasis on best practices and good governance, the programme is structured and geared to address inter alia, management, development and delivery of programmes of reconstruction and development.

The programme is designed to offer both practical and theoretical knowledge on a variety of issues ranging from public finance, personnel management, sustainable development, legislative procedures, information technology, and knowledge skills applications necessary for public managers, to models of governance. The diploma is a pre-requisite for advancement to higher levels in the public service.

Duration of the programme

Three years full-time

Career opportunities

Administrative officer, Manager (e.g. Human Resources, Supply chain), Procurement Officer, Disaster & Risk Practitioner (at all levels of government), Local Government Consultant, Divisional Head, Assistant Director.

Explanation of Points scale:

symbol	Senior Certificate	
	Higher Grade	Standard Grade
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

%	NSC Level	Points
90-100	7	8
80-89%	7	7
70-79%	6	6
60-69%	5	5
50-59%	4	4
40-49%	3	3
30-39%	2	2
20-29%	1	1

Entry Requirements

DEPARTMENTAL NSC REQUIREMENTS		DEPARTMENTAL SENIOR CERTIFICATE REQUIREMENTS		
NSC Diploma Entry		Applicants with 27 or more points will be considered. A Senior Certificate or equivalent qualification.		
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG
English (home) OR English (1st additional)	3	English	D	C
Maths OR Maths Literacy	3 4			
And two 20 credit subjects (one at a rating code 3 and one at 4)	3 and 4			

OR

Admission Requirement based upon Work Experience, Age and Maturity Tuition.

For admission to entry level DIPLOMA and certificate studies:

A person may, subject to such requirements as the Senate may determine, be admitted to the Institution even if such a person is not in a possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, provided that:

- The person shall have reached the age of 23 in the first year of registration and shall have at least:
 - three years' appropriate work experience; and/or
 - capacity for the proposed instructional programme, which shall be assessed at the discretion of the respective Head of Department by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (Al) & English for Academic Purposes (EAP) and/or an appropriate subject or programme specific written assessment designed and marked by the relevant Department; and
- The relevant Faculty Board shall be satisfied that the person's standard of communication skills, ability to study successfully and/or work experience are such that the person, in the opinion of the relevant Faculty Board, should be able to complete the proposed instructional programme successfully. If required, the communication skills and study skills should be tested; and
- The person's application for admission in terms of work experience, age and maturity is approved prior to registration.

Applicants intending to gain admission through work experience, age and maturity must submit their applications at least four months before commencement of the academic year inclusive of the date of scheduling writing a requisite eligibility assessment.

Fees for each specialisation

To assist you with your planning, the 2019 fees have been indicated.

PLEASE NOTE: DUT cannot be held liable for the fees in this brochure as the 2020 fees are not yet final.

PLEASE NOTE: For semester programmes there would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

Local Government

First Year Curriculum Semester One

DUT Cornerstone 101
Governance & Politics
Quantitative Approach to Man. Sciences
Public Management & Administration
Introduction to Technology

TOTAL

Semester Two

Time & Stress Management
Academic Literacy and Practice
Financial Literacy
Introduction to Economics
Public Financial Management I
Local Economic Development

TOTAL

Second Year Curriculum Semester Three

Law for Life
Business Communication and Info. Literacy
Local Government Management 2
Public Sector Economics

TOTAL

Semester Four

Fundamentals of Research
Municipal Finance Management 2
Public Human Resource Management 2
Programme & Project Management 2
Monitoring & Evaluation 2

TOTAL

Third Year Curriculum Semester Five

Public Human Resource Management 3
Administrative Justice
Monitoring & Evaluation 3
Municipal Finance 3
Public Management Practice 3A

TOTAL

Semester Six

Local Government Management 3
Global Environment Issues
Work Preparedness for Management Sciences
Public Management Practice 3B
Performance Management

TOTAL

Supply Chain Management

First year Curriculum Semester One

Cornerstone 101
Governance & Politics
Quantitative Approaches to Management Sciences
Public Management and Administration
Introduction to Technology

Total

Semester Two

Academic Literacy and Practice
Time & Stress Management
Supply Chain Management I
Microeconomics
Public Financial Management I

Total

Second Year Curriculum Semester Three

Law for Life
Business Communication and Info Lit
Supply Chain Management 2
Macroeconomics
Public Financial Management 2

TOTAL

Semester Four

Commercial Law I
Logistics Management
Fundamentals of Research
Risk Management

TOTAL

2019 Fees

R2 950.00
R2 280.00
R1 710.00
R2 920.00
R2 710.00

R12 570.00

R1 710.00
R3 420.00
R2 710.00
R2 510.00
R2 510.00

R2 730.00

R15 590.00

R1 850.00
R3 420.00
R4 260.00
R2 730.00

R12 260.00

R2 730.00
R3 080.00
R3 080.00
R3 080.00

R3 080.00

R15 050.00

R3 080.00
R3 420.00
R3 080.00
R3 080.00

R1 710.00

R14 370.00

R4 410.00
R1 850.00
R2 730.00
R2 730.00

R2 730.00

R14 450.00

R2 950.00
R2 280.00
R1 710.00
R2 920.00

R2 710.00

R12 570.00

R3 420.00
R1 710.00
R3 420.00
R2 510.00
R2 510.00

R13 570.00

R1 850.00
R3 420.00
R3 420.00
R2 510.00

R3 080.00

R14 280.00

R3 080.00
R3 080.00
R2 730.00
R3 080.00

R11 970.00

Third Year Curriculum

Semester Five

Supply Chain Management 3
Public Finance Management 3
Administrative Justice
Supply Chain Management Practice 3A

R3 420.00
R3 080.00
R3 420.00
R1 710.00
R11 630.00

Semester Six

Global Environmental Issues
Work Preparedness for Management Sciences
Supply Chain Management Practice 3B
Commercial Law 2
Warehouse Management

R1 850.00
R2 730.00
R2 730.00
R3 080.00
R2 510.00
R12 900.00

Public Management

First Year Curriculum

Semester One

Cornerstone 101
Governance & Politics
Quantitative Approaches to Management Sciences
Public Management & Administration
Introduction to Technology

R2 950.00
R2 280.00
R1 710.00
R2 920.00
R2 710.00
R12 570.00

Total

Semester Two

Financial Literacy
Time & Stress Management
Academic Literacy and Practice
Introduction to Economics
Public Financial Management 1

R2 710.00
R1 710.00
R3 420.00
R2 510.00
R2 510.00
R12 860.00

Total

Second year Curriculum

Semester Three

Law for life
Business Communication and info lit
Public Policy Management
Public Financial Management 2
Public Sector Economics

R1 850.00
R3 420.00
R2 730.00
R3 080.00
R2 730.00
R13 810.00

Total

Semester Four

Public Human Resource Management 2
Fundamentals Research
Programme & Project Management 2
Monitoring & Evaluation 2
Procurement and Logistics Man

R3 080.00
R2 730.00
R3 080.00
R3 080.00
R3 080.00
R15 050.00

Total

Third Year Curriculum

Semester Five

Public Finance Management 3
Public Human Resource Management 3
Administrative Justice
Monitoring & Evaluation 3
Public Management Practice 3A

R3 080.00
R3 080.00
R3 420.00
R3 080.00
R1 710.00
R14 370.00

Total

Semester Six

Global Environmental Issues
Work Preparedness for Management Sciences
Public Management Practice 3B
Performance Management

R1 850.00
R2 730.00
R2 730.00
R2 730.00
R10 040.00

Total

Disaster and Risk Management

First Year Curriculum

Semester One

Cornerstone 101
Public Management & Administration
Quantitative Approaches to Management Sciences
Governance & Politics
Introduction to Technology

R2 950.00
R2 920.00
R1 710.00
R2 280.00
R2 710.00
R12 570.00

Total

Semester Two

Time & Stress Management
Public Financial Management 1
Academic Literacy and Practice
Development Management 1
Disaster and Risk Management 1

R1 710.00
R2 510.00
R3 420.00
R2 510.00
R2 510.00
R12 660.00

Total

Second Year Curriculum

Semester Three

Law for Life

R1 850.00

Disaster Risk Reduction 2
Disaster Response and Recovery 2
Legislation and Policy

R3 420.00
R3 420.00
R3 080.00
R11 770.00

Total

Semester Four

Fundamentals of disaster risk management
Disaster governance 2
Development management 2
Project Management
Capacity Development 2

R3 080.00
R3 080.00
R3 420.00
R3 080.00
R3 420.00
R16 080.00

Total

Third Year Curriculum

Semester Five

Administrative Justice
Disaster and Risk Man. Practice 3A
Disaster Risk Reduction 3
Disaster Response and Recovery 3

R3 420.00
R1 710.00
R3 420.00
R3 080.00
R11 630.00

Total

Semester Six

Global Environmental Issues
Work Preparedness for Man Science.
Disaster and Risk Man Practice 3B
Disaster Risk Governance 3
Development Management 3
Information Management and Comm.

R1 850.00
R2 730.00
R2 730.00
R3 420.00
R3 420.00
R3 080.00
R17 230.00

Total

FOR FURTHER INFORMATION

Department of Public Management and Economics, Durban University of Technology
P O Box 1334 DURBAN 4000

Tel: (031) 373 6861 Fax: 086 674 0908

OR

Department of Public Management, Law & Economics (Midlands)

Durban University of Technology

P O Box 101112, SCOTTSVILLE, 3209

Tel: (033) 845 8878 Fax: (033) 845 8885

APPLICATION FORMS

Contact the Central Applications Office (CAO)

CAO DBN codes-

Diploma in Public Administration:

Public Management: **DU-D-PM3** (full time)

Supply Chain Management: **DU-D-SC3** (full time)

Local Government: **DU- D-GV3** (full time)

Disaster and Risk Management: **DU-D-RM3** (full time)

CAO PMB Codes-Diploma in Public Administration:

Public Management: **DU-P-PM3** (full time)

Supply Chain Management: **DU-P-SC3** (full time)

Local Government: **DU-P-GV3** (full time)

PLEASE NOTE: In PMB the number of students who are keen to enrol will determine the availability of each specialization.

Address letters to:

Central Applications Office, Private Bag X06, Dalbridge, 4014

Tel: (031) 268 4444 Fax: (031) 268 4422

Apply online: <http://www.cao.ac.za>

Closing Date for applications: 30 September 2019

Financial Aid

For Financial Aid application for a DUT programme please apply online at www.nsfas.org.za or call the NSFAS call centre on 0860 067 327.

For an explanation on how to fill out the application form, please go to www.nsfas.org.za or contact the call centre on the number above.

Please note that completing a form does not guarantee Financial Aid.

For further assistance, please consult the Department of Financial Aid and Scholarships (031) 373 2931/2557/2054.

This leaflet is for information purposes only and is not binding on the Durban University of Technology



CAREER INFORMATION

DIPLOMA IN PUBLIC ADMINISTRATION

1 JANUARY - 31 DECEMBER 2020

DUT
DURBAN
UNIVERSITY OF
TECHNOLOGY

FACULTY OF
MANAGEMENT
SCIENCES

DEPARTMENT OF
PUBLIC MANAGEMENT
AND ECONOMICS

2020