

**THE UNIVERSITY OF ZAMBIA**

**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

**DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES**

**GOVERNANCE & MANAGEMENT TRAINING PROGRAMME**

**SHORT COURSES ON OFFER:**

Applications are invited from suitably qualified persons to enroll for **two weeks** courses to run **online** from **1st to 13th February, 2021**. You can enroll in any of the following courses:

1. **Project Management**
2. **Leadership, Management Development & Supervisory Skills**
3. **Labour Relations & Unionism**
4. **Public Procurement & Supply Chain Management**
5. **Governance and Leadership**
6. **Elections and Electoral Conflict Management**
7. **Strategic Plan Development & Review**
8. **Performance Management**
9. **Occupational Health & Safety**

**Fee per course: ZMW 3,000**

**Target Group**: Practitioners, professionals and those wishing to acquire new skills. Due to COVID-19, all the courses will be conducted **online**.

We also offer professional management/consultancy services in:

* **Strategic Plan Development & Review**
* **Training Needs Assessment**
* **Job Evaluation**
* **Organisation Development & Institutional Reform**

For details, contact us on the following numbers:

**+260 977134617, +260 965134617** or send an email to: **pas@unza.zm**



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**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

**DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES**

**GOVERNANCE & MANAGEMENT TRAINING (GMT) PROGRAMME**

 **Application Form**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Sex: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Qualifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Current Position/Job Title (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. Mobile Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. NRC or Passport Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Next of Kin (Name and Mobile number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Name of Short Course/s applied for (***Tick where appropriate***):

|  |  |
| --- | --- |
| 1. **Project Management**
 |   |
| 1. **Leadership, Management Development & Supervisory Skills**
 |   |
| 1. **Labour Relations & Unionism**
 |  |
| 1. **Public Procurement & Supply Chain Management**
 |  |
| 1. **Governance and Leadership**
 |   |
| 1. **Elections and Electoral Conflict Management**
 |   |
| 1. **Strategic Plan Development & Review**
 |   |
| 1. **Performance Management**
 |   |
| 1. **Occupational Health & Safety**
 |  |

**12.** Describe your current job responsibilities with reference to the course you are applying for:

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**Payment Details:**

Payments should be made to the following:

**Bank Name: Atlas Mara**

**Account Name: University of Zambia – School of Humanities and Social Sciences**

**Account Number: 3250850005015 (ZMW)**

**Sort Code: 200050**

**Branch Code: 325**

**Swift Code: FMBZZMLX**

**Branch Name: East Park Mall Branch**

**Fees: ZMW 3, 000 per course.**

The applicant should submit a bank deposit slip to the Accounts Office of the School of Humanities and Social Sciences upon which a payment receipt will be issued.

**Other Important Details:**

Before admission and commencement of classes submit the following to the Department of Political and Administrative Studies, UNZA:

1. **Application Form** (after which you will be given an Acceptance Letter)
2. **Bank Deposit Slip** (confirming payment)
3. **Copy of NRC or Passport**
4. **Curriculum Vitae**

**Consent:**

By signing you agree to the terms and requirements for participation in the short course.

Signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_