

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT: Diploma in Personnel Management.

DATE: 6th October, 1980.

Applications are invited from suitably qualified persons who are desirous of pursuing a two (2) year part-time Diploma in Personnel Management at the University of Guyana commencing January, 1981.

2. Objective of the Programme

- (a) To provide knowledge and understanding in the field of personnel management and underlying disciplines with an emphasis on the application and relevance of such knowledge to public sector organizations.
- (b) to develop the skills and capabilities of managers and personnel and industrial relations practitioners in personnel management.
- (c) To improve the practice of personnel management and personnel relations through the provision of instruction, and dissemination of information in all aspects of personnel administration.

3. Content

Participants will be required to do the following courses:-

- (a) Principles and Practice of Management
- (b) Quantitative Methods
- (c) Personnel Management

2nd Year Subjects:

- (d) Managerial Economics
- (e) Labour and Industrial Relations
- (f) Organisational Behaviour
- (g) A Research Project

4 Admission Requirements:

- (a) At least five (5) subjects at the G.C.E. 'O' Level (or equivalent) examination of which English Language must be included;

AND

- (b) At least five (5) years experience in Personnel, Industrial Relations and related fields;

OR

- (c) Mature candidates (a minimum of 26 years in the year of admission) who do not satisfy the academic requirements above, but who have five or more years in the field or who have participated in appropriate training programmes in personnel, industrial relations and related fields may be considered for admission.

5. Other Requirements

Applicants must be functioning at the level of Senior Personnel Officer and their applications must be approved or sanctioned by their Head of Department as regards their suitability and aptitude to pursue this programme.

All students on this programme will be required to do two (2) months National Service and/or work connected with National Development.

Applications for this programme must reach the Public Service Ministry not later than 24th October, 1980. Applications received after this date will not be considered.

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J. S. M. Worrell,
Permanent Secretary.