

DESCRIPTION

The Higher Certificate in Management is an entry-level management qualification. The flexible structure of the qualification enables candidates to select outcomes that meet the diverse roles and responsibilities required by a range of industries in the private and public sectors. It is designed for candidates not meeting the admission requirements for degree level studies.

The Higher Certificate in Management should be structured according to the chosen elective focus areas. The various electives of the Higher Certificate in Management are indicated on page 2.

Please note: Management (MAN001), Entrepreneurship (ENT100), Fundamentals of Business Communication (FBC152) and Fundamentals of Business Studies (FBS152) are the core compulsory modules that form part of each elective.

ADMISSION REQUIREMENTS

- a Senior Certificate (SC); **OR**
- a National Senior Certificate (NSC) with a minimum of 40% in three modules, including a Home Language and a minimum of 30% in three other modules; **OR**
- a National Senior Certificate – Vocational Level 4 (NC(V));
with
- a minimum of 40% for English Home Language and 30% for First Additional Language.

NAMIBIAN STUDENTS

- Grade 12 with no less than 20 points* over 6 modules (no G's)

* Conditional admission limited as per academic quota.



MINIMUM SYSTEM REQUIREMENTS

- Wi-Fi: Reliable broadband Internet access (Wi-Fi is available on all of our campuses, but you may prefer access from home as well).
- Web browser: Edge/Chrome/Safari/Opera/FireFox.
- Computer/Laptop: A current Windows or Apple Mac computer/laptop capable of running the Office 365 software. Office 365 includes Word, Excel, PowerPoint and Outlook.

- PDF Viewer: The free Adobe Acrobat software.
- Scanning documents: Ability to scan and upload documents (typically from your cellphone or smartphone).
- Email/cellphone for notification and communication.
- Communication: A cellphone or smartphone for receiving notifications and communication.

ARTICULATION POSSIBILITIES

Vertical articulation opportunities within STADIO include:

- Diploma in Management – SAQA 117869
- Bachelor of Business Administration – SAQA 117864

Horizontal articulation opportunities within STADIO include:

- Higher Certificate in Fashion Retail – SAQA 117859
- Higher Certificate in Paralegal Studies – SAQA 117877



CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS			
ACCOUNTANCY	AVIATION MANAGEMENT *		CYBER SECURITY MANAGEMENT
DATA MANAGEMENT	DISASTER RISK MANAGEMENT	ENTREPRENEURSHIP	FLEET MANAGEMENT
FIRE TECHNOLOGY MANAGEMENT		HUMAN RESOURCES MANAGEMENT	
LOGISTICS MANAGEMENT	MARKETING MANAGEMENT		OCCUPATIONAL HEALTH & SAFETY MANAGEMENT
POLICE MANAGEMENT	PROJECT MANAGEMENT	PUBLIC SECTOR FINANCIAL MANAGEMENT	
PUBLIC SECTOR MANAGEMENT		PUBLIC SUPPLY CHAIN MANAGEMENT	
PUBLIC TRANSPORT & FLEET MANAGEMENT		RECORDS MANAGEMENT	SECURITY MANAGEMENT
TRAFFIC MANAGEMENT		VEHICLE CRIME INVESTIGATION MANAGEMENT	

* Additional industry related modules and entry requirements for Aviation Management

ELECTIVE FOCUS AREAS	1st YEAR	
ACCOUNTANCY	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Accounting for Managers I Income Tax I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) ACN100 (20 credits) TAX100 (20 credits)
AVIATION MANAGEMENT *	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Fundamentals of Aviation Management Fundamentals of Aviation Human Factors Management	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) AVM152 (20 credits) RAM152 (20 credits)
CYBER SECURITY MANAGEMENT	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Introduction to Cyber Security Cybersecurity Management and Governance	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) CYS152 (20 credits) CYM152 (20 credits)
DATA MANAGEMENT	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Introduction to Business Statistics Fundamentals of Data Management	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) BIS152 (20 credits) MDM152 (20 credits)

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS	1st YEAR	
DISASTER RISK MANAGEMENT <p>The Higher Certificate in Management with Disaster Risk and Project Management Focus equips you with essential skills in management, business communication, entrepreneurship, and practical knowledge in disaster risk reduction and project management. You will learn to support projects, plan effectively, and contribute to risk mitigation initiatives in both public and private sectors. This qualification prepares you for entry-level roles in project coordination, risk management, and organizational support, while providing a pathway to further studies in management, project management, disaster risk reduction, or related fields.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Disaster Risk Reduction I Project Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) DRR100 (20 credits) POM100 (20 credits)
ENTREPRENEURSHIP <p>The Higher Certificate in Management with an Entrepreneurship Focus equips you with essential management, business communication, and entrepreneurial skills, combined with practical knowledge in digital marketing and venture creation. You will learn to identify business opportunities, develop and launch new ventures, and apply digital marketing strategies to grow your enterprise. This qualification prepares you for entry-level roles in business and marketing, or to start your own small business, while providing a foundation for further studies in management, entrepreneurship, or business administration.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Digital Marketing Fundamentals Venture Formation	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) DMF152 (20 credits) ENA152 (20 credits)
FIRE TECHNOLOGY MANAGEMENT <p>The Higher Certificate in Management with Fire Technology Management Focus equips you with essential management and business skills, combined with practical knowledge in fire technology and fire safety management. You will gain the ability to support fire safety initiatives, emergency preparedness, and workplace risk management in both public and private sectors. This qualification prepares you for entry-level roles in fire and safety operations, emergency services, and safety compliance, while providing a foundation for further studies in management, fire safety, or occupational health and safety.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Fire Technology Management Fire Safety Management	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) FTE100 (20 credits) FSA100 (20 credits)
FLEET MANAGEMENT <p>The Higher Certificate in Management with Fleet Management Focus equips you with essential management and business skills, combined with practical knowledge in fleet operations and project management. You will learn to support the planning, coordination, and administration of vehicle fleets, ensuring operational efficiency and compliance. This qualification prepares you for entry-level roles in fleet and transport management, logistics, and operational support, while providing a foundation for further studies in management, logistics, or transport operations</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Fleet Management I Project Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) FLM100 (20 credits) POM100 (20 credits)
HUMAN RESOURCES MANAGEMENT <p>The Higher Certificate in Management with Human Resources Management Focus provides foundational skills in management, business communication, and entrepreneurship, alongside practical knowledge in human resource management and labour relations. You will learn to support HR functions, manage employee records, and assist in labour relations processes, preparing you for entry-level roles in HR, administration, and organisational support. This qualification also lays the groundwork for further studies in human resource management, business administration, or related fields.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Human Resource Management I Labour Relations I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) HRM100 (20 credits) LBR100 (20 credits)
LOGISTICS MANAGEMENT <p>The Higher Certificate in Management with Logistics Focus equips you with essential management, business communication, and entrepreneurship skills, alongside practical knowledge in logistics management and project coordination. You will learn to support supply chain operations, coordinate transport and distribution, and contribute to efficient project execution. This qualification prepares you for entry-level roles in logistics, supply chain, and operations management, while also providing a foundation for further studies in management, logistics, or related disciplines.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Logistics Management I Project Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) LOG100 (20 credits) POM100 (20 credits)

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ELECTIVE FOCUS AREAS	1st YEAR	
MARKETING MANAGEMENT <p>The Higher Certificate in Management with Marketing Focus equips you with foundational skills in management, business communication, and entrepreneurship, along with practical knowledge in marketing management and project coordination. You will learn to support marketing campaigns, coordinate projects, and contribute to business growth initiatives. This qualification prepares you for entry-level roles in marketing, sales, and operations, while providing a pathway to further studies in management, marketing, or business administration.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Marketing Management I Project Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) MAR100 (20 credits) POM100 (20 credits)
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT <p>The Higher Certificate in Management with Occupational Health and Safety Focus equips you with essential management, business communication, and entrepreneurship skills, combined with practical knowledge in health and safety management and project coordination. You will learn to support workplace safety initiatives, contribute to risk management, and assist in planning and executing projects in health and safety environments. This qualification prepares you for entry-level roles in occupational health and safety, compliance, and operational support, while providing a pathway for further studies in management, health and safety, or project management.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Health and Safety Management Project Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) HSM100 (20 credits) POM100 (20 credits)
POLICE MANAGEMENT <p>The Higher Certificate in Management with Police Management Focus equips you with foundational skills in management, business communication, and project coordination, alongside practical knowledge in policing, criminology, training management, or crime prevention. You will learn to support police operations, coordinate projects, and contribute to safer communities. This qualification prepares you for entry-level roles in police administration, community safety, and operational support, while providing a pathway for further studies in police management, law enforcement, or related public safety fields</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Project Management I Criminology I OR Training Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) POM100 (20 credits) CML100 (20 credits) OR TRM100 (20 credits)
PROJECT MANAGEMENT <p>The Higher Certificate in Management with Project Management Focus provides foundational skills in management, business communication, and entrepreneurship, combined with practical knowledge in project management and business law. You will learn to support projects from planning through execution, manage contracts and compliance, and contribute to the successful delivery of organizational initiatives. This qualification prepares you for entry-level roles in project coordination, business administration, and operational support, while providing a pathway to further studies in management, project management, or business law.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Business Law Project Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) BLA152 (20 credits) POM100 (20 credits)
PUBLIC SECTOR FINANCIAL MANAGEMENT <p>The Higher Certificate in Management with Public Sector Financial Management Focus equips you with foundational management, business communication, and entrepreneurship skills, alongside practical knowledge in public sector financial management and accounting. You will learn to support financial operations, manage budgets, and assist in ensuring transparency and compliance in public institutions. This qualification prepares you for entry-level roles in public sector finance and administration, while providing a pathway for further studies in public financial management, accounting, or business administration.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Accounting for Managers I Public Sector Financial Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) ACN100 (20 credits) PFB100 (20 credits)
PUBLIC SECTOR MANAGEMENT <p>The Higher Certificate in Management with Public Sector Management Focus equips you with essential management, business communication, and entrepreneurship skills, alongside practical knowledge in public sector management and supply chain processes. You will learn to support government operations, manage procurement and supply chain activities, and contribute to effective service delivery. This qualification prepares you for entry-level roles in public administration and supply chain management, while providing a pathway for further studies in public sector management, business administration, or related fields.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Public Sector Management I Public Supply Chain Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) PMB100 (20 credits) PSC100 (20 credits)

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ELECTIVE FOCUS AREAS	1st YEAR	
PUBLIC SUPPLY CHAIN MANAGEMENT <p>The Higher Certificate in Management with Public Supply Chain Management Focus equips you with foundational skills in management, business communication, and entrepreneurship, combined with practical knowledge in public sector financial management and supply chain operations. You will learn to support procurement, manage budgets, and contribute to efficient service delivery in government institutions. This qualification prepares you for entry-level roles in public sector finance, supply chain, and operational support, while providing a pathway for further studies in public financial management, supply chain management, or related fields.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Public Sector Financial Management I Public Supply Chain Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) PFB100 (20 credits) PSC100 (20 credits)
PUBLIC TRANSPORT AND FLEET MANAGEMENT <p>The Higher Certificate in Management with Public Transport and Fleet Management Focus equips you with essential management, business communication, and entrepreneurship skills, alongside practical knowledge in fleet management and public sector supply chain operations. You will learn to coordinate vehicle fleets, support transport operations, and contribute to efficient public service delivery. This qualification prepares you for entry-level roles in fleet, transport, and supply chain management, while providing a pathway for further studies in management, logistics, or transport operations.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Public Supply Chain Management I Fleet Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) PSC100 (20 credits) PTM100 (20 credits)
RECORDS MANAGEMENT <p>The Higher Certificate in Management with Records Management Focus equips you with essential management, business communication, and entrepreneurship skills, along with practical knowledge in records management and project coordination. You will learn to organize, maintain, and manage information and records to support organizational efficiency and compliance. This qualification prepares you for entry-level roles in records management, information governance, and administrative support, while providing a pathway for further studies in management, records, or information management.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Project Management I Records Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) POM100 (20 credits) RMP100 (20 credits)
SECURITY MANAGEMENT <p>The Higher Certificate in Management with Security Management Focus equips you with foundational skills in management, business communication, and entrepreneurship, alongside practical knowledge in security management and operational practices. You will learn to support security operations, manage risk, and ensure compliance with organizational and regulatory standards. This qualification prepares you for entry-level roles in security management, operational support, and administration, while providing a pathway for further studies in management, security, or risk management.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Security Management Fundamentals of Security Operations and Practices	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) SMF152 (20 credits) FSO152 (20 credits)
TRAFFIC MANAGEMENT <p>The Higher Certificate in Management with Traffic Management Focus equips you with foundational skills in management, business communication, and public sector operations, alongside practical knowledge in traffic police science and public sector management. You will learn to support traffic enforcement, coordinate road safety initiatives, and contribute to effective municipal operations. This qualification prepares you for entry-level roles in traffic management, public sector administration, and operational support, while providing a pathway for further studies in management, law enforcement, or public administration.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Public Sector Management I Traffic Police Science	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) PMB100 (20 credits) TPS100 (20 credits)
VEHICLE CRIME INVESTIGATION MANAGEMENT <p>The Higher Certificate in Management with Vehicle Crime Investigation Focus equips you with foundational skills in management, business communication, and public sector administration, alongside practical knowledge in vehicle crime investigation and relevant legislation. You will learn to support investigative processes, ensure compliance with legal frameworks, and contribute to preventing and addressing vehicle-related crimes. This qualification prepares you for entry-level roles in law enforcement, vehicle crime investigation, and operational support, while providing a pathway for further studies in policing, management, or public safety.</p>	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Vehicle Crime Investigation Management Vehicle Crime-Related Legislation	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) VCM152 (20 credits) VCL152 (20 credits)
CREDITS PER YEAR	120	

CAREER OPPORTUNITIES

ACCOUNTANCY	AVIATION MANAGEMENT*	CYBER SECURITY MANAGEMENT	DATA MANAGEMENT
JUNIOR ADMINISTRATOR	AVIATION OPERATIONS ASSISTANT	CYBERSECURITY ASSISTANT (ENTRY-LEVEL)	DATA CLERK
MANAGEMENT ASSISTANT	JUNIOR MANAGEMENT ASSISTANT (AVIATION OR BUSINESS)	IT SUPPORT OFFICER	BUSINESS ANALYST ASSISTANT (ENTRY-LEVEL)
BUSINESS SUPPORT OFFICER	CUSTOMER SERVICE OFFICER (AIRLINE / AVIATION SECTOR)	JUNIOR MANAGEMENT ASSISTANT	JUNIOR MANAGEMENT ASSISTANT
FINANCE / ACCOUNTS CLERK	AVIATION SUPPORT COORDINATOR	CYBERSECURITY COMPLIANCE OFFICER (ENTRY-LEVEL)	OPERATIONS SUPPORT OFFICER
ENTREPRENEUR (SMALL BUSINESS OWNER)	SALES OR ADMINISTRATIVE CLERK (AVIATION SERVICES)	BUSINESS SUPPORT OFFICER (IT/TECH SECTOR)	MARKETING OR SALES ANALYST ASSISTANT
CUSTOMER SERVICE COORDINATOR	ENTREPRENEUR (TRAVEL-RELATED BUSINESS)	ENTREPRENEUR (TECH OR SECURITY SERVICES)	ENTREPRENEUR (DATA-DRIVEN VENTURES)
SALES OR RETAIL SUPERVISOR	HUMAN FACTORS ASSISTANT	INFORMATION SECURITY CLERK	REPORTING OFFICER
TAX ASSISTANT (ENTRY-LEVEL)	ENTREPRENEUR (AVIATION)	CYBERSECURITY ANALYST (ENTRY-LEVEL)	DATA ADMINISTRATOR
DISASTER RISK MANAGEMENT	ENTREPRENEURSHIP	FIRE TECHNOLOGY MANAGEMENT	FLEET MANAGEMENT
PROJECT COORDINATOR (ENTRY-LEVEL)	JUNIOR MARKETING ASSISTANT	FIRE SAFETY OFFICER (ENTRY-LEVEL)	FLEET ADMINISTRATOR (ENTRY-LEVEL)
DISASTER RISK SUPPORT OFFICER	ENTREPRENEUR / SMALL BUSINESS OWNER	FIRE TECHNOLOGY ASSISTANT	TRANSPORT OPERATIONS ASSISTANT
OPERATIONS SUPPORT OFFICER	BUSINESS DEVELOPMENT ASSISTANT	OCCUPATIONAL HEALTH AND SAFETY ASSISTANT	JUNIOR PROJECT COORDINATOR
JUNIOR MANAGEMENT ASSISTANT	SALES AND MARKETING OFFICER (ENTRY-LEVEL)	EMERGENCY SERVICES SUPPORT OFFICER	LOGISTICS SUPPORT OFFICER
EMERGENCY SERVICES ADMINISTRATOR	STARTUP SUPPORT OFFICER	JUNIOR FIRE RISK MANAGEMENT COORDINATOR	FLEET SAFETY AND COMPLIANCE OFFICER (ENTRY-LEVEL)
COMMUNITY DEVELOPMENT OFFICER (ENTRY-LEVEL)	OPERATIONS ASSISTANT (SMALL BUSINESS OR SME)	FACILITIES SAFETY OFFICER (ENTRY-LEVEL)	OPERATIONS ASSISTANT (TRANSPORT OR LOGISTICS)
ENTREPRENEUR (PROJECT- OR RISK-FOCUSED VENTURES)	VENTURE SUPPORT ANALYST	ENTREPRENEUR (FIRE AND SAFETY SERVICES)	ENTREPRENEUR (FLEET OR TRANSPORT SERVICES)
PROJECT ASSISTANT (ENTRY-LEVEL)	JUNIOR DIGITAL MARKETING COORDINATOR		FLEET COORDINATOR (ENTRY-LEVEL)
HUMAN RESOURCES MANAGEMENT	LOGISTICS MANAGEMENT	MARKETING MANAGEMENT	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT
HR ASSISTANT / ADMINISTRATOR (ENTRY-LEVEL)	LOGISTICS / SUPPLY CHAIN ASSISTANT (ENTRY-LEVEL)	MARKETING ASSISTANT (ENTRY-LEVEL)	HEALTH AND SAFETY OFFICER (ENTRY-LEVEL)
LABOUR RELATIONS ASSISTANT	TRANSPORT AND DISTRIBUTION COORDINATOR	SALES SUPPORT OFFICER	OCCUPATIONAL HEALTH AND SAFETY ASSISTANT
PAYROLL / HR CLERK	WAREHOUSE / OPERATIONS SUPPORT OFFICER	PROJECT COORDINATOR / ASSISTANT (MARKETING PROJECTS)	PROJECT ASSISTANT (SAFETY PROJECTS)
TRAINING AND DEVELOPMENT SUPPORT OFFICER	PROJECT ASSISTANT (LOGISTICS PROJECTS)	MARKETING COORDINATOR (ENTRY-LEVEL)	OPERATIONS SUPPORT OFFICER
OPERATIONS SUPPORT OFFICER.	PROCUREMENT / PURCHASING CLERK (ENTRY-LEVEL)	BRAND OR COMMUNICATIONS ASSISTANT	COMPLIANCE CLERK (HEALTH & SAFETY)
EMPLOYEE ENGAGEMENT COORDINATOR (ENTRY-LEVEL)	FLEET AND TRANSPORT ADMINISTRATOR	CUSTOMER RELATIONS OFFICER	FACILITIES SAFETY OFFICER (ENTRY-LEVEL)
ENTREPRENEUR (HR CONSULTANCY)	ENTREPRENEUR (LOGISTICS OR SUPPLY SERVICES)	MARKET RESEARCH ASSISTANT	ENTREPRENEUR (SAFETY SERVICES)
ENTREPRENEUR (SMALL BUSINESS)	PROJECT COORDINATOR (LOGISTICS PROJECTS)	ENTREPRENEUR (MARKETING SERVICES)	PROJECT COORDINATOR (SAFETY PROJECTS)

CAREER OPPORTUNITIES

POLICE MANAGEMENT	PROJECT MANAGEMENT	PUBLIC SECTOR FINANCIAL MANAGEMENT	PUBLIC SECTOR MANAGEMENT
POLICE ADMINISTRATIVE ASSISTANT (ENTRY-LEVEL)	PROJECT COORDINATOR (ENTRY-LEVEL)	JUNIOR FINANCIAL ADMINISTRATOR (PUBLIC SECTOR)	JUNIOR PUBLIC ADMINISTRATION OFFICER
PROJECT ASSISTANT / COORDINATOR (POLICE PROJECTS)	JUNIOR MANAGEMENT ASSISTANT	ACCOUNTING ASSISTANT	PROCUREMENT / SUPPLY CHAIN ASSISTANT (PUBLIC SECTOR)
CRIME PREVENTION SUPPORT OFFICER	OPERATIONS SUPPORT OFFICER	BUDGET SUPPORT OFFICER (ENTRY-LEVEL)	OPERATIONS SUPPORT OFFICER
TRAINING ADMINISTRATION ASSISTANT (POLICE/TRAINING UNITS)	PROJECT ASSISTANT (ENTRY-LEVEL)	TREASURY / FINANCE CLERK	PROJECT SUPPORT OFFICER (PUBLIC SECTOR PROJECTS)
OPERATIONAL SUPPORT OFFICER	COMPLIANCE OR CONTRACT CLERK	OPERATIONS SUPPORT OFFICER	COMPLIANCE OR REGULATORY CLERK
JUNIOR CRIME ANALYST (ENTRY-LEVEL)	BUSINESS ADMINISTRATION ASSISTANT	REVENUE / TAX ASSISTANT	COMMUNITY LIAISON
ENTREPRENEUR (SECURITY / TRAINING SERVICES)	ENTREPRENEUR (PROJECT-BASED VENTURES)	ENTREPRENEUR (FINANCIAL SERVICES SUPPORT)	ENTREPRENEUR (PUBLIC SECTOR CONSULTANCY SERVICES)
POLICE ADMINISTRATIVE CLERK (ENTRY-LEVEL)	PROJECT DOCUMENTATION OFFICE	ACCOUNTING CLERK	SERVICE DELIVERY ASSISTANT
PUBLIC SUPPLY CHAIN MANAGEMENT	PUBLIC TRANSPORT & FLEET MANAGEMENT	RECORDS MANAGEMENT	SECURITY MANAGEMENT
PROCUREMENT ASSISTANT (PUBLIC SECTOR)	FLEET COORDINATOR (PUBLIC SECTOR)	RECORDS CLERK (ENTRY-LEVEL)	SECURITY OFFICER (ENTRY-LEVEL)
JUNIOR FINANCIAL ADMINISTRATOR (PUBLIC SECTOR)	TRANSPORT OPERATIONS ASSISTANT	PROJECT ASSISTANT / COORDINATOR	SECURITY ADMINISTRATION ASSISTANT
BUDGET / TREASURY SUPPORT OFFICER	PROCUREMENT / SUPPLY CHAIN ASSISTANT (TRANSPORT)	INFORMATION MANAGEMENT SUPPORT OFFICER	OPERATIONS SUPPORT OFFICER (SECURITY)
OPERATIONS SUPPORT OFFICER	OPERATIONS SUPPORT OFFICER	DOCUMENT CONTROL CLERK	RISK AND SAFETY ASSISTANT
COMPLIANCE CLERK (PROCUREMENT AND FINANCE)	LOGISTICS / INVENTORY ASSISTANT	OPERATIONS SUPPORT OFFICER	FACILITIES SECURITY ASSISTANT
LOGISTICS / INVENTORY ASSISTANT	PROJECT SUPPORT OFFICER (TRANSPORT / FLEET PROJECTS)	COMPLIANCE ASSISTANT (RECORDS / DATA GOVERNANCE)	COMPLIANCE CLERK (SECURITY STANDARDS)
ENTREPRENEUR (PUBLIC SECTOR CONSULTANCY SERVICES)	ENTREPRENEUR (FLEET OR TRANSPORT SERVICES)	ENTREPRENEUR (RECORDS OR INFORMATION SERVICES)	ENTREPRENEUR (SECURITY SERVICES)
SUPPLY CHAIN ASSISTANT (PUBLIC SECTOR)	FLEET ADMINISTRATOR (PUBLIC SECTOR)	RECORDS ADMINISTRATOR (ENTRY-LEVEL)	SECURITY COORDINATOR (ENTRY-LEVEL)
TRAFFIC MANAGEMENT	VEHICLE CRIME INVESTIGATION MANAGEMENT		
TRAFFIC CONTROL ASSISTANT (ENTRY-LEVEL)	VEHICLE CRIME INVESTIGATOR ASSISTANT (ENTRY-LEVEL)		
JUNIOR TRAFFIC ADMINISTRATION OFFICER	POLICE ADMINISTRATIVE / RECORDS ASSISTANT		
PUBLIC SECTOR ADMINISTRATIVE ASSISTANT	COMPLIANCE OR LEGAL SUPPORT CLERK		
OPERATIONS SUPPORT OFFICER	OPERATIONS SUPPORT OFFICER (LAW ENFORCEMENT)		
COMMUNITY LIAISON OFFICER (TRAFFIC / ROAD SAFETY)	JUNIOR CRIME ANALYST (VEHICLE CRIME)		
COMPLIANCE CLERK (TRAFFIC AND PUBLIC SECTOR)	COMMUNITY SAFETY OFFICER		
ENTREPRENEUR (TRAFFIC / ROAD SAFETY SERVICES)	ENTREPRENEUR (INVESTIGATION SERVICES)		
TRAFFIC OFFICER (ENTRY-LEVEL)	ENTREPRENEUR (SECURITY SERVICES)		