



GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)
(Centre of Excellence for Training in Leadership, Management and Administration)

ADMISSION TO MASTERS' DEGREE IN PUBLIC SECTOR MANAGEMENT

Applications are invited from suitably qualified applicants to pursue a programme leading to the award of a Masters' Degree in Public Sector Management in the School of Public Service and Governance, Ghana Institute of Management and Public Administration.

The Programme is a **one-year intensive** masters' degree programme that is designed to equip Anglophone West African countries with a critical mass of Public Sector Managers, trained to provide effective leadership for meeting the developmental challenges in their various countries. The programme was introduced to enhance the efficiency and effectiveness of Public Sector Management in West Africa.

GENERAL ADMISSION REQUIREMENTS:

Applicant must:

- Have a **bachelor's degree** from any approved/recognised University with a minimum of a 2nd Class Lower Division; or equivalent professional qualification certified by the Ghana National Accreditation.
- Have at least **two (2) years** relevant managerial work experience **after** first degree or professional qualification.
- Present a **plan specifying how the newly acquired skills** and knowledge will be applied in solving problems at the work place.
- Have competency in at least the use of Microsoft Office suite of applications.

A. REGULAR PROGRAMME (FEE-PAYING):

- In addition to the general requirements, the applicant must have permission (study leave) or endorsement from employers (with a commitment to return to their posts).
- Employers must make a commitment to provide supplementary support to candidates to cover accommodation, book allowance and other expenses.

1. Tuition Fee:

Details can be obtained from the PSMTP Office. Applicants will be required to pay at least 50% of the tuition fee before the beginning of the first quarter.

2. Lecture Period

Lectures run from 8:30am to 4:30pm., Monday to Friday.

B. WEEKEND PROGRAMME (FEE-PAYING)

1. Tuition Fee:

Details can be obtained from the PSMTP Office. Applicants will be required to pay at least 50% of the tuition fee before the beginning of the first quarter.

2. Lecture Period

Lectures for the fee-paying Weekend programme are held 5:00p.m. to 9:00p.m. on Thursdays and Fridays; and 8:00a.m. to 9:00p.m. on Saturdays.

For more details in respect of the requirements, visit the website:

www.gimpa.edu.gh

APPLICATION PROCEDURES

1. Ghanaian Applicants:

- Application forms and a brochure of the Programme may be purchased from the Cashier's office at GIMPA for **Two Hundred Ghana Cedis (GH¢200.00)** or **downloaded from the GIMPA website www.gimpa.edu.gh and paid for during submission.**
- Applicants must submit completed application forms with payment receipts, certified copies of certificates, original transcripts, two reference letters from immediate supervisor and officer in-charge of study leave release (**Regular Programme**)

2. Non-Ghanaian Applicants:

- International applicants residing in Ghana and/or from other Anglophone countries apart from **the Gambia, Sierra Leone, Nigeria and Liberia** are expected to pay to the institute a non-refundable application processing fees of **US\$100**. This fee can be paid directly or wire transferred into the Ghana Institute of Management and Public Administration Ecobank Account, with details:
 - Account Name : GIMPA
Account Number : 0382014426245703
(For payments in Ghana)
 - Account Name : GIMPA
Account Number : 0381014426245701
Swift Code : ECOCGHAC
(For Payments outside Ghana)
- The pay-in-slips together with the applicants' certificates and transcripts should be scanned and attached to the application form before submission. All scanned documents should be in one PDF document and attached to the application. Email it to our address below (**Applicants applying from outside Ghana only**)

Note:

- The programme runs from January to December;
- No application will be processed without proof of payment of the application fee;
- All applicants who graduated from the Ghana Institute of Management and Public Administration (GIMPA) from 2015 to date should indicate their 'Student Identity Numbers' on their forms before submission;

For Further Enquiries contact:

**The Programme Coordinator,
PSMTP Secretariat, GIMPA
P. O. Box AH 50,
Greenhill - Achimota.**

Direct Line: +233-302-402365

Mobile: 0243359272

E-mail: psmtp@gimpa.edu.gh,

Website: www.gimpa.edu.gh

- **Deadline for Submission of applications – Friday, August 31, 2018.**