Professional Designation

PROFESSIONAL DESIGNATION TITLES
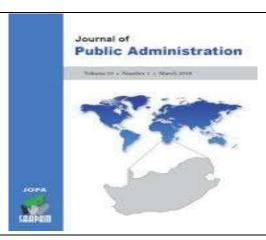
Professional Designations: Public Sector Practitioners	NQF Level
Public Sector Professional	NQF Level 7
Public Sector Senior Professional	NOF Level 8
Public Sector Executive Professional	NQF Level 9
Professional Designations: Academics	NQF Level
Candidacy	NQF Level 7
Academic Associate Professional	NQF Level 8
Senior Academic Professional	NQF Level 9
Executive Academic Professional	NQF Level 10

The criteria for the awarding of the additional Professional Designations below comply with the SAQA Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008 as Amended and the designations create a designation pathway. SAAPAM has two categories of professional i.e., for academics and public sector practitioners that will be discussed in detail hereunder:

Requirements for Application

Any person who wishes to be awarded a professional designation by SAAPAM will have to make an application to SAAPAM Board and attach the following documentation:

i. Application letter (Designation Application Form- SAAPAM)

ii. Recent Curriculum vitae with 3 references iii. Certified copies of all educational qualifications (for foreign qualifications — Proof of SAQA foreign evaluation is required) iv. Certified copy of ID document

v. Proof of CPD attendance vi. Copy of registration certificates with other professional bodies.

vii. Proof of papers presented in conferences (locally & internationally) viii. Proof of publications in recognised journals

Public Sector Professional

Professional Designation Subscription

Professional Designation Public Sector Professional NQF level 7 -R400.00

Criteria	Details
Educational Qualification(s)	Occupational Certificates in Public Sector Management/Administration **NQF Level 7**, Bachelor/BTech/Advanced Diploma in Public Administration/Management/Affairs, or related field at **NQF Level 7**
Designation Competencies	The designee shall demonstrate the following competencies: a. Creative Thinking - ability to generate ideas, fresh perspectives and innovative approaches to contribute solutions to problems, overcome constraints and generate new solutions to problems. b. Citizen Service Orientation - ability to display positive attitudes and behaviours, which demonstrate an awareness and willingness to respond to citizens to respond to and meet their needs, requirements and expectations as well as improving service delivery. c. Decision Making- ability to define issues, problems and opportunities, generate different courses of action, evaluate the constraints and risks associated with each course of action identified and selects the viable option to address the problems and/or opportunities identified d. Diversity Citizenship - ability to work effectively, cooperatively and amiably with persons of diverse intellectual or physical capabilities or racial, cultural or gender backgrounds in order to create, participate in and promote harmonious and supportive relationships with others. e. Organisational Communication Effectiveness - ability to produce written business/technical communications and reports and communicate verbally in meetings, public presentations, conversations and interviews in order to convey and communicate concepts, messages, decisions and policies.

	f. Problem Analysis ability to identify and define problems, extract key information from data and develop workable solutions for the problems identified in order to test and verify the cause of the problem and develop solutions to resolve the problems identified. g. Self-Management - ability to use introspection, self-evaluation and self-management techniques in order to pro-actively and continuously improve own behaviour and performance. h. Team Membership - ability to work co-operatively with other individuals and makes valued contributions to the outputs of others to assist own team or project to achieve the required outputs Applied Strategic Thinking - ability to operationalise and implement the strategic imperatives and policies as allocated to the work-unit into services, products and implementation frameworks in order to convert and implement strategic plans and policies in service delivery programmes. Applying Technology - ability to effectively evaluate, identify and use a ro riate technologies in the workplace in order to enhance productivity, efficiency, responsiveness and the quality of service provided in order to aid the achievement of the organisation's goals and objectives. Budgeting and Financial Management - ability to plan the work-unit's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently. Communication and Information Management - ability to collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc.) in order to provide and communicate information for

	decision making, reporting, document storage and planning.
	Continuous Improvement ability to measure and improve or upgrade work methods, procedures and systems and decrease costs to improve the quality and cost efficiency of services and products delivered to citizens/customers.
	Citizen Focus and Responsiveness - ability to achieve excellence in delivering the planned citizen/customer service outcomes (i.e., service levels and standards) to achieve the service delivery targets and to ensure the highest level of citizen/customer care and citizen/customer satisfaction.
	Developing Others - ability to develop and coach others and constructively review the work of others to improve and advance the skills, knowledge and performance levels of those who re ort to them.
Working experience	3 - years' experience in middle management/ 5 - years in junior management level.
Board Examination (Optional)	Submit a Portfolio of evidence which will be assessed by the Certification Committee.
CPD points	100 points over a three- year cycle.
Code of conduct	In terms of the SAAPAM code of conduct and Ethics
RPL-	RPL will be implemented according to the prescripts of the SAAPAM RPL- Policy.
Fee	Full payment as prescribed be the National Board.
Certification	Successful candidates will be awarded a professional desi nation certificate.

Public Sector Senior Professional

Professional Designation Subscription

Professional Designation: Public Sector Senior Professional NQF level 8-R600.00

Criteria	Details
Educational Qualification(s)	Bachelor Honours/Postgraduate Diploma in Public Administration/Management/Affairs or related filed at NQF **Level 8.**
Designation competencies	a. Strategic Leadership & Capability - Demonstrate the ability to provide a vision, set the direction for the Chief /Directorate and inspire others to deliver on the organisation goals. b. Project and Programme Management - ability to exhibit the required competency to understand the principles and practices of project management and to successfully develop and implement project plans with optimal use of resources. c. Financial Management - must be able to exhibit the required competency to apply advance principles and practices of sound financial management and lead key planning, budgeting process. Able to monitor the budget allocated to the business unit in order to achieve the Chief/ Directorate goals. d. Change Management exhibit the required competency of to develop change strategies and secure commitment to change efforts and new initiatives in support of organisational transformation and change. e. People Management and Empowerment - must exhibit the required competency to manage, encourage and empower people, planning and review to optimise their outputs and effectively manage relationships to identify long-term human resource implications of organisation.
Working experience	5 -10 ears' experience in Senior Management Services
Board Examination (Optional)	Candidates must pass the board exam as determined by the SAAPAM Certification Committee or Panel interview — candidates participate in a panel interview of peers identified by the Certification Committee. Or Portfolio of evidence
CPD points	100 points over a three- ear cycle
Code of conduct	In terms of the SAAPAM code of conduct and Ethics
RPL	RPL will be implemented according to the prescripts of the SAAPAM RPI- Polic
Fee	Full payment as prescribed b the National Board.
Certification	Successful candidates will be awarded a professional desi nation certificate

Public Sector Executive Professional

Professional Designation Subscription

Professional Designation **Public Sector Executive Professional NQF level 9- R1000.00**

Criteria	Detail
Educational Qualification(s)	Master of Public Administration/ Management/Affairs or equivalent qualification at NOF Level 9; or cognate qualification at NQF Level 9.
Designation Competencies:	The candidate must demonstrate the following competencies:
	a. Strategic Capability and Leadership- Set strategic focus of the department and provide the requisite leadership to senior managers in setting and achieving departmental goals. b) Project and programme management -Translate the vision into action and to understand the principles and practice of managing various programmes with various projects, including infrastructure projects (if applicable) and the maintenance thereof, and to successfully ensure integration in order to deliver on departmental mandates. c) Financial Management -Provide strategic guidance in developing, applying and monitoring implementation of policies and guidelines for sound financial management as well as to integrate and manage complex planning, controlling and forecasting processes across the Department, infrastructure projects (if applicable), and departmental infrastructure including maintenance thereof. e) Change management- Create an environment that inspire and encourage change, innovation and improvement and to communicate a clear vision for change and lead the process by mentoring others on embracing change and leading the process of change. e) People Management and Empowerment- ability to anticipate and plan for future HR requirements, equity targets and create an environment where employees consistently strive towards improving themselves for improved performance and productivity within a diverse workforce. Additional Process Competencies to be integrated when demonstrating the above 5 Competencies: (f) Client Orientation and Customer Focus - Foster an environment in which customer satisfaction is valued and delivered.

	(g) Communication Balance political views with organisational needs when communicating differing viewpoints on complex issues.
	(h) Problem Solving and Analysis- anticipate organisational problems, strategies to counteract potential impact and develop and implement contingency measures and explores various problem-solving options.
	(i) Knowledge management - Share and promote best practices across the organisation and coach others on knowledge management techniques and create a culture of a learning organisation and hold motivational sessions with colleagues to share information and new ideas.
	(j) Service Delivery Innovation (SDI)- Formulate and implement new ideas throughout for the organisation and align the SDI initiatives with the latest technology Working experience More than 10 years' experience in Senior/ Executive Management.
Board Examination (Optional)	Panel interview — candidates participate in a panel interview of peers identified by the Certification Committee. **Or** Submit a portfolio of evidence

Code of conduct	In terms of the SAAPAM Code of Conduct and Ethics.

RPL	For candidates who do not meet the criteria to be awarded a professional designation, SAAPAM recognises that there are various ways to demonstrate competency of acquired learning and experience. Therefore, SAAPAM provides for RPL procedures to obtain a professional designation. All RPL routes are measured against the SAAPAM RPL policy, competency outcomes and assessment criteria. The prospective applicant must submit a portfolio of evidence of his/her educational achievements and previous work experience in support of the application. **The Portfolio of Evidence should comprise of:** A comprehensive CV. • Details of relevant work experience or job description indicating dates and places where experience was obtained. List of relevant training courses attended - including name of provider, name of course, attendance dates and what was learned. Certified copies of all qualifications (which will be verified through SAQA's Verification Service) and/or certificates of membership of professional association; A testimonial from the previous employer/supervisor or any other relevant documentation. • Evidence of presentation of papers in focal and international conferences and publication of two papers in a recognised journal; and • Attend the panel interview arran ed b SAAPAM.
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional design nation certificate

Academic Associate Proffessional

Professional Designations: Academic Associate Professional NQF level 8 -R400.00

Professional designation 1: Academic Associate Professional

Criteria	Details
Educational Qualification(s)	Bachelor Honours/Postgraduate Diploma in Public Administration/Management/Affairs, NQF Level 8. Or Cognate qualification/Occupational qualifications at NQF Level 8.
Designation Competencies	Academic Associate Professional must demonstrate the following competences:

	Ability to interrogate multiple sources of knowledge in public administration/management/ and to evaluate knowledge and processes of knowledge e production.

| | Use a range of specialised skills to identify, analyse and address complex or abstract problems drawing systematically on the body of knowledge and methods appropriate public administration/management/affairs.

Identify and address ethical issues based on critical reflection on the suitability of different ethical value systems to public administration /management contexts. Critically review information gathering, synthesis of data, evaluation and management processes in public administration/management in order to develop creative responses to problems and issues.

Present and communicate academic, professional or occupational ideas and texts effectively to a range of audiences, offering creative insights, rigorous interpretations and solutions to problems and issues appropriate to public administration/management/affairs context. |
|---|---|
| Experiential Learning and Practical Experience | At least three (3) years' experience practical experience working in the public administration/management/affairs at a tertiary education/ training/ research/public sector. Two years must have been spent in a public administration/management environment teaching/research/and other related work.

Candidates also need to demonstrate personal influence and well-developed skills in this area. |
Board Examination (Optional)	The candidate will be required to prepare a portfolio of evidence that will be assessed by the committee.
CPD points	100 points over a three-year cycle
Code of conduct	In terms of the SAAPAM code of conduct and Ethics

RPL	For candidates who do not meet the criteria to be awarded a professional designation, SAAPAM recognises that there are various ways to demonstrate competency of acquired learning and experience. Therefore, SAAPAM provides for RPL procedures to obtain a professional designation. All RPL routes are measured against the SAAPAM RPL policy, competency outcomes and assessment criteria.

The prospective applicant must submit a portfolio of evidence of his/her educational achievements and previous work experience in support of the application. The Portfolio of Evidence should comprise of:

A comprehensive CV.

Details of relevant work experience or job description indicating dates and places where experience was obtained.

List of relevant training courses attended - including name of provider, name of course, attendance dates and what was learned; |
| | Certified copies of all qualifications (which will be verified through SAQA's Verification Service) and/or certificates of membership of professional association.

A testimonial from the previous employer/supervisor or any other relevant documentation; and/or

Attend the panel interview arranged by SAAPAM. |
| Fee | Full payment as prescribed by the National Board. |
| Certification | Successful candidates will be awarded a professional desi nation certificate |

Senior Academic Professional

Professional Designations: Senior Academic Professional-R600.00

Professional Designation 2: Senior Academic Professional

Criteria	Details
Educational Qualification(s)	Master of Public Administration/ Management/Affairs, NQF Level 9 or Cognate master's degree at NQF Level 9.

Designation Competencies	Senior Academic Professional should demonstrate the following competences:
	
	    Apply appropriate and creative methods, techniques, processes, or technologies to complex practical and theoretical public administration/management problems.
	    Use a wide range of specialised skills in identifying, conceptualising, designing and implementing methods of enquiry to address complex and challenging problems in public administration/management.
	    Make autonomous ethical decisions which affect knowledge production, or complex organisational or professional issues and the ability to critically contribute to the development of ethical standards in public administration/management context.
	
	• Implement strategies for the processing and management of information, to conduct a comprehensive review of leading and current research in public administration/management to produce significant insights.
	    Use the resources of academic and professional or occupational discourses to communicate and defend substantial ideas that are the products of research or development in public administration/management.
	    Apply a range of advanced and specialised skills and discourses appropriate public administration, discipline, or practice, to communicate with a range of audiences with different levels of knowledge or expertise.

Working experience	5-10 years' experience in higher education/ training/ research/public sector.
	Five (5) years must have been spent in a public administration/management environment teaching/research/and other related work. More than 5 years in management position and demonstrate personal influence and well-developed skills in the public administration area. Demonstrate the ability to design and present papers in conferences and publication of at least two papers in a recognised journal/s.
Board Examination (Optional)	Candidates must pass the board exam as determined by the SAAPAM Certification Committee; and Panel interview — candidates participate in a panel interview of peers identified by the Certification Committee.
CPD points	100 points over a three- ear cycle
Code of conduct	In terms of the SAAPAM code of conduct and Ethics

RPL	For candidates who do not meet the criteria to be awarded a professional designation, SAAPAM recognises that there are various ways to demonstrate competency of acquired learning and experience. Therefore, SAAPAM provides for RPL procedures to obtain a professional designation. All RPL routes are measured against the SAAPAM RPL policy, competency outcomes and assessment criteria.
	The prospective applicant must submit a portfolio of evidence of his/her educational achievements and previous work experience in support of the application. The Portfolio of Evidence should comprise of:
	A comprehensive CV.
	Details of relevant work experience or job description indicating dates and places where experience was obtained.
	List of relevant training courses attended including name of provider, name of course, attendance dates and what was learned.
	Certified copies of all qualifications (which will be verified through SAQA's Verification Service) and/or certificates of membership of professional association.
	A testimonial from the previous employer/supervisor or any other relevant documentation.
	Evidence of presentation of papers in conferences and publication of two papers in a recognised journal; and
	Attend the panel interview arran ed b SAAPAM.
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional desi nation certificate

Executive Academic Proffesional

Professional Designations: Executive Academic Professional- R1000.00

Professional Designation 3: Executive Academic Professional

Criteria	Details
Educational Qualification(s)	Doctor of Public Administration/ Management/Affairs, NQF Level 10.

Designation competencies	Executive Academic Professional must have the following competences:
	Contributed to scholarly debates around theories of knowledge and processes of knowledge production in public administration/management.
	Developed new methods, techniques, processes, systems, or technologies in original, creative and innovative ways appropriate to specialised and complex public administration/management context.
	Apply specialist knowledge and theory in critically reflexive, creative and novel ways to address complex practical and theoretical problems in public administration/management.
	Identify, address and manage emerging ethical issues in public administration/ affairs/management, and to advance processes of ethical decision-making, including monitoring and evaluation of the consequences of these decisions.
	Produced substantial, independent, in-depth, and publishable work which meets international standards, is considered to be new or innovative by peers, and makes a significant contribution to public affairs/ administration/management.
	Demonstrate intellectual independence, research leadership and management of research and research development in public administration/ management/ affairs.
Working experience	More than 10 years' experience in tertiary education & training/ research/public sector.
	Ten (10) years must have been spent in a public administration/management environment teaching/research/and other related work.
	More than 10 years in senior/executive management position and demonstrate personal influence and well-developed skills in the public administration area.
	Gained recognition in the field of expertise and recognised locally and internationally by the peers in the field of study.
	Demonstrate extensive ability to design and present papers in local and international conferences and authored and published more than 10 papers a recognised journal/s and coauthored more than 10 published papers in a recognised journal and authored and co-authored published books in public administration/management.

Board Examination (Optional)	Panel interview — candidates participate in a panel interview of peers identified by the Certification Committee.
CPD points	100 points over a three- ear cycle
Code of Conduct	In terms of the SAAPAM code of conduct and Ethics
RPL	For candidates who do not meet the criteria to be awarded a professional designation, SAAPAM recognises that there are various ways to demonstrate competency of acquired learning and experience.
	Therefore, SAAPAM provides for RPL procedures to obtain a professional designation. All RPL routes are measured against the SAAPAM RPL policy, competency outcomes and assessment criteria.
	The prospective applicant must submit a portfolio of evidence of his/her educational achievements and previous work experience in support of the application.
	The Portfolio of Evidence should comprise of:
	A comprehensive CV.
	Details of relevant work experience or job description indicating dates and places where experience was obtained.
	List of relevant training courses attended including name of provider, name of course, attendance dates and what was learned.
	Certified copies of all qualifications (which will be verified through SAQA's Verification Service) and/or certificates of membership of professional association.
	A testimonial from the previous employer/supervisor or any other relevant documentation.
	Evidence of presentation of papers in local and international conferences and publication of more than 5 papers in a recognised journal; and
	Attend the panel interview arran ed b SAAPAM.
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional desi nation certificate

Requirements For Application

Any person who wishes to be awarded a professional designation by SAAPAM will have to make an application to SAAPAM Board and attach the following documentation:

i. Application letter (Designation Application Form- SAAPAM)
ii. Recent Curriculum vitae with 3 references iii. Certified copies of all educational qualifications (for foreign qualifications — Proof of SAQA foreign evaluation is required) iv. Certified copy of ID document
v. Proof of CPD attendance vi. Copy of registration certificates with other professional bodies.
vii. Proof of papers presented in conferences (locally & internationally)
viii. Proof of publications in recognised journals.

SAAPAM is now empowered to confer professional designations and guide the continued professional development (CPD) of our members. All members are therefore encouraged to apply for professional designation and actively participate in CPD activities to remain compliant and contribute meaningfully to the field.