The NGO Management Certificate
2027 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 1:30 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
Sat Jan 23-30, 2027

Conflict Management
Sat Feb 20-27, 2027

Strategic Planning
Sat Mar 13-20, 2027

Human Resource Management
Sat Apr 17-24, 2027

Project Evaluation
Sat May 22-29, 2027

Change Management
Sat Jun 19-26, 2027

Managing Procurement and Contracting
Sat Jul 17-24, 2027

Ethics for NGO Leaders
Sat Aug 21-28, 2027

Organizational and Capacity Development
Sat Sep 18-25, 2027

Budget, Financial, and Banking Management in the NGO Sector
Sat Oct 23-30 , 2027

Fundamentals of Fundraising
Sat Nov 20-27, 2027

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.

The NGO *Initiative*
The School of Public Service
University of Juba



Build your management skills through this rigorous 1-year program

The NGO Management Certificate

The NGO Management Certificate *i*s 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 *an 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
- Renovated facilities
- A reliable schedule built for students who are working
- Affordable programs
- An accredited institution

Cost

$1,000 for the program (11 courses)
$500 for new graduates and NNGO employees

Eligibility

To enroll, students need:

- A desire to improve their management skills
- A Secondary School certificate; 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

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 is $1,000. If you complete all eleven courses, your cost is less then $100 per course. This is substantially below market rates. Similar "short courses" generally cost between $500 - $1,200 (excluding travel, lodging, and meals). This program includes eleven such courses. 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. Partial 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 (copy makurmayen6@gmail.com)

The NGO*Initiative*
The School of Public Service
University of Juba

THE NGO MANAGEMENT CERTIFICATE (2025-2026)
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 then 4:00 pm on Dec 18, 2026. Selection will be done on a rolling basis. Vacancies are limited.**

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 *Date*
Registrar, School of Public Service

www.SPS-UofJuba.org

November 2026