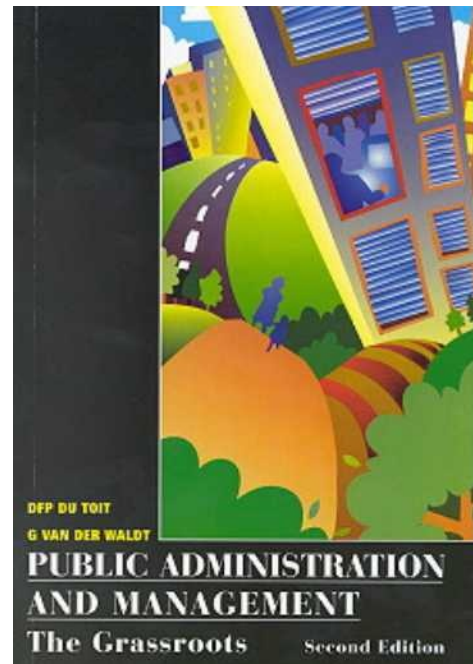


Public Administration and Management

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About this Publication:

The aim of this publication is to equip public managers with insight into the functioning of public management and administration within the dynamic southern African context. It is a guide, not only for students of Public Administration and Public Management, but also for practitioners who are interested in providing excellent service. At a time when public management within the public sector is expected to achieve the objectives of government in establishing a democratic and just society this publication takes on special importance. The interactive learner-centred approach used in this book makes it suitable for self-instruction and ensures a rewarding learning experience for students and practitioners.

Contents Include:

Part 1: Public Administration: An introduction

- Public administration as an activity
- Public administration as a discipline
- Government services and functions
- Principles of public administration

Part 2: The environment of Public Administration

- Public administration and the external environment
- Public administration and the internal environment
- Interaction between environments and public administration

Part 3 Government hierarchy

- Government hierarchy
- Central and provincial governments in South Africa
- Local government in South Africa

Part 4: Origins of legislation – non government organisations

- Legislation and its origins
- Non-government organisations