



**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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GOVERNANCE & MANAGEMENT TRAINING (GMT) PROGRAMME

Application Form

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

7. Mobile Phone Number: _____
8. NRC or Passport Number: _____
9. Email Address: _____
10. Next of Kin (Name and Mobile number):

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

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	

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

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: _____