



Knowledge, Skills, and Abilities for the Public Sector

- Knowledge of the principles and practices of public administration and management
- Ability to communicate effectively, as demonstrated by skills in negotiating, conducting meetings, briefing senior policy officials, and presenting clear and concise analysis of information gathered from a wide variety of sources
- Ability to analyze problems and assess the practical implications of alternative solutions
- Skill in a range of analytical techniques
- Skill in gathering, assembling, researching, and analyzing sources of information
- Project management skills to establish objectives; develop guidelines, procedures and schedules; set priorities; coordinate resources and activities; develop and evaluate budget; plan and supervise the work of others
- Ability to manage projects in a multicultural team environment
- Capacity to employ knowledge, skills, and abilities in the resolution of problems
- Ability to establish goals and objectives
- Ability to deal with vendors, customers, and the public
- Networking skills
- Attention to detail
- Creative thinking