



## DIPLOMA IN PUBLIC ADMINISTRATION

The Public Administration Level 6 qualification comprises competencies that an individual must demonstrate to practice as a Public Administrator. It involves competencies to Manage Public security, Public Communication, human resources, Disaster, and Public Finances. It also involves coordinating the implementation of Government Policies and Programmes, Conflict Resolution and Management, Immigration and registration of persons, providing Land Administration Services and Coordinating Regional and International Cooperation.

### Minimum Entry Points

- Holders of a KCSE C- Minimum Grade
- A **Level 5 Certificate** (Craft Certificate) in Public Administration or a related field.
- Any equivalent qualification recognised by the Kenya National Qualifications Authority (KNQA).

### Duration and Pattern

1 ½ -2 Years

### Basic Units of Competency

- BUS/OS/PA/BC/01/6/MA - **Apply Digital Literacy**
- BUS/OS/PA/BC/02/6/MA - **Apply Communication Skills**

- BUS/OS/PA/BC/03/6/MA - **Apply Work Ethics and Practices**
- BUS/OS/PA/BC/04/6/MA - **Apply Entrepreneurial Skills**

#### Core Units of Competency

- BUS/OS/PA/CR/01/6/MA - **Manage Public Communication**
- BUS/OS/PA/CR/02/6/MA - **Demonstrate Knowledge of Governance**
- BUS/OS/PA/CR/03/6/MA - **Conduct Public Administration Research Works**
- BUS/OS/PA/CR/04/6/MA - **Manage Public Security**
- BUS/OS/PA/CR/05/6/MA - **Manage Human Resources**
- BUS/OS/PA/CR/06/6/MA - **Co-Ordinate Implementation of Government Policies and Programmes**
- BUS/OS/PA/CR/07/6/MA - **Manage Disaster**
- BUS/OS/PA/CR/08/6/MA - **Co-ordinate Immigration and Registration of Persons**
- BUS/OS/PA/CR/09/6/MA - **Manage Public Finance**
- BUS/OS/PA/CR/10/6/MA - **Co-ordinate Conflict Resolution and Management**
- BUS/OS/PA/CR/11/6/MA - **Provide Land Administration Services**
- BUS/OS/PA/CR/12/6/MA - **Co-ordinate Regional and International Cooperation**

### Fees Payable

| No. | Item Payable       | MODULE 1 |          | MODULE 2 |          | MODULE 3 |          |
|-----|--------------------|----------|----------|----------|----------|----------|----------|
|     |                    | TERM1    | TERM 2   | TERM1    | TERM 2   | TERM 1   | TERM 2   |
| 1.  | Registration Fee   | 1,000/-  | -        | -        |          |          |          |
| 2.  | Administration Fee | 2,000/-  |          |          |          |          |          |
| 3.  | Student ID card    | 500/-    | -        | -        |          |          |          |
| 4.  | Tuition            | 10,000/- | 10,000/- | 10,000/- | 10,000/- | 10,000/- | 10,000/- |
| 5.  | Examination Fees   | -        | 12,650/- | -        | 12,650/- |          | 12,650/- |

### *Important Notes:*

*Instalment payments are acceptable upon request to the management.*

### **Class Attendance Modes:**

Full-time - 8.30 am - 4.30 pm – Weekdays

Evening - 4.00 pm - 7.00 pm – Evening on weekdays (In-person).

Evening - 8.30 pm - 9.30 pm – Weekdays (online)

Saturday - 8.30 am – 4.00 pm – Saturday

*The classes are either In-Person, online, or in blended mode of study.*