



JOHANNESBURG TECHNICAL AND VOCATIONAL COLLEGE



Occupational Certificate: Public Service Administrator

SAQA ID 102161, Credits 445, NQF Level 05

General Information

Further, the qualification incorporates the eight Batho Pele principles which were devised to guide the implementation of public service delivery. These principles are: consultation; setting standards; increase access; ensuring courtesy; providing information; openness and transparency; redress and value for money.

Entry Requirements

NQF Level 4 qualification and/or equivalent experience in the public service.

Occupational Purpose

The purpose of this qualification is to prepare and equip Public Administrators with key skills and knowledge needed to effectively operate in the public sector. It is designed to prepare these learners on how to manage, organise, and analyse the effects of government policies, and to use business and statistical tools to solve public sector challenges in an ethical manner. Learners will develop skills in budgeting and conducting research.

The Occupational Certificate is aimed at enhancing the various key functional elements of the work of a Public Service Administrator, namely:

Planning - working out in broad outline the things that need to be done and the methods for doing them to accomplish the purpose set for the enterprise.

Organising - the establishment of the formal structure of authority through which work subdivisions are arranged, defined, and coordinated for the defined objective.

Staffing - the whole personnel function of bringing in and training the staff and maintaining favourable conditions of work.

Directing - the continuous task of making decisions and embodying them in specific and general orders and instructions and serving as the leader of the organisation.

Coordinating - the all-important duty of interrelating the various parts of the work; OR the common thread that runs through all the activities of the organisation.

Reporting - keeping those to whom the executive is responsible informed as to what is going on, which thus includes keeping himself/herself and his/her subordinates informed through records, research, and inspection.

Budgeting - with all that goes with budgeting in the form of planning, accounting, and control.

Career

- Accounts Supervisor
- Administration Officer (Local Government)
- Business Administration Officer (Local Government)
- Office Supervisor
- Office Coordinator
- Administration Clerk / Officer
- Administrative Assistant
- Clerical Officer
- Client Services Administrator
- Community Services Clerk
- Operation Services / Support Officer
- Planning Support Officer/Site clerk
- Tender Evaluation Coordinator **Articulation**

Horizontal Articulation:

This qualification articulates horizontally with:

- ID 49554: National Diploma in Public Finance, Management and Administration, NQF Level 5.
- ID 84226: National Certificate in Management and Administration, NQF Level 5.

Vertical Articulation:

This qualification articulates vertically with:

- ID 35958: Diploma in Office Administration, NQF Level 6.
- ID 83467: Diploma in Public Management and Administration, NQF Level 6.
- ID 67512: National Diploma in Public Administration, NQF Level 6.

What can I become?

- Accounts Supervisor
- Administration Officer (Local Government)
- Business Administration Officer (Local Government)
- Office Supervisor
- Office Coordinator
- Administration Clerk / Officer
- Administrative Assistant
- Clerical Officer
- Client Services Administrator
- Community Services Clerk
- Operation Services / Support Officer
- Planning Support Officer/Site clerk
- Tender Evaluation Coordinator

Where can I work?

- Community Centres
- Public services / departments
- Procurement department
- Municipalities etc.

What is the duration of the course?

The Duration is 3 years

Fees

- Registration Fees: **R1000**
- Deposit: **R3000 (Includes Student Card, Course Material/ Study Material / Assessments Fees)**
- Monthly Instalment: **R2000**
- Duration: **3 Years**

