

CS

CERTIFIED SECRETARIES (CS)

PART III

SECTION 6

**PUBLIC POLICY
AND
ADMINISTRATION**

STUDY TEXT

0707 737 890

CONTENT

1. Nature and Content of public administration

- Concepts of Public Administration
- History of Public Administration
- Public Administration versus Private Administration
- Public Administration versus Politics
- Theoretical perspectives of Public Administration
- Salient Administrative Principles
- Challenges in the Public Sector
- Structure: devolution, decentralization and deconcentration, elective and appointive bodies
- Leadership, Integrity and National Values in Public Service

2. Structure of Government, Composition, appointment and functions

- National Government; Executive legislature and Judiciary Constitutional Commissions and Government Owned Entities
- Independent Offices
- County Governments: County Executive, County Assembly, County Public Service Boards, Urban and Cities, County Government Entities, Ward and Village Administration
- Relationship between national and county governments
- Role of National and County Governments in development

3. Certified Secretaries in National and County Governments

- Secretary to County Public Service Board; Appointment, qualification, Roles, Liabilities, removal and vacation of office
- Secretary to Urban and Cities Boards; Appointment, qualification, Roles, Liabilities, removal and vacation of office
- Secretary to Government owned entities: Appointment, qualification, Roles, Liabilities, removal and vacation of office
- Management of Political Environment

4. Public Policy and Policy making Process

- Definition of public policy
- Sources of public Policy
- Policies and policy types
- Stages of a policy process in government and other public institutions,
- Roles of the various institutions of government and society in public policy making
- Policy design formulation, implementation, monitoring and evaluation

5. Public policy analysis

- Basic tools in public policy analysis
- Public policy analysis models
- Stakeholders analysis (the political and ideological contexts of public policy making and implementation)
- Research in public policy

- Data collection and analysis

6. Social and Institutional Context of Public Policy

- Elements of the policy making system:
 - Policy process as a system (structural system, social system, political system, economic system) of inputs (electoral results, public opinion, communication to electoral officials and public managers, interested group activity, news media) and outputs (laws, oversight and evaluation);
- Institutions and processes by which public policy is made, accounted for and evaluated:
 - Political institutions such as the executive, legislature, electoral systems, political parties;
 - Official actors and their roles in public policy;
 - Unofficial actors and their roles in public policy;
- Agenda setting/power and interest groups

7. Effect of Public Administration and Public Policy on Development

- Development linkages to Public Administration and Public Policy
 - Nation's development plans and policies and other blue prints
 - Issues in planning and development
- The rise and fall of Development Administration Movement
 - Development administration, bureaucracy and change in developing countries; the environment of development; decentralization and devolution

8. Policy and resource allocation

- Budget as a policy instrument
- Resource mobilization, revenue and debt
- Budgeting and Budgetary process in devolved governance
- Allocation and utilization of resources for delivery of goods and services (including public procurement management)
- The Link between Economic Policy Goals and Public Expenditure Management

9. Public Policy and Policy making Process

- Nature of public policy
- Sources of public Policy
- Types of Public Policies
- Policy design, formulation, implementation, monitoring and evaluation
- Public policy analysis
- Social and Institutional Context of Public Policy
- Impact of Public Policy on Development

10. Government Owned Enterprises

- The nature of Government Owned Enterprises
- Regulatory and legal environment of Government Owned Enterprises;
- Role of Government Owned Enterprises in economic development;
- Performance contracting in Public Service
- Social obligations

- Relationship between Government Owned Enterprises and the National Government
- Relationship between Government Owned Enterprises and the County Governments
- Privatisation

11. Public Procurement and Disposal Procedures

- Meaning of public procurement and disposal
- Objectives of public procurement and disposal
- Legal and regulatory framework on public procurement and disposal
- Roles and Responsibilities of procuring agencies

12. Public Private Partnerships

- Nature and types of Public Private Partnerships
- Legal and regulatory framework on public private Partnership
- Process of Public Private Partnerships
- Role of Public Private Partnerships in economic development
- Public Private Partnerships versus Procurement

13. Policy and resource allocation

- Stakeholders involvement
- Budget as a policy instrument
- Resource mobilization, revenue and debt
- Budgeting and Budgetary process in devolved governance
- Allocation and utilization of resources for delivery of goods and services
- National and County development plans
- The Link between Economic Policy Goals and Public Expenditure Management

14. Emerging issues and trends

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TOPICS**PAGE**

Topic 1: Nature and Content of public administration.....	6
Topic 2: Structure of Government, Composition, appointment and functions.....	36
Topic 3: Certified Secretaries in National and County Governments.....	87
Topic 4: Public Policy and Policy making Process.....	95
Topic 5: Public policy analysis.....	112
Topic 6: Social and Institutional Context of Public Policy.....	131
Topic 7: Effect of Public Administration and Public Policy on Development.....	140
Topic 8: Policy and resource allocation.....	149
Topic 9: Public Policy and Policy making Process.....	168
Topic 10: Government Owned Enterprises.....	178
Topic 11: Public Procurement and Disposal Procedures.....	189
Topic 12: Public Private Partnerships.....	200
Topic 13: Emerging issues and trends.....	212

0707 737 890