higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1250(E)(J20)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

(21010035)

20 June 2014 (Y-Paper)
13:00–16:00

This question paper consists of 6 pages.

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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 the instructions for each question carefully and do only what is required.
3. Number the answers according to the numbering system used in this question paper.
4. Candidates are hereby advised to draw and produce tidy sketches.
5. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.1.1–1.1.5) in the ANSWER BOOK.

1.1.1 Pravin Gordhan is responsible for state finances of the Republic of South Africa.

1.1.2 G.J. Zuma is the Governor General of the South African Reserve Bank.

1.1.3 The Directors General act as the accounting officers for various state departments.

1.1.4 Training and development are important for the effectiveness and efficiency of employees.

1.1.5 Central government delegates certain powers to provincial legislatures.

(5 x 2) (10)

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1.2 Choose a description from COLUMN B that matches a word/item in COLUMN A. Write only the letter (A–J) next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.2.1	Span of control	A	assigning powers to someone else
1.2.2	Unity of command	B	enacts the laws of the country
1.2.3	Delegation	C	issues bank notes
1.2.4	Accounting officer	D	COSATU
1.2.5	South African Reserve Bank	E	make provincial ordinances
1.2.6	Parliament	F	member of the executive council
1.2.7	Interest groups	G	appointed in terms of Exchequer Act
1.2.8	Provincial governments	H	one supervisor is responsible for more than one employee
1.2.9	Local councils	I	makes by-laws
1.2.10	President	J	each supervisor is responsible for one employee

(10 x 2) (20)

1.3 Define the following terms:

1.1.1 Organising

1.1.2 Policy

1.1.3 Budget

1.1.4 Control

1.1.5 Administration

(5 x 2) (10)
[40]

TOTAL SECTION A: 40

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SECTION B

QUESTION 2

2.1 In recent months, COSATU and certain citizens of Gauteng have been very vocal against the introduction of the e-toll system on the highways of the province.

2.1.1 In relation to the above statement, discuss how COSATU can help change government's policy regarding tolling. (4)

2,1.2 Describe the role that the population/citizens can play, as an external factor, in influencing policies of government. (4)

2.1.3 Local conditions and circumstances play an important role in influencing the policies of our government.

Discuss the role of local conditions and how they affect the policies that a government creates. (7)

2.2 Briefly explain how the 'span of control' can be determined in an organisation. (12)

2.3 Describe the importance of compiling a state budget for a country. (8)

2.4 Briefly explain why it is important to maintain personnel records in the public sector. (5)

[40]

QUESTION 3

3.1 Briefly explain characteristics of public policy. (12)

3.2 Using lines and labels, illustrate the differences between a *horizontal organisational chart* and *a vertical organisational chart.* (15)

3.3 Name at least FIVE institutions involved in government finances. (5)

3.4 The recruitment process is important for ensuring that an organisation attracts highly skilled individuals as employees.

Discuss how the determining of staffing needs can influence the recruitment process. (8)

[40]

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QUESTION 4

4.1 Explain how fairness and reasonableness can be ensured in carrying out the following personnel administration functions:

4.1.1 Probation (4)

4.1.2 Transfer and reassignment (4)

4.1.3 Termination of service (4)

4.1.4 Promotion (3)

4.2 Name and briefly explain THREE types of budgets. (12)

4.3 State FIVE internal factors which influence policy making. (5)

4.4 There are THREE main types of delegation.

Name the types and briefly explain how delegation is carried out in terms of each of them. (8)
[40]

QUESTION 5

5.1 Discuss functions which the accounting officer must execute to ensure efficiency in the control of finances. (15)

5.2 There are certain personnel systems used for staffing purposes.

Discuss each of the following FOUR with regard to staffing:

5.2.1 Aristocratic system (3)

5.2.2 Democratic system (3)

5.2.3 Spoils system (3)

5.2.4 Merit system (3)

5.3 Name and briefly explain THREE main aims in co-ordination. (8)

5.4 List FIVE examples of institutions involved in policy making. (5)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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