higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

(21010035)

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
PUBLIC ADMINISTRATION N5
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Start each section on a new page.
5. Use only a blue or black pen.
6. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Choose an item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–L) next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1.1	It is also called government of the day	A	orientation
1.1.2	The highest policy level in the public sector	B	minister of finance
1.1.3	Each worker should have one direct supervisor	C	president
1.1.4	Is brought into being for a purpose by the government and has wide powers	D	planning
1.1.5	The budgetary period of the government	E	probation
1.1.6	Submits and presents the budget to legislature for approval	F	affirmative action
1.1.7	Issues bank notes and coins	G	South African Reserve Bank
1.1.8	Making one comfortable in a new work situation	H	cabinet
1.1.9	Trying out personnel for a certain period	I	government enterprises
1.1.10	Giving priority to previously disadvantaged groups for certain posts	J	political policy
		K	unity of command
		L	1 April–31 March

(10 × 2) (20)

1.2 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

1.2.1 Political office-bearers are not accountable to anyone for the execution of their duties.

1.2.2 The premier is the head of the local authority.

1.2.3 Financial means is one of the external factors which influence policy.

1.2.4 Communication means transfer of authority to the subordinates.

1.2.5 Control is to make sure that all personnel are carrying out their tasks in an efficient manner.

1.2.6 Span of control means a large number of supervisors managed by subordinates.

1.2.7 Commercial banks act as the bank of the state, which controls money supply in the country.

1.2.8 An accounting officer is appointed in terms of the Exchequer Act.

1.2.9 Staff development is when an organisation makes sure that the skills and knowledge of staff are constantly improving.

1.2.10 One of the generic personnel administrative functions is to attend functions.

(10 × 2) (20)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Discuss the commission of enquiry as one of the institutions involved in the determination of policy. (5 × 2) (10)

2.2 Discuss political policy level as one of the highest levels in the hierarchy of policy statement. (5 × 2) (10)

2.3 Name and discuss internal factors that could have a vital influence on how policy is made. (4 × 5) (20)

[40]

QUESTION 3

3.1 Discuss FIVE factors that play a role in the determination of span of control. (5 × 2) (10)

3.2 Discuss factors that are considered when departments are centralised. (5 × 2) (10)

3.3 Discuss the THREE main categories of delegation under the following headings:

3.3.1 The mandate (4)

3.3.2 The principle of deconcentration (4)

3.3.3 Decentralisation of functions (4)

3.4 Explain the advantages of a decentralised structure. (4 × 2) (8)

[40]

QUESTION 4

4.1 Discuss any FIVE duties of the accounting officer. (5 × 2) (10)

4.2 State any FIVE principles of financial control. (5 × 2) (10)

4.3 Explain the FOUR ways of compiling a state budget. (4 × 2) (8)

4.4 List SIX of the institutions that are concerned with state finances. (6 × 2) (12)

[40]

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QUESTION 5

5.1	Explain how to deal with staff grievances.	(5 × 2)	(10)
5.2	State FIVE of the several points that must be kept in mind when a new employee enters a new work situation.	(5 × 2)	(10)
5.3	The human resources divisions of all public institutions have to keep a variety of records. Name any FIVE of those records.	(5 × 2)	(10)
5.4	Name FOUR requirements of employees' salaries that should be accepted in the public sector.	(5 × 2)	(10) **[40]**

TOTAL SECTION B: 160
GRAND TOTAL: 200

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