MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Environmental, Urban and Regional Planning

Public Administration Programme

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2624	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Public administration is the implementation of government policy and prepares civil servants for working in National Government, Provincial Government and Local Government. Within the government as context, the Public Administration course seeks to create a theoretical understanding of underlying concepts of public administration and the role of effective public administration in government. Students will understand the inter-relationship between public administration function and other related functions, including financial management and ethical aspects of government.

The course will provide an overview of the field of public administration by focusing on its development and importance in modern government operations at the local, state, and federal levels. You should think of this course as an opportunity to familiarize yourself with the basic principles, concerns, and methods of public administration. These will appear in the other courses you take in public administration, though often in greater depth. Here, your objective should be to take a bird's eye view of the entire terrain of PA: a view to which you will periodically return in order to place your other classes in a broader context.

Course Outcomes

- Understand and apply public sector principles, policies and ethics to own public sector work context
- Understand administrative principles and the role of African legislation in public administration
- Insight into the organisational structure of a Public Sector Department with specific reference to the levels of authority and protocols relating to the resolution of problems
- Understanding the application of sound communication principles and good customer service to achieve public sector objectives
- Demonstrate knowledge and insight into the role of supply chain management in the public sector environment

Course Outline / Curriculum

- Introduction to Public Administration
- Public Administrative Principles
- Public Financial Management Legislation
- Public Sector Department Structures
- Public Sector Customer Service and Communication
- Public Financial Management
- Supply Chain Management in the Public Sector

Target Audience

Public Administration Programme

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Public Administration Programme
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____