higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1320**(E)**(J2)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

(21010035)

2 June 2016 (X-Paper)
09:00–12:00

This question paper consists of 5 pages.

GENERAL STUDIES

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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 in SECTION A and B.
2. Read the instructions for each question carefully and do only what is required.
3. Write the question number above each question.
4. Answers must be numbered according to the numbering system used in this question paper.
5. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Explain the following terms:

1.1.1 Policy

1.1.2 Organising

1.1.3 Control

1.1.4 Unity command

1.1.5 Span of control

1.1.6 Delegation

1.1.7 Budget

1.1.8 Recruitment

1.1.9 Induction

1.1.10 Subpoena

(10 x 2) (20)

1.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.2.1–1.2.5) in the ANSWER BOOK.

1.2.1 Eskom plays an important role in delivering an essential service.

1.2.2 An Accounting Officer is appointed in terms of Exchequer Act, of 1975.

1.2.3 Tax imposed by government is compulsory.

1.2.4 Parliament can approve or disapprove the state budget.

1.2.5 Minister of finance is responsible for the South African Reserve Bank.

(5 x 2) (10)

1.3 Name the FIVE generic administration functions. (5 x 2) (10)
[40]

TOTAL SECTION A 40

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SECTION B

QUESTION 2

2.1 Explain how the following factors influence public policy:

2.1.1	Needs and expectations of the population	(3 x 2)	(6)
2.1.2	Personal views of political executive office bearers	(2 x 2)	(4)

2.2 Illustrate the difference between horizontal organisational charts and vertical organisational charts. (5 x 2) (10)

2.3 State the functions of the South African Reserve Bank. (5 x 2) (10)

2.4 Explain in your own words why it is imperative to implement affirmative action. (5 x 2) (10)

[40]

QUESTION 3

3.1 Name and explain the characteristics of public policy. (5 x 2) (10)

3.2 State the factors that must be considered when determining the span of control. (5 x 2) (10)

3.3 Name FIVE types of important records which must be kept by the personnel divisions of all public institutions. (5 x 2) (10)

3.4 Each department has accounting officers who are appointed in accordance with the Exchequer Act of 1975.

Explain why it is important to appoint accounting officers. (5 x 2) (10)

[40]

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QUESTION 4

4.1 Name and explain how the state budget is compiled. (5 x 2) (10)

4.2 The recruitment of public servants involves functions that must be performed.

Explain how the following functions are carried out during the recruitment processes:

4.2.1 Probation (2 x 2) (4)

4.2.2 Placement of candidates (3 x 2) (6)

4.3 Name FIVE internal factors influencing public policy. (5 x 2) (10)

4.4 Explain how certain factors must be considered when departments are decentralised. (5 x 2) (10)
[40]

QUESTION 5

5.1 Give FIVE examples of institutions involved with state finances. (5 x 2) (10)

5.2 Give FIVE examples of institutions involved in policy making. (5 x 2) (10)

5.3 Explain the role of the contemporary classification theory. (5 x 2) (10)

5.4 Explain how the following personnel systems are used in recruiting public servants:

5.4.1 Aristocratic system (4)

5.4.2 Spoils system (3)

5.4.3 Merit system (3)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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