

A Brief History of ALMA

ALMA was born out of a crying need for leaders of integrity to spearhead Africa's transformation from spiritual, social and moral bankruptcy along with its economic oppression to mention but a few. This need was addressed at the second Pan African Christian Leadership Assembly (PACLA II) held in 1994 in Nairobi, Kenya. Christian leaders from many countries and denominations across Africa came together to discuss issues related to the effectiveness of leadership practice in the African context. Among the questions asked was: *What is the greatest need in Africa today?* The unanimous answer was *Leadership!* This then led to the second question: *What are we going to do about it?* The answer to this second question was to start a school of Leadership and Management that trains leaders for the highest levels of government, business and community work in Africa. That school is Africa Leadership and Management Academy (ALMA).

Our Mission

ALMA offers a post-graduate programme leading to a Master of Arts in Leadership and Management Degree. The program is aimed at leaders, professional and business people who have attained a first degree or equivalent.

Mission statement

ALMA is committed to building leaders of integrity who will spearhead the spiritual, social, moral and economic transformation of Africa and the world.

To achieve this vision ALMA will:

1. Offer a Masters level course in Leadership and Management that will train leaders to integrate contemporary leadership and management practice with biblical principles within the African context.
2. Offer short enrichment seminars to leaders in government, business and the community that will stimulate ongoing development in them as leaders of integrity in their communities.
3. Develop a world-class resource centre in terms of books, periodicals and archival material that will enable leaders to do original research on leadership issues facing Africa.
4. Give practical learner-centred education, which allows leaders to continue leading within their life and work contexts.
5. Focus on transformation as the core of the leadership development process.

Instruction for application process
MA in Leadership and Management

Thank you for your interest in **Africa Leadership and Management Academy (ALMA)** and the Masters of Arts in Leadership and Management studies. Please give the completion of these items thoughtful consideration.

Requirements

All applicants must meet the following minimum criteria to be considered for admission to the master's programme.

1. A first degree or an equivalent qualification from an accredited institution. The applicant should have a minimum grade point average (GPA) of 3.0 on a 4.0 scale, or at least a second class honours (lower division). If the applicant has a GPA of 2.5 to 3.0 he/she may be considered for admission. However, if his GPA is below 2.5 or is a "pass", the Admissions Committee will not consider him.
2. Applicants whose primary language of training is not English are required to take the **Test of English as a Foreign Language (TOEFL)** or **English Language Testing Services (ELTS)**.
3. At least 2 years relevant professional experience in a position of leadership.
4. Evidence of reasonable potential to successfully complete the Masters Programme.

Procedure

An applicant will be considered for admission to the Masters programme after receipt of the following:

1. Completed application form along with all the necessary attachments.
2. Non-refundable application fee made payable to ALMA.
3. Personal goals statement including long-range professional and scholarly interests.
4. A computer literacy survey is required of all applicants, due to the nature of our program.
5. Two letters of recommendation attesting to the applicant's ability to pursue and complete advanced graduate work as an independent learner, as well as the applicant's leadership potential. The requests for recommendations are the personal responsibility of the applicant. The recommendations should be mailed directly to the Registrar at ALMA.
6. A current resume or curriculum vitae indicating employment history and career stability, accomplishments, and education. This resume must reflect at least two years of professional experience as a leader. If possible

also include copies of any previously published materials.

7. Official transcripts from all previous colleges and universities attended, regardless of number courses or the nature of the work taken. The applicant is responsible for contacting institutions attended and requesting official transcripts to be forwarded to the Registrar at **ALMA**. Two transcript request forms are included in this packet. Please make copies as necessary.
8. An official copy of the test score results from the **TOEFL** or **ELTS** exam, if applicable.
9. Other materials as may be requested in individual cases to assist in the admission decision

It is the applicant's responsibility to follow up on the completion of these application materials. Upon receipt of all application materials, the applicant will receive acknowledgement from our office. Final decisions on MA applications will be made once the application file is complete.

Admissions office contact information

If questions arise regarding the admissions process, please contact the registrar.

Email alma@alma.co.zw
Fax +263 - 4 - 300891

Web site www.africaleader.org
Telephone +263-4-300645/704/738

Postal address

The Registrar
ALMA
P O Box MP 1172
Mount Pleasant
Harare
Zimbabwe

Physical address

ALMA
33 Marlborough Drive
Marlborough
Harare
Zimbabwe

Check list for completion of the MA application

- Admission application
- Application fee
- 2 Passport size photos
- Personal goals statement
- Two professional recommendation forms
- Current resume/curriculum vitae
- Request all official transcripts
- Request official TOEFL or ELTS test scores (if required)
- Certified copies of all relevant certificates.

ALMA reserves the right to change, without notice, any statement within its publications concerning, but not limited to, policy, fees, curricula, and additional admissions materials or requirements.

Admission Application Personal Goals Statement

ALMA is a Christian graduate institution. Our student's goals should harmonize with the mission of ALMA in the area of academic excellence, professional competence and spiritual development. To assist us in your evaluation, please complete this personal goals statement as part of the admission procedure. Strive for clarity and specificity. The Admissions Committee will review these goals. Note: Webster's Dictionary defines a goal as "the end towards which effort is directed; to forecast for one's future."

Please type in black ink on a separate sheet (3 to 5 pages).

- A. Develop a summary of the overall goal you have for your life.
- B. Describe your personal background including family, friends, community and church.
- C. Academic and professional goals
 1. What are your academic/educational goals following your time at ALMA?
 2. Summarize the most significant experiences and achievements of your life.
 3. Indicate your greatest strengths, interests and abilities and describe their relationship to your professional goals.
- D. What would you consider to be your strength's and weaknesses?

Professional Recommendation MA in Leadership and Management

Type or print in block capitals

To the applicant: Please give this form to a professional colleague.

Applicant's Name _____

Address _____

City _____ Country _____

- I waive my right to review this recommendation when completed and understand it will remain confidential.
- I do not waive my right to review this recommendation.

Applicants signature _____ Date _____

To the Recommender: the person named above is applying to Africa Leadership and Management Academy (ALMA) and has requested your recommendation. ALMA is a Post-graduate level institution committed to building leaders of integrity for society based on Christian principles. Your thoughtful and candid responses will assist us in our admissions evaluation.

1. How long have you known the applicant and in what capacity? _____

2. How well do you know the applicant?

- | | |
|--|---|
| <input type="checkbox"/> By name/sight

<input type="checkbox"/> Casually- few personal contacts | <input type="checkbox"/> Fairly well-numerous personal contacts

<input type="checkbox"/> Very close relationship |
|--|---|

3. Please evaluate the applicant's qualifications by circling the appropriate numbers.

- | | 1 – Superior | 2-Above average | 3-Average | 4-Below average | 5-Poor |
|--|--------------|-----------------|-----------|-----------------|--------|
| Reliability (dependability, responsibility) | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> No chance to observe | | | | | |
| Maturity (personal development, Ability to cope with life situations) | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> No chance to observe | | | | | |
| Emotional Stability (poise, mood stability, Reaction to stress) | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> No chance to observe | | | | | |

Judgement (ability to analyse a problem) 1 2 3 4 5

No chance to observe

Oral expression (clarity, coherence) 1 2 3 4 5

No chance to observe

Interpersonal relationships (cooperation, Attitudes toward supervision, rapport) 1 2 3 4 5

No chance to observe

Empathy (sensitivity to the needs of others) 1 2 3 4 5

No chance to observe

Leadership (competence, self confidence) 1 2 3 4 5

No chance to observe

Personal appearance (cleanliness, grooming) 1 2 3 4 5

No chance to observe

Work habits (perseverance, resourcefulness, Initiative) 1 2 3 4 5

No chance to observe

Integrity (honesty, moral character) 1 2 3 4 5

No chance to observe

4. Please assess the applicant's ability to comprehend, write and speak English. (Tick one)

Listening Comprehension Excellent Good No Ability No Chance to Observe

Writing Excellent Good No Ability No Chance to Observe

Speaking Excellent Good No Ability No Chance to Observe

Do you recommend this applicant to ALMA? (Please put a tick in front of your choice)

Highly recommend Recommend Recommend with reservations Do not recommend

Signature _____ Date _____

Recommender's name _____ Title _____

Department _____ institution/organization _____

Address _____

Telephone _____ email _____ Fax _____

To the recommender: Please place these pages in an envelope and seal it. Then write your signature on the back and mail the recommendation to ALMA or send it through the applicant. Thank you for taking the time to complete and return this recommendation.

Personal Details

A. SPECIAL INSTRUCTIONS:

1. This application form must be accompanied by a non-refundable fee before it can be processed.

Please attach a recent 2x2 inch photograph of yourself – full face, head and shoulders

B. PERSONAL INFORMATION

Title: Mr. Mrs. Miss.
Other _____

Name: _____
Last First Middle

Postal Address: _____
Box City/Town Country

Physical Address _____

Telephone: Home: _____ Office: _____

Email address: _____ Fax: _____

Date of Birth: ____/____/____ Nationality: _____

Marital Status: _____ Date of Marriage: _____

Name of Employer _____

Date of Employment _____ Position _____

Employers Contact Address _____

Telephone _____ Fax _____ Email _____

Next of Kin _____

Contact Address _____

Telephone _____ Fax _____ Email _____

A. **MEDICAL INFORMATION**

1. When did you last take a full medical check-up? _____
2. Do you have any allergies, disabilities or other conditions, which you are being treated for?

B. **FINANCIAL INFORMATION**

1. How do you plan to meet your financial expenses at ALMA? Please explain _____

a) Personal: _____ Annually

b) From sponsors: I. _____ Annually

11. _____ Annually

Total: _____ Annually

This section to be completed by sponsored students only

Name of Sponsor _____

Sponsors Address _____

Telephone _____ Fax _____ Email _____

C. **EDUCATIONAL BACKGROUND**

Educational institutions attended since high school:

Institution	Country	Major	Degree or Hours Earned Undergraduate	Degree or Hours Earned Graduate	GPA or Grade	Dates Attended

1. List all academic and non-academic honours and distinctions you have received.

2. Please note that it is the responsibility of the applicant to ensure that official transcripts are sent directly to the **ALMA Registrar** from the Academic Registrar of each post-secondary school attended. A transcript can be collected and mailed to ALMA by the applicant in cases where the institution attended is unable to do this in time to meet the application deadlines set by ALMA. All transcripts are to be mailed to: **The Registrar, Africa Leadership & Management Academy, P. O. Box MP 1172, Mount Pleasant, Harare, Zimbabwe.**

3. In what language(s) did you receive your education?

a) _____ b) _____

4. Have you taken the Test of English as a Foreign Language (TOEFL) or the English Language Testing Service (ELTS)? ___ Yes ___ No

If so, where? _____

Date: _____ Score _____

(Note: if your university education was not in English, you will have to take the TOEFL exam or ELTS – English Language Testing Service).

5. What computer packages are you able to use? _____

How did you find out about ALMA? _____

D. COMMITMENT

I have answered every question to the best of my knowledge. I have not withheld any information that would be useful to the Admissions Committee in the evaluation of this application.

Signed: _____ Date: _____

