AFRICAN ASSOCIATION FOR PUBLIC ADMINISTRATION AND MANAGEMENT (AAPAM)		**ASSOCIATION AFRICAINE POUR L'ADMINISTRATION PUBLIQUE ET LE MANAGEMENT (AAAPM)**

Ref: A/AAPAM- PNSA/X-13   **11th April 2023**

Dear Sir/Madam,

REF: INVITATION TO A TRAINING OF TRAINER (TOT) PROGRAMME ORGANIZED BY GENERAL PERSONNEL COUNCIL (GPC) THROUGH THE PALESTINIAN NATIONAL SCHOOL OF ADMINISTRATION (PNSA) AND AFRICAN ASSOCIATION FOR PUBLIC ADMINISTRATION AND MANAGEMENT (AAPAM) FROM 2nd- 6TH JULY 2023 IN RAMALLAH, PALESTINE

Receive warm complements from the African Association for Public Administration and Management (AAPAM) Executive Committee, Council, and the Secretariat.

It is with great pleasure that AAPAM in collaboration with Palestinian National School of Administration (PNSA) invite your institution to nominate four (4) participants for a Training of Trainer (TOT) programme scheduled from 2nd – 6th July 2023 at the Palestine National School, Palestine. We are keen to have a gender-balanced representation from your institute and would appreciate it if you could consider this while making the nominations.

The TOT programme is designed to equip the participants with the necessary skills and knowledge to become effective trainers in their respective fields. The course will cover 3 key topics including; **Human Resources Development, Design & Development of Training Program and Effective Teaching.** After successful completion of the program the participants will be issued with a Certificates of Completion.

To be eligible for selection, the nominees must meet the following criteria please:

Age

1. Must be 24- 55 years of age

Education/ Skills and Experience

1. Must have a master's degree or enrolled in a masters degree programme
2. Must be Mid-level Management or top-level management with at least 6 years of experience
3. Young Professionals, Mid-level Management and top-level management
4. Must be recommended by head of department
5. Must be an AAPAM member

EXECUTIVE COMMITTEE: President - Dr. John Nakabago; Deputy President - Mr. Joseph Olubenga Dada,mni.; Vice Presidents: (Central Africa) - Mr. Faustin Clovis Noundjeu; (East Africa) - Mr. Ayoub Juma Kilabuka; (West Africa) - Dr. Nicholas Francis Ayamga; (North Africa) – Dr. Saleh Elsheikh; (Southern Africa) - Ms Yoliswa Makhasi; Vice President (AAPAM Headquarters) - Mr. Amos N. Gathecha; Secretary General, Dr. George Kojo Scott

6. Attendance to an AAPAM capacity building programme is an added advantage
7. Must demonstrate leadership in current capacity
8. Proficient in ICT

Country

1. Must be an African
2. Must be a current resident in an African country

Language

1. Must be proficient is speaking, reading and writing in English

Nominated candidates who meet the above criteria are required to fill the attached application form and attach the following documents:

- Completed application form
- Letter of recommendation
- Current CV 1 page only
- Copy of degree certificates
- Copy of passport
- 2 colored passport pictures

Successful applicants will be fully funded to participate in this programme. We believe that this opportunity will be of immense value to your institute and take it to greater heights. We kindly request that you send us the nominations to info@aapam.org and copy aapam@aapam.org and clifford@aapam.org by 27th April 2023 for the selection process to commence.

Thank you for considering this invitation. We look forward to hearing from you soon.

Yours sincerely,

Dr. G. K. Scott
Secretary General