

UNDERGRADUATE

EPAH1624 - Human Resource Management in the public sector (16 credits)

Student will be able to:

- Explain the South African public sector human resource environment;
- Explain the meaning of recruitment, selection & placement practices within a public sector context;
- Describe the appraising and managing of work performance in a public sector context;
- Explain practice in public sector occupational health & safety; and
- Describe the role and importance of employee wellness within the public sector.

Course Content

1. The milieu of the public sector human resource functions

Name and explain the major role players in the public sector human resource system in South Africa.
Describe the contemporary challenges for public sector human resource management.

2. Strategic public sector human resource planning

Record the factors that are critical to the success of HR planning.

Explain the concepts job analysis, job description, and job specification.

Case study

Illustrate what is important to know when drawing up and implementing a Human Resource plan, referring to the 5 steps of the Human Resource planning process.

3. Recruiting and selecting potential public sector employees

Discuss the impact of internal factors on recruitment.

Discuss the impact of external factors on recruitment.

Discuss the steps in the recruitment process.

Name and explain the five steps in the selection process.

4. Appraising and managing work performance

Discuss the regulatory framework for performance appraisal.

Demonstrate general problems that may be experienced within performance appraisal systems.

Case study

5. Establishing and maintaining public sector employee wellness

Discuss the importance of employee wellness.

Case study

6. Understanding public sector labour relations

Describe the roles, duties and rights of the parties involved in public sector labour relations.

7. Managing public sector labour relations

Explain a ten-step procedure to make objective decisions regarding disciplinary measures.

POSTGRADUATE

EPAH6824 - Public human resource management (16 credits)

Students will be able to:

- Appraise the nature and purpose of HRM;
- Identify and assess the importance of public management functions;
- Evaluate the importance of public management skills; and
- Describe the contribution of public management application.

Course Content

1. Strategizing and planning for public human resources

Discuss the functions of the major role players in the public sector human resource system in South Africa.

Explain the influence of the changes at a global level on human resource management in the South African public sector.

Define the concepts job analysis, job description and job specification

Explain the recruitment process by applying the 13 steps.

Case study

2. Utilising and developing public sector employees

Discuss the five phases in the selection process.

Identify typical problems that may be experienced with performance appraisal systems and identify possible solutions.

Case study

3. Managing public sector employee relations

Discuss how public servants are trained to make sure that they render effective service delivery.

Describe the roles, duties and rights of the parties involved in public sector labour relations.

Identify legislative changes that have been implemented and how they affect labour relations in the public sphere.

Outline a ten-step procedure to make objective decisions regarding disciplinary measures.

EPAH7924 - Public human resource management (16 credits)

Student will be able to:

- Strategize and plan for public human resources;
- Analyse the importance of obtaining suitable human resources for the public sector;
- Evaluate the importance of utilising and developing public sector employees;
- Appraise the contribution of compensating and caring for public sector employees; and
- Evaluate the role and impact of public sector employee relations.

Course Content

1: Theoretical overview

Explain the influence of the variables and changes at a global level on human resource management in the South African public sector.

2: Strategizing and planning for public human resources

Preparation: Chapters 1, 2, 3, 4 & 5

Devise and implement the six steps process for strategic public sector human resource management. Define the concepts job analysis, job description and job specification. Write a job description and job specification for a position within your department.

3: Obtaining suitable human resources for the public sector

Preparation: Chapters 6, 7 & 8

Develop a strategy for your specific department to ensure that you recruit, place and obtain a suitable human resource compliment.

4: Utilising and developing public sector employees

Preparation: Chapters 9, 10 & 11

There might be three generations (xers, millennial and post-millennial) working in your department. develop a development strategy for your specific department to utilize and develop these three generations to be effective public service managers.

5: Compensating and caring for public sector employees

Preparation: Chapters 12, 13 & 14

Present any case study which took place within your department, illustrating the caring element towards personnel in your department.

6: Managing public sector employee relations

Preparation: Chapters 15, 16 & 17

Briefly discuss the three grounds of justification for dismissal and explain the fairness standards for dismissal associated with each of these.

EPAR7914 - Research Methodology in Public Administration (16 credits)

Student will be able to:

- Evaluate the concept research in Public Administration and Management;
- Critically differentiate between the two main approaches towards research in Public Administration and Management;
- Illustrate and manage statistical application in both quantitative and qualitative paradigms; and
- Assess the research environment and draft a research proposal.

Course Content

1. Introduction to theory

Identify the qualities that a research topic / title should have.

Define what a research problem is and name three qualities that a research problem should have.

Define the meaning of a hypothesis and give an example.

Name four qualities that an aim and objectives should have.

Classify the qualities of a good research questions and give an example.

Describe any three qualitative research approaches.

Describe any three quantitative research approaches.

Explain how you would minimize factors that threaten internal validity in the quantitative research process.

Explain how you would minimize factors that threaten external validity in the quantitative research process.

Discuss basic principles underlying sample size considerations.

Define and discuss the concepts reliability and validity respectively.

2. Application of theory

Identify a problem or challenge you would like to solve or a research question that you would like to answer, doing so with reference to your particular work environment you find of particular interest.

Focus on something that is a real, a practical problem in regards to the public sector environment.

Now write a draft framework in which you provide the reader with a:

Cover page

Table of content

Working title

Introduction

Literature review

Background and reason for the study

Formulation of the research problem

Formulation of aim and objectives

Research design

References