



**TECHNICAL REPORT
ON
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**

**HELD AT
ILORIN SOUTH LOCAL GOVERNMENT COUNCIL
PAKE AREA, ILORIN, KWARA STATE.
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**SUBMITTED TO
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DEDICATION

This work is dedicated to the Almighty God, for their love, mercies, guidance and protection during and even after this work.

This work is also dedicated to my entire lecturer, lovely and caring parents and wonderfully brothers and sisters for their love, support and encouragement.

ACKNOWLEDGEMENT

I wish to express my profound gratitude to God Almighty for His guidance, protection, and strength throughout the period of my industrial training.

My sincere appreciation goes to the Chairman and management of Ilorin South Local Government Council for providing me with the opportunity to undergo my industrial training in their esteemed organization.

I am deeply indebted to my industry-based supervisor, for the mentorship, guidance, and constructive criticism that helped shape my professional growth during the training period.

My heartfelt gratitude also goes to my academic supervisor and the SIWES Coordinator, for their valuable advice and support.

I would like to acknowledge the staff of Ilorin Local Government Council, particularly those in the Department of Administrative for their cooperation, patience, and willingness to impart knowledge during my stay.

Finally, I appreciate my family members, friends, and colleagues for their moral support and encouragement throughout this program.

ABSTRACT

This report documents my sixteen-week Student Industrial Work Experience Scheme (SIWES) program undertaken at ILORIN SOUTH LOCAL GOVERNMENT COUNCIL from August 2024 to December, 2024. The industrial training aimed at bridging the gap between theoretical knowledge acquired in the classroom and practical application in a real-world public administration setting. The report provides a comprehensive account of the structure and functions of the local government council, details of activities performed during the training period, skills acquired, challenges encountered, and recommendations for improvement.

During the training period, I was attached to various departments including the Administrative Department, Finance and Supply Department, Works Department, and Community Development Department. This rotation provided me with broad exposure to local government operations. I participated in administrative procedures, council meetings, community development projects, budget preparation processes, and public service delivery initiatives. The training enhanced my understanding of public administration principles, developed my technical and soft skills, and provided insights into the challenges and realities of local government administration in Nigeria.

This experience has significantly contributed to my professional development, improved my problem-solving abilities, and strengthened my practical knowledge of public administration. The report concludes with recommendations for improving both the SIWES program and local government administration based on observations and experiences gained during the training period..

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CHAPTER ONE:

INTRODUCTION

1.1 Background of the Study

The Student Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Fund (ITF) to bridge the gap between theoretical knowledge acquired in academic institutions and practical skills required in the workplace. For students of Public Administration, this program provides a unique opportunity to understand the practical aspects of governance and administration at various levels of government.

The SIWES program is designed to expose students to professional work methods, technological advancements in their field, and the organizational structure of public institutions. This exposure helps students develop relevant skills, gain practical experience, and prepare for future career opportunities in public service.

Public Administration as a field of study focuses on the implementation of government policies and the management of public programs. The practical application of these concepts is best understood through direct observation and participation in public institutions such as local government councils, which serve as the third tier of government and the closest to the grassroots.

1.2 Brief History of the Ilorin South Local Government Council

Ilorin South Local Government Council is one of the 16 local government areas in Kwara State, Nigeria. Here's a concise history of the council, Ilorin South Local Government was created in 1991 during the local government reforms under the military administration of

General Ibrahim Babangida. It was carved out from the former Ilorin Local Government Area as part of efforts to bring governance closer to the people.

The local government area is headquartered in Fufu and encompasses several important communities including parts of Ilorin metropolis, Akanbi, Okaka, and surrounding settlements. It covers an area of approximately 174 square kilometers.

Ilorin South is primarily inhabited by Yoruba people, particularly the Ilorin Yoruba who have a unique cultural identity influenced by both Yoruba and Islamic traditions. The area has a rich cultural heritage, with the Emir of Ilorin traditionally having significant influence over the region.

Since its creation, Ilorin South has been administered by various chairmen and caretaker committees. The local government functions under the Nigerian three-tier government system, with responsibilities for primary education, healthcare, agriculture, and local infrastructure development.

Over the years, the local government has experienced gradual development with various infrastructure projects and community development initiatives. It continues to play an important role in the administration and development of the greater Ilorin area.

The organizational structure of the council follows a hierarchical pattern with the Chairman at the apex, followed by the Vice Chairman, Secretary to the Local Government, Head of Local Government Administration, Heads of Departments, and other administrative staff. The council operates through various departments including Administration, Finance and Supply, Works, Agriculture, Health, Education, and Community Development.

1.3 Objectives of the Industrial Training

The objectives of my industrial training at Ilorin South Local Government Council were:

1. To gain practical knowledge and experience in public administration at the local government level.
2. To understand the organizational structure, functions, and operations of a local government council.
3. To develop technical skills in administrative procedures, document management, and public service delivery.
4. To acquire soft skills in communication, teamwork, problem-solving, and professional conduct.
5. To observe and understand the decision-making processes in a public institution.
6. To apply theoretical concepts learned in the classroom to real-world administrative situations.
7. To identify challenges in local government administration and understand strategies for addressing them.

CHAPTER TWO:

LITERATURE REVIEW

2.1 Theoretical Framework of Public Administration

Public Administration as a discipline encompasses various theories that explain the functioning of public institutions. These theories provide frameworks for understanding administrative processes, organizational behavior, decision-making, and policy implementation in public organizations.

The Bureaucratic Theory, propounded by Max Weber, emphasizes the importance of hierarchy, division of labor, rules and regulations, and impersonality in achieving organizational efficiency. This theory is evident in the hierarchical structure of local government councils where there is a clear chain of command from the Chairman down to the junior staff.

The Human Relations Theory, developed by Elton Mayo, focuses on the human aspect of administration, emphasizing motivation, leadership, communication, and group dynamics. This theory recognizes that employee satisfaction and involvement lead to improved performance, which is crucial for effective service delivery in local government administration.

The Systems Theory views organizations as systems with interconnected parts working together to achieve common objectives. In local government administration, this theory helps

in understanding how different departments and units interact and collaborate to fulfill the council's mandate.

2.2 Functions of Local Government Councils

Local government councils in Nigeria perform various functions as stipulated in the Fourth Schedule of the 1999 Constitution (as amended). These functions include:

1. Economic Functions: Collection of rates, issuance of licenses, establishment and maintenance of cemeteries, markets, motor parks, and public conveniences.
2. Social Functions: Provision of primary education, development of agriculture and natural resources, and provision of health services such as maternity centers, dispensaries, and primary health care centers.
3. Political Functions: Participation in governance at the grassroots level, mobilization of the rural population for development, and provision of a training ground for political leadership.
4. Administrative Functions: Registration of births, deaths, and marriages, naming of roads and streets, numbering of houses, and assessment of privately owned buildings for tenement rates.
5. Maintenance of Law and Order: Maintenance of law and order in collaboration with state authorities, and establishment of local security outfits.

2.3 Challenges of Local Government Administration

Local government administration in Nigeria faces numerous challenges that hinder effective service delivery and grassroots development. These challenges include:

1. Financial Constraints: Inadequate funding, over-reliance on federal allocations, poor internally generated revenue, and financial mismanagement affect the capacity of local governments to fulfill their constitutional responsibilities.
2. Political Interference: Excessive control by state governments, political instability, and frequent changes in leadership disrupt administrative continuity and undermine local autonomy.
3. Human Resource Issues: Inadequate skilled personnel, poor staff motivation, nepotism in recruitment, and lack of training opportunities affect the quality of human resources in local government administration.
4. Corruption and Mismanagement: Embezzlement of funds, inflation of contracts, ghost workers syndrome, and other corrupt practices divert resources meant for development projects.
5. Poor Infrastructure: Inadequate office accommodation, obsolete equipment, and poor maintenance culture affect the working environment and service delivery.

CHAPTER THREE:

ACTIVITIES UNDERTAKEN DURING THE SIWES PROGRAM

3.1 Departments Visited/Worked In

During my SIWES program at Ilorin South Local Government Council, I was rotated through various departments to gain comprehensive exposure to local government operations. The departments I worked in include:

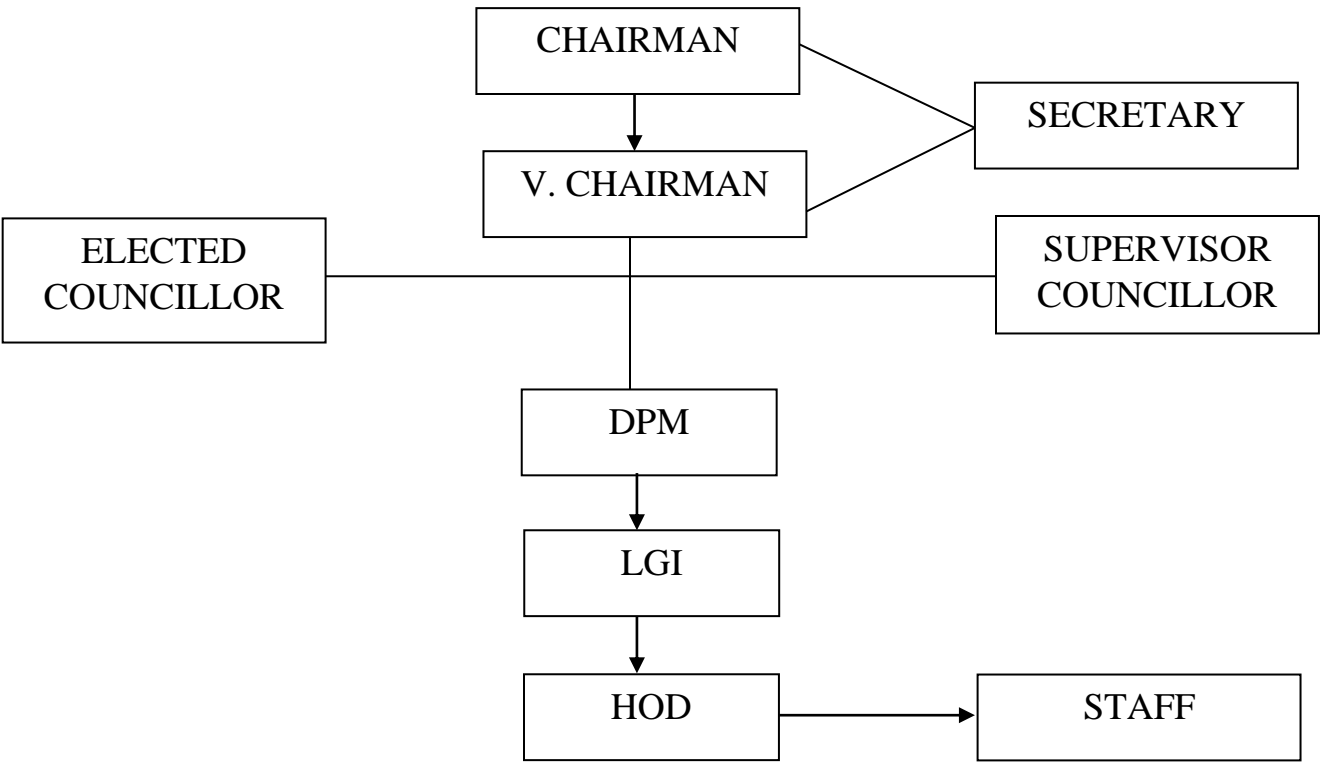
Administrative Department: The Administrative Department serves as the nerve center of the local government, coordinating activities of all other departments. It is headed by the Head of Local Government Administration (HOLGA) and comprises units such as General Administration, Personnel Management, Council Affairs, and Information. The department manages staff affairs, council meetings, official correspondence, and public relations.

Finance and Supply Department: This department is responsible for financial management, revenue generation, expenditure control, and procurement of goods and services. It is divided into units including Treasury, Revenue, Expenditure, and Store. The department prepares budgets, maintains financial records, processes payments, and manages the council's assets.

Works Department: The Works Department oversees infrastructure development and maintenance within the local government area. It handles road construction and maintenance, building projects, water supply, and other public utilities. The department

conducts site inspections, prepares bill of quantities, supervises contractors, and ensures quality control in project execution.

3.2 ORGANOGRAM OF THE ORGANIZATION



3.3 Daily/Weekly Activities

During my sixteen-week industrial training, I was involved in various activities that provided practical exposure to local government administration. My daily and weekly activities included:

Week 1- 4 (Administrative Department):

- Assisted in drafting official correspondence and memos
- Participated in staff meetings and took minutes

- Filed and retrieved documents from the registry

Week 5-8 (Finance and Supply Department):

- Observed the revenue collection process
- Assisted in preparing payment vouchers
- Participated in budget preparation meetings
- Helped in updating financial records

Week 9-12 (Works Department):

- Participated in community needs assessment
- Helped in documenting project specifications
- Observed the tendering process for contracts

3.4 Administrative Processes Observed

During my SIWES program, I observed various administrative processes that are essential for the functioning of a local government council. These processes include:

Decision-Making Process: Decision-making at the local government level follows a hierarchical pattern. Major policy decisions are made by the Executive Committee comprising the Chairman, Vice Chairman, and Supervisory Councilors. Administrative decisions are made by the Head of Local Government Administration in consultation with Heads of Departments. The process involves problem identification, information gathering, consultation with relevant stakeholders, deliberation, and implementation.

Budget Preparation and Implementation: The budget process begins with a call circular from the Finance Department requesting departmental estimates. Each department submits its budget proposal, which is reviewed by the Budget Committee. A draft budget is prepared and

presented to the Executive Committee for approval before submission to the Legislative Council for deliberation and passage. Once approved, the budget is implemented by the various departments under the supervision of the Finance Department.

CHAPTER FOUR: SKILLS

ACQUIRED AND EXPERIENCES GAINED

4.1 Technical Skills

During my SIWES program at Ilorin South Local GOVERNMENT COUNCIL, I acquired several technical skills that are essential for effective performance in public administration.

These skills include:

Administrative Skills: I developed proficiency in administrative procedures such as memo writing, report preparation, minute writing, filing systems, and official correspondence. I learned how to draft various official documents including minutes of meetings, reports, memos, and letters following standard formats and protocols.

Document Management: I acquired skills in document classification, filing, retrieval, and preservation. I learned how to use the registry system, maintain file indexes, track document movement, and ensure confidentiality of sensitive information. I also gained experience in digitizing documents and using electronic document management systems.

Budget Preparation and Analysis: I developed skills in budget preparation, analysis, and monitoring. I learned how to compile departmental estimates, prepare budget proposals.

Project Management: I acquired skills in project planning, implementation, monitoring, and evaluation. I learned how to conduct needs assessment, develop project proposals, prepare work plans, monitor project progress, and evaluate project outcomes. I also gained knowledge in contract management and quality assurance in project execution.

Data Collection and Analysis: I developed skills in collecting, organizing, analyzing, and presenting data for decision-making. I learned how to design data collection instruments, conduct surveys, compile statistics, generate reports, and present findings using tables, charts, and graphs.

Administrative Software and Tools: I gained proficiency in using various administrative software and tools including Microsoft Office Suite (Word, Excel, PowerPoint), accounting software, document management systems, and communication tools. I also learned how to use specialized software for budget preparation, project management, and inventory control.

Teamwork and Collaboration: Working in different departments exposed me to the importance of teamwork and collaboration in achieving organizational goals. I learned how to work effectively with diverse team members, contribute to group discussions, respect different perspectives, and support collective efforts. I also developed skills in negotiation, conflict resolution, and consensus building.

Time Management: The demands of multiple tasks and deadlines helped me develop effective time management skills. I learned how to prioritize tasks, schedule activities efficiently, avoid procrastination, and complete assignments within specified timeframes. I also developed the ability to adapt to changing priorities and manage time pressure effectively.

Problem-Solving: Encountering various administrative challenges helped me develop problem-solving skills. I learned how to identify problems, analyze causes, generate

alternative solutions, evaluate options, and implement effective remedies. I also developed critical thinking abilities that enable me to approach problems systematically and creatively.

4.2 Knowledge Gained

My SIWES program provided valuable knowledge and insights into various aspects of local government administration that have enriched my understanding of public administration.

The knowledge gained includes:

Understanding of Local Government Operations: I gained comprehensive knowledge of the structure, functions, and operations of a local government council. I understood the legal framework governing local governments, the relationship between political and administrative leadership, and the mechanisms for service delivery at the grassroots level. This knowledge has deepened my appreciation of the role of local governments in Nigeria's federal system.

Insights into Public Service Delivery: I gained insights into the processes, challenges, and strategies for effective public service delivery. I understood how services are planned, budgeted, implemented, and evaluated to meet community needs. I also learned about service standards, quality assurance mechanisms, and citizen feedback systems in public administration.

4.3 Challenges Encountered and Solutions Applied

During my SIWES program, I encountered various challenges that tested my adaptability and problem-solving abilities. These challenges and the solutions I applied include:

Adaptation to Bureaucratic Procedures: The bureaucratic nature of the local government system initially made it difficult to understand the workflow and approval processes. To overcome this challenge, I carefully observed established practices, sought clarification from experienced staff, and maintained a small notebook where I documented procedures for different tasks. This helped me gradually understand and navigate the bureaucratic system effectively.

CHAPTER FIVE:

CONCLUSION AND RECOMMENDATIONS

5.1 Summary of Experiences

My sixteen-week SIWES program at Ilorin South Local Government has been an invaluable learning experience that has significantly enhanced my understanding of public administration. The program provided practical exposure to various aspects of local government operations including administrative procedures, financial management, project implementation, and community development initiatives.

The SIWES program also facilitated the development of both technical and soft skills that are essential for professional practice in public administration. These skills include administrative procedures, document management, communication, teamwork, problem-solving, and professional conduct. These competencies have enhanced my employability and prepared me for future career opportunities in public service.

Despite challenges encountered, the SIWES program has been a transformative experience that has shaped my professional outlook and strengthened my commitment to contributing to effective public administration in Nigeria.

5.2 Relevance to Academic Training

My SIWES experience has significantly complemented my academic training in Public Administration by providing practical context for theoretical concepts learned in the classroom. The relevance of this experience to my academic training includes:

Application of Theoretical Concepts: The SIWES program provided opportunities to apply theoretical concepts such as bureaucratic theory, public budgeting, human resource management, and policy implementation in real-world situations. This practical application enhanced my understanding of these concepts and their relevance to administrative practice.

Bridging Theory-Practice Gap: The practical exposure gained during the SIWES program has bridged the gap between theoretical knowledge and professional practice. I was able to observe how principles and theories taught in the classroom are adapted and implemented in actual administrative settings, considering contextual factors and practical constraints.

5.3 Recommendations

Based on my observations and experiences during the SIWES program, I would like to offer the following recommendations for improving both the SIWES program and local government administration:

Recommendations for Improving the SIWES Program:

1. **Structured Orientation Program:** Educational institutions and host organizations should collaborate to provide a comprehensive orientation program for SIWES students to facilitate quick adaptation to the work environment.
2. **Detailed Training Plan:** A detailed training plan specifying learning objectives, activities, and evaluation criteria should be developed for each SIWES student to ensure focused and progressive learning during the program.
3. **Regular Supervision:** More frequent supervision by academic supervisors is recommended to ensure that students are gaining relevant experiences and address any challenges promptly.

4. Feedback Mechanism: A structured feedback mechanism should be established to allow SIWES students to share their experiences, challenges, and suggestions for improving the program.
5. Recognition and Incentives: Host organizations should consider providing modest stipends, certificates of participation, or letters of recommendation to motivate SIWES students and acknowledge their contributions.

Recommendations for Improving Local Government Administration:

1. Capacity Building Programs: Regular training and capacity building programs should be organized for local government staff to enhance their skills, knowledge, and productivity in service delivery.
2. Technology Adoption: Local governments should invest in appropriate technology to automate administrative processes, improve record-keeping, enhance transparency, and increase efficiency in service delivery.
3. Performance Management System: A robust performance management system should be implemented to set clear objectives, monitor progress, evaluate outcomes, and reward excellence in local government administration.
4. Enhanced Community Participation: Mechanisms for meaningful community participation in planning, implementation, and evaluation of development initiatives should be strengthened to ensure relevance and ownership of projects.
5. Improved Revenue Generation: Strategies for enhancing internally generated revenue should be developed and implemented to reduce over-reliance on federal allocations and increase financial capacity for development projects.

5.4 Conclusion

The SIWES program at Ilorin South Local Gonhas been a significant milestone in my academic and professional development. It has provided practical exposure to the realities of public administration at the grassroots level, enhanced my skills and competencies, and deepened my understanding of the challenges and opportunities in local governance.

The experience has reinforced my appreciation of the importance of local government as the tier of government closest to the people and its critical role in grassroots development. Despite challenges such as limited resources, bureaucratic constraints, and political interference, local governments have the potential to transform communities through effective administration and responsive service delivery.

The knowledge, skills, and experiences gained during this industrial training will remain valuable assets in my academic pursuits and future career in public administration. The exposure to administrative procedures, financial management, project implementation, and community engagement has equipped me with practical competencies that complement my theoretical knowledge.

As I conclude this SIWES program, I am more convinced of the need for continuous learning, professional development, and commitment to ethical standards in public administration. I am also motivated to contribute to the improvement of local government administration in Nigeria through research, innovation, and dedicated service in the future.

The SIWES experience has indeed been a journey of discovery, learning, and growth that has shaped my professional identity and prepared me for the challenges and opportunities that lie ahead in the field of public administration.

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