



**THE ADMISSION INTO THE 39TH POSTGRADUATE DIPLOMA IN PUBLIC ADMINISTRATION
(IN COLLABORATION WITH THE UNIVERSITY OF LAGOS)**

**ADMISSION INTO THE 39TH POSTGRADUATE DIPLOMA IN PUBLIC
ADMINISTRATION (PGDPA.39/2018/2019)**

**POSTGRADUATE DIPLOMA IN PUBLIC
ADMINISTRATION (PGDPA.39/2018/2019)**

Applications are invited from suitably qualified candidates for the 2018/2019 admission into the 9-month Postgraduate Diploma in Public Administration (PGDPA)

PROGRAMME OBJECTIVES ARE:

The programme is designed to among others:

- i. broaden the intellectual scope of participants
- ii. develop the analytical and problem-solving capabilities of participants to enable them anticipate and respond to rapid socio-economic changes.
- iii. equip participants with the knowledge and skills needed to operate as professionals in definite management areas.
- iv. provide an umbrella under which serving officers from different parts of the Federation and indeed Africa will be able to exchange ideas towards promotion of Public Administration and Management.

PROGRAMME ORIENTATION:

The PGDPA is run in (2) Two semesters

AREAS OF SPECIALISATION:

- i. Human Resource Management (HRM)
- ii. Procurement and Stores Management (PSM)
- iii. Planning and Research (PR)
- iv. Local Government and Rural Development (LGRD)
- v. Public Enterprises Management. (PEM)

At the end of the course, participants will be expected to have acquired the analytical tools desirable for the diagnosis and management of organizational problems.

PROGRAMME DURATION:

Nine months (October 2018 – June, 2019)

ENTRY REQUIREMENTS:

Candidates, who must have at least one year Post NYSC experience, are required to possess degrees from recognized Universities or in the alternative, possess suitable Professional Qualifications, e.g. ACA, ACCA, HND, ACIS, and PSC or its equivalent for the Armed Forces, and any other professional qualification acceptable to the Joint Board of Studies.

METHOD OF APPLICATION:

Application forms can be obtained from and returned by post or by hand to any of the Offices listed below:

- (i) **Course Registrar**, ASCON, P.M.B. 1004, Topo-Badagry. **08032134367**.
- (ii) **The Liaison Officer**, ASCON Liaison Office, New Federal Secretariat, Phase 2, Block 8, 6th Floor, Shehu Shagari Way, P. M. B. 150, Abuja. **08033856807**.
- (iii) **The Liaison Officer**, ASCON Liaison Office, South-South Zonal Office, @ 4bishop Dimieri Road, GRA Phase 2, Port Harcourt, Rivers State. **08033194015**.

All correspondence should be addressed to:

**Director-General
Administrative Staff College of Nigeria
P.M.B. 1004,
Topo-Badagry,
Lagos State.**

The processing fee for the PGDPA form is ₦5,000.00 (Five Thousand Naira) Applicants can pay in cash, draft or certified cheques, made payable to "Director-General, Administrative Staff College of Nigeria."

**ASCON e-Collection Account (At any Bank).
Account Number: 0230055861019**

All completed application forms, to which should be attached Photostat copies of previous educational attainments, must reach the College with a covering letter from the sponsoring Organization on or before, Friday 21st September, 2018.