

The NGO Management Certificate 2024-2025 Schedule

Recognizing that many people enrolled in the program are employed, courses are delivered to minimize work disruption. They are conducted only once a month, generally the third week of the month, in the afternoons (from 1:00 noon until 6:00). Classes also meet on the preceding and following Saturdays from 9:00 to 5:00. This allows time for discussion and practical exercises, and helps deepen student mastery of the topics.

Project Planning & Management

Beginning on Sat Jul 13, 2024

Conflict Management

Beginning on Sat Aug 17, 2024

Strategic Planning

Beginning on Sat Sept 14, 2024

HR Management

Beginning on Sat Oct 19, 2024

Project Evaluation

Beginning on Sat Nov 16, 2024

Change Management

Beginning on Sat Jan 18, 2025

Managing Procurement and Contracting

Beginning on Sat Feb 15, 2025

Ethics for NGO Leaders

Beginning on Sat Mar 15, 2025

Organizational and Capacity Development

Beginning on Sat Apr 5, 2025*

Budget, Financial, and Banking Management in the NGO Sector

Beginning on Sat May 17, 2025

Fundamentals of Fundraising

Beginning on Sat Jun 14, 2025

About SPS

The mission of the School of Public Service is to develop outstanding public sector leaders. SPS defines "public service" broadly, to include NGOs, CSOs, IOs, and the Government. We teach both theory and practice, with a heavy emphasis on real-world applications. SPS graduates work across South Sudan. Not only are they leaders, they are change agents - positively impacting their organizations, as well as the thousands of people those organizations serve.



Build your management skills through
this rigorous 1-year program

The NGO Management Certificate

The NGO Management Certificate is designed for current and prospective NGO managers. It is a holistic and robust program, that includes eleven courses given over a year. Those who complete at least eight of the courses will receive a *NGO Management Certificate*. More importantly, participants will gain the knowledge and tools they need to succeed as managers.

Why Study with Us

- A shared commitment to help build the nation
- Robust customized training and small class sizes
- Committed, highly-qualified staff
- Newly renovated facilities
- A reliable schedule built for students who are working
- Affordable programs
- An accredited institution



Cost

~~\$1,500~~ \$1,000 for the program (11 courses); scholarships available



Eligibility

- To enroll students need:
- A desire to improve their management skills
 - A Secondary School certificate is required; a diploma or degree is preferred
 - English proficiency



How to Enroll

Please complete the form inside this brochure, and submit it to the School Public Service on the University of Juba Customs Campus.

Learn more and download
additional sign-up forms at
www.SPS-UofJuba.org

Scholarships Available! Sign-up to be Considered

The NGO Management Certificate Frequently Asked Questions

Do I need an undergraduate degree to enroll in the *NGO Management Certificate* program?

No. Only a Secondary School certificate is required, although a diploma or degree is preferred. To get the most out of the program, participants also need to be proficient in English (reading, writing, and speaking).

Do I have to be *sponsored* by an NGO to enroll?

No. But if you work, we encourage you to confirm with your employer that you can leave work at 1:00 during the weeks classes are given.

Do I have to *work* for an NGO to enroll?

No. Anyone interested in NGO management and improving their skills can enroll.

How did SPS decide on the class times?

SPS needed to balance two requirements: delivering enough hours of instruction to ensure the courses are substantive (35-40 hours) and accommodating people who work. We initially proposed standard "short courses" given from 8:00 – 4:00 over an entire week. However, the majority of NGOs with whom we consulted were concerned about releasing employees for an entire week each month. Based on this feedback, we settled on *afternoon* classes given once a month. Classes meet from Monday to Friday (from 1:00 until 6:00). To ensure enough hours of instructions, classes also meet on the preceding and following Saturdays from 9:00 to 5:00. This will allow time for discussion and practical exercises, and help deepen student understanding of the topics, while minimizing work disruption.

Can I take all eleven courses.

Yes, once you enroll in the *NGO Management Certificate* program you are eligible to take all eleven courses. You are only required to complete eight courses to be awarded an *NGO Management Certificate*, but you are welcome to complete all eleven courses.

How does the program's price compare to similar programs?

The price of the program has been set at \$1,500. However, SPS is offering a \$500 discount this year, **so the current price is \$1,000**. If you complete all eleven courses, your cost is less than \$100 per course. This is substantially below market rates. Similar single courses generally cost between \$500 - \$1,200 (excluding travel, lodging, and meals). We have worked hard to make this program affordable, in keeping with SPS's public service mandate, and in recognition of the important role NGOs play in development and service delivery. Scholarships are available.

Some "short courses" enroll so many students that it's hard to engage with the instructor. How big are the *NGO Management Certificate* classes?

Generally, 20-30 participants.

Are class conducted on Sundays?

No. Classes are conducted one week a month (M-F) in the afternoon. They are also conducted on the preceding and following Saturday, but not on Sunday.

Whom should I contact if I need more information?

You may email the following: mosesjoa@gmail.com and makurmayen6@gmail.com

THE NGO MANAGEMENT CERTIFICATE (2024-2025) SIGN-UP FORM

To sign-up, please complete this form and return it to SPS on the Customs Campus of the University of Juba **no later than 4:00 pm on June 12, 2024 (extended)**.

Before classes begin, your enrollment will be confirmed and you will be asked to pay the program fee as part of a registration process. You will not be permitted to join the program until the program fee is paid.

1. Names (please use capitalized/block letters)

Surname: _____

Given Names: _____

2. E-mail address: _____ (note: all applicants are required to have an active and working email address)

3. Telephone number: _____

4. If employed, name of organization: _____

5. Are you the recipient of a scholarship, or is your employer providing financial assistance? Yes No

If yes, briefly describe the nature of the scholarship / financial assistance
(please attach additional paper if you need more space):

For official use only:

Assigned number _____

Signature
Registrar, School of Public Service

Date