



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SUBJECT : PUBLIC ADMINISTRATION

LEVEL : N4

RIVISION

PUBLIC ADMINISTRATION N4

LESSON PLAN

03-07 AUGUST 2020

THE FOLLOWING TOPICS ARE COVERED BELOW:

- EXECUTIVE PUBLIC INSTITUTIONS
- ORGANISATION OF EXECUTIVE
- GOVERNMENT DEPARTMENT
- QUASI-AUTONOMOUS INSTITUTIONS

EXECUTIVE PUBLIC INSTITUTIONS

ORGANISATION OF EXECUTIVE

- THEY ARE CORE OF PUBLIC ADMINISTRATION
- HOWEVER , OTHER BODIES SUPPORT SOUTH AFRICA'S DEMOCRACY
- THESE BODIES ARE INDEPENDENT OF POLITICAL PARTIES, GOVERNMENTS AND STATE.
- THEY ARE SUBJECT ONLY TO THE CONSTITUTION AND THE LAW, AS ARE THE JUDICIAL AUTHORITIES.

GOVERNMENT DEPARTMENTS

- GOVERNMENT OR STATE DEPARTMENTS PROVIDE PHYSICAL, SOCIAL AND ADMINISTRATIVE SERVICES TO THE CITIZENS OF THE COUNTRY.
- THEY SUPERVISE AND CONTROL THE DEPARTMENTS ACCORDING TO GOVERNMENT POLICY.

COMPOSITION OF STATE DEPARTMENTS:

- MINISTERS ARE THE POLITICAL EXECUTIVE HEADS OF STATE DEPARTMENTS
- SOME DEPARTMENTS HAVE DEPUTY MINISTERS, WHO ASSIST THE MINISTERS
- THE ADMINISTRATIVE HEADS OF THE DEPARTMENTS ARE THE DIRECTORS-GENERAL, WHO REPORT DIRECTLY TO THEIR MINISTERS
- DEPARTMENTS HAVE FUNCTIONAL AREAS, OR DIRECTORATES.

FUNCTIONS OF STATE DEPARTMENT

- PROVIDE INFORMATION AND ADVICE TO CABINET MINISTERS TO ENABLE THEM TO MAKE POLICY PROPOSALS TO PARLIAMENT
- PREPARE PROPOSED ESTIMATES OF EXPENDITURE TO CABINET MINISTERS FOR INCLUSION IN THE NATIONAL BUDGET.
- IMPLEMENT THE POLICIES OF GOVERNMENT
- EACH DEPARTMENT IS RESPONSIBLE FOR A SPECIFIC FUNCTIONAL AREA.

QUASI-AUTONOMOUS

- THE QUASI-AUTONOMOUS INSTITUTIONS, OR CHAPTER 9 INSTITUTIONS, ARE INDEPENDENT OF POLITICAL PARTIES AND GOVERNMENTS AND ARE ONLY SUBJECT TO THE CONSTITUTION AND THE LAW.
- INSTITUTION- THE PUBLIC PROTECTOR-INVESTIGATES COMPLAINS FROM THE PUBLIC
- INSTITUTION- THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION – INVESTIGATES COMPLAINS OF VIOLATIONS OF HUMAN RIGHTS
- SOURCES:TEXTBOOK P131-136