



2016 HANDBOOK PUBLIC MANAGEMENT & ECONOMICS



HANDBOOK FOR 2016

FACULTY OF MANAGEMENT SCIENCES

**DEPARTMENT of
PUBLIC MANAGEMENT
and ECONOMICS**

DEPARTMENTAL MISSION

To ensure a unique teaching, learning and research environment that is optimally conducive to the dissemination of real world education by:

Providing relevant, quality career-focused business education

Utilizing innovative learner-focused teaching methods

Inspiring excellence in applied relevant research

Engaging with business and the community to ensure an ethical, relevant and socially responsible return

To provide adequate and appropriate resources for effective service delivery.

What is a University of Technology?

A university of technology is characterized by being research informed rather than research driven where the focus is on strategic and applied research that can be translated into professional practice. Furthermore, research output is commercialized thus providing a source of income for the institution. Learning programmes, in which the emphasis on technological capability is as important as cognitive skills, are developed around graduate profiles as defined by industry and the professions.

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IMPORTANT NOTICE

The departmental rules in this handbook must be read in conjunction with the University of Technology's General Rules contained in the current General Handbook for Students.

NOTE TO ALL REGISTERED STUDENTS

Your registration is in accordance with all current rules of the Institution. If, for whatever reason, you do not register consecutively for every year/semester of your programme, your existing registration contract with the Institution will cease. Your re-registration anytime thereafter will be at the discretion of the Institution and, if permitted, will be in accordance with the rules applicable at that time.

I. CONTACT DETAILS

All departmental queries to:

Secretary: Natasha Vadamalai
Tel No: (031) 373 6861
Fax No: (031) 373 5141 / 086 674 0908
Location of Department: 3rd Floor, Miriam Bee, ML Sultan Campus

Administrative Assistant Vacant (Economics)
Tel No: (031) 373 5229
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Location of Department: 2nd Floor, AC0206, M L Sultan Campus

All Faculty queries to:

Faculty officer: Ms. R Pankhurst
Tel No: (031) 373 5410 /5441
Fax No: (031) 373 5518
Location of Faculty office: A-Block, 1st Floor, ML Sultan Campus

Executive Dean: Prof R Balkaran
Tel No: (031) 373 5130
Fax No: (031) 373 5518/086 6740 908
Location of Executive Dean's office: A-Block, 1st Floor, ML Sultan Campus

| 2. STAFFING | Name and Qualification |
|----------------------------------|---|
| Acting Head of Department | Ms V Kessa, MPA (UPE) |
| Associate Director | Dr M Reddy, PHD (NWU) |
| Senior Lecturers | Dr S S Pillay, D Admin (UKZN) Dr K Parker, Phd. Univ. of Nebraska Mr M L Pillay, M. Com Univ of Natal Prof N Dorasamy, D Admin (UKZN) |
| Lecturers | Mr V. J Hadebe, M. Admin (UKZN) Mr J Davis, B.A. Hons Univ of Natal Mr Z Nyamazunzu, M Com Economics (University of Fort Hare) Mr G Murwirapachena, MCom Economics (University of Fort Hare) |

3. PROGRAMMES OFFERED BY THE DEPARTMENT

Programmes are offered in this Department which, upon successful completion, lead to the award of the following qualifications:

| Qualification | Name of Programme |
|---------------|---|
| NC: | |
| NHC: | |
| ND: | National Diploma: Public Management |
| BTECH: | Bachelor of Technology: Public Management |
| MTECH: | Master of Technology: Public Management |
| DTECH: | Doctor of Technology: Public Management |

4. PROGRAMME INFORMATION AND RULES

On the basis of a variety of placement assessments, successful applicants for study towards a National Diploma will be accepted into either a three-year minimum or an augmented, four-year minimum programme of study. An augmented curriculum is devised in order to enhance student development and to improve the student's chances of successful completion.

Minimum admission requirements:

4.1 ND: Public Management

Students who wish to enroll for the diploma must apply to student admissions before 31 October. These students must submit their matriculation results by the second week in January of the following year. The number of students enrolled each year will be determined the University and the departmental growth policies. In addition to the minimum University admission requirements, the following criteria must be met by students wishing to study this diploma.

(i) NSC requirements

COMPULSORY SUBJECTS

NSC Rating Code

English (home) OR English (first additional)

4

Maths OR

3

Maths Literacy

4

Any two additional subjects (must be 20 credit subjects)

One at 4 and one at 3

(ii) SENIOR CERTIFICATE requirements

A Senior Certificate or Equivalent qualification. Applicants with 27 or more points will be considered

COMPULSORY SUBJECTS

English

D (HG) OR C (SG)

ADMISSION RATING SYSTEM

The following admission rating system will be used to rank the applicant in order to facilitate the selection of students applying for the National Diploma in Public Management on a purely merit basis.

4.2. B. Tech: Public Management

Applicants for this programme must have a National Diploma: Public Management or appropriate Three (3) year qualification.

AND IN ADDITION

Learners must have achieved an average of 60% at 3rd level

OR

Have relevant practical experience in the public or management work environment.

4.3 Master of Technology: Public Management

Applicants must have:

- (i) B Tech: Public Management or an appropriate four year qualification.
- (ii) Two or more years relevant working experience

4.4 Doctorate: Public Management

Applicants must have an M Tech: Public Management or an appropriate tertiary Qualification at Master's level.

5. PROGRAMME STRUCTURE

See General Rule G33

6. ASSESSMENT PLAN

A final result shall be composed of the following:

| | |
|------------------|-----|
| Year Mark | 40% |
| Examination Mark | 60% |

Assessment Methods

Summative: Test, one three hour written exam, assignments, etc

Informative: Presentation, role play, etc

The year mark shall be made up of the average of assessments during the year. Measures for assessment for assessment for each subject may differ and are outlined in the study guide for that subject.

7. RE-REGISTRATION RULES

See General Rule G29

Exclusion Rules

See Common Faculty rule.

8. SUBJECT CONTENT

BACHELOR OF TECHNOLOGY: PUBLIC MANAGEMENT (3321009)

GOVERNMENTAL RELATIONS IV

Understanding of governmental structures and policies, Comparative international principles, Understanding the legislative framework, Public private partnerships, Globalisation and regionalisation.

PUBLIC ACCOUNTABILITY IV

Policy requirements: Internal control design., Internal control evaluation, Internal audit involvement and liaison, Risk management and cost management analysis techniques, Financial planning based on Medium Term Expenditure Framework, Budget integration, Budget analysis, Financial report writing, Financial policy for reporting, Financial statement analysis, Financial statement compilation, Performance reporting.

PUBLIC POLICY MANAGEMENT IV

Policy analysis (Principles, process, methodology and techniques), Stakeholders analysis, Impact studies, Policy evaluation, Feasibility studies, Environmental scanning, Policy formulation process, Policy proposal format, Stakeholder identification and participation, Research, Procedural arrangements, inter alia, lines of authority, channels of communication and Policy implementation, Policy evaluation and comparative study between development and developed and developing world.

RESEARCH & INFORMATION MANAGEMENT IV

Environmental scanning, Scenario building, Impact studies, Feasibility studies, Needs analysis, Audits, Research principles and techniques, Research methodology, Problem statements, Research design, Project management, Produce management information, Produce review reports, Presentations and creating new knowledge and understanding.

STRATEGIC PUBLIC HUMAN RESOURCE MANAGEMENT IV

Appropriate legislation, Conflict management, Change management, Flexi-management techniques, Managing diversity, Information management, Project & strategic management, Transformation, Diversity management, Collective bargaining, Employer/Employee relations, CCMA, Bargaining chambers, Meeting procedures, Negotiation techniques, Skills w.r.t interpreting & analysing information, Recording, Retrieving, Disseminating, Storing information, Informal & formal communication, Codes of conduct, Grievance procedures, Feedback procedures, Interpretation of statutes, Relevant legislation, LRA observation techniques, Disciplinary hearings.

STRATEGIC PUBLIC MANAGEMENT IV

Formulate mission and vision, Identify key performance areas, Formulate strategic goals and objectives, Develop tactical and operational plans, Environmental scanning of relevant environment, Analysing of information, Develop strategic management functions and skills, Develop analytical problem solving techniques, Determining milestones, Bench-marking.

NATIONAL DIPLOMA: PUBLIC MANAGEMENT (NEW) (3321038)

PUBLIC DECISION MAKING I

Legislation, Introduction to policy determination, Operational policy implementation, Basic research techniques, Basic environmental scanning skills, Situational and stakeholder analysis, Prioritisation, Implementation of policy projects, Problem solving techniques, Methods and operational procedures, Basic negotiation skills, Elementary conflict resolution skills.

PUBLIC INFORMATION SERVICES I

Introduction to Public Decision Making, Fundamentals of Decision Making, Decision Making models and techniques, Creativity and Decision Making, Public Decision Making and Ethics.

PUBLIC OFFICE MANAGEMENT I

Introduction to Public Office Management, Office design and layout, Records Management, Organizational arrangement, Security measures.

PUBLIC RESOURCE MANAGEMENT I

Introduction to public financial resources, Introduction to basic financial management, Introduction to control mechanisms, Introduction to provisioning administration and logistics, Relevant Treasury regulations, Provisioning administration procedures, Asset management.

PUBLIC SERVICE DELIVERY I

Ethical foundations, Values and norms, Statutory framework, Manifestations of unethical conduct, Remedies and mechanisms to ensure ethical conduct, Disciplinary actions and sanctions, Organizational methods, Legislative policy framework, Frontline management principles, Public integrity and professionalism, Introduction to development management (principles, SA context for service delivery, demographics, accessibility to services). White paper on Public Service Delivery.

SELF MANAGEMENT I

Enhancing ethical behaviour, Time management techniques, Organizing, Basic training, Answerability and accountability, Principles of enhancing effectiveness and efficiency, the impact of training to self-management.

FUNDAMENTALS OF RESEARCH II

Report writing, Research methodology and design, Independent and project research, relevant policy documents.

PROJECT MANAGEMENT II

History of Project Management, Project Management Body of Knowledge, the role of leadership in Project Management, Conflict management, Communication, Project Management, Tools and control, Project Management cycle.

PUBLIC FINANCIAL MANAGEMENT II

Brief introduction to Public Financial Management legislation, Budgeting systems, Budgeting process, Public Accountability and Control.

PUBLIC HUMAN RESOURCE MANAGEMENT II

(Pre-requisite Public Resource Management I)

Financial concepts of Public Human Resource Management, Open-systems Perspective of Public Human Resource Management, Human Resource Planning, Job Analysis, Recruitment, Selection.

PUBLIC INFORMATION PRACTICES II

(Pre-requisite Public Information Service I)

Inter - and Intranet navigation and searches, Intermediate word processing techniques, Spreadsheets, Presentation software, Introduction to databases, Introduction to market analysis, Marketing principles and techniques, Utilisation of appropriate media, Demographics (e.g. media exposure, etc.), Introduction to inter- and intra-departmental channels, Protocol principles, policies, procedures and skills, Negotiation skills, Conflict management, Principles of effective communication.

PUBLIC PROCUREMENT & LOGISTICS MANAGEMENT II

Supply Chain Management, The Legislative framework for Procurement, Record keeping and asset control, Stocktaking, Auctioning and disposal, Damage and loss control, Procuring goods and services, Provisioning Admin & Procurement Management.

INTERSECTORAL COLLABORATION III

Negotiate with unions, clients and staff (art of negotiations), Obtain and disseminate information, Negotiation and conflict resolution techniques, Persuasive interpersonal communication skills, Maintain a neutral composure, Maintaining, co-ordinating and managing stakeholder relationships, Strategic thinking skills, Problem solving techniques, Ability to identify and distinguish between internal and external stakeholders, Labour Relations Act and other statutory requirements, Co-ordinate information, Interpret and analyse information, Negotiate and resolve conflict, Record and distribute findings in the form of a report, Basic understanding of government structures, policies and legislation (including relevant legal principles), Governmental Relations, Public Private Partnerships.

MANAGEMENT OF INFORMATION III

(Pre-requisite Public Information Practice II)

Listening skills/reading skills, Meeting procedures and documentation, Use of technology, Formats of minutes, Networking, Planning information input and output, IT support systems, Information needs analysis, Write reports using word processing skills, Interpretation and feedback of relevant data, The need to feedback suggestions, Implementation techniques for feedback, Selecting appropriate technology, Management Information Systems, Ethics, Statistical interpretation, Service delivery mechanisms.

POLICY STUDIES III

Management tools, applications, techniques and functions, Policy objectives, Departmental objectives, Departmental regulations and procedures, Multi-dimensional problem identification and structuring, Setting policy objectives and standards, Decision-making, Ethical and statutory context, Planning process, Policy formulation process, Departmental regulations, Programme impact indicators, Scoping (assessment objectives; levels of assessment; budgets; time frames), Assessment models, Principles of evaluation and monitoring, Policy analysis, Principles of evaluation & monitoring, Management principles.

PROGRAMME MANAGEMENT III

Needs analysis or commissioned project, Registration of a project, The principles of project management, Project management cycle, Policy analysis, Presentation skills, Persuasive ability to sell projects and win project bids, Policy programme options, Selection of policy programmes, Policy programme management, Project management, Monitoring, Control, Management principles, Types of programmes in Government, Programme evaluation, Programme options.

PUBLIC FINANCIAL & PROCUREMENT MANAGEMENT III

(Pre-requisite Public Financial Management II)

Budgeting process (Strategic and business plan), Sources of revenue, Analyse financial statements, Compile cash flow statements, Budget control and procedures, Ethical foundations of finance, Performance measurement and reporting, Equitable division of budget allocations (priorities), Implementation of internal control system, Maintain and update internal control system, Evaluate internal control system (internal auditors), Tender procedures, Provisioning administration and purchasing procedures, Stock management, Management of assets (strategic physical assets management plan).

PUBLIC HUMAN RESOURCE MANAGEMENT III

(Pre-requisite Public Human Resource Management 2)

Organisational strategy, Job analysis, Environmental scanning, Post and person specification, HR planning, Skills audit, Environment/context, Fair labour practice, Normative principles of system, Standard setting for individuals, Monitor performance, Address deviations to set standards, Full assessment of performance, Motivation and reward, Evaluate and adjust, Control achievement of objectives, Assess staff performance, Performance management systems, Labour relations, SAQA Act, Skills Development Act, White Paper on HRM, Public Service Training, Needs Analysis, Organisational strategies, Team development, Development of training programmes, Career management, Health and Safety, Leadership.

PUBLIC MANAGEMENT PRACTICE III

Experiential learning.

NB: Students to read this section in conjunction with the relevant learner guides.