higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

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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 black or blue pen.
6. Write neatly and legibly.

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SECTION A

QUESTION 1

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

COLUMN A		COLUMN B	
1.1.1	It concerns the public and must be made public	A	programme budget
1.1.2	It is an organised group of people with common interest and objectives	B	accounting officials
1.1.3	The process by which information is exchanged between individuals	C	merit system
1.1.4	Jobs are grouped according to different units, sections, divisions and departments	D	induction
1.1.5	The objectives are set out and funds are requested	E	individual
1.1.6	The budget is the authorizing document for expenditure	F	autonomy
1.1.7	Are appointed in terms of the Exchequer Act 66 of 1975	G	public policy
1.1.8	The personnel selected is the most suitable candidates for the position	H	horizontal division of work
1.1.9	Process that identifies the applicants who are best suited for appointment	I	communication
1.1.10	Formal introduction of the official into the new work environment	J	interest or pressure group
		K	instrument of control
		L	selection process
		M	training

(10 × 2) (20)

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1.2 Explain each of the following terms:

1.2.1 Policy

1.2.2 Span of control

1.2.3 Budget

1.2.4 Probation

1.2.5 Job description

(5 × 2) (10)

1.3 Name any FIVE Chapter Nine (9) state institutions supporting constitutional democracy as stipulated in the Constitution of the Republic of South Africa.

(5 × 2) (10)

[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Identify and briefly describe the internal factors that influence policy making.

(6 × 2) (12)

2.2 Name and briefly explain any SIX characteristics of public policy. (6 × 2) (12)

2.3 Briefly describe the political executive bearers found in the government system of South Africa. (8 × 2) (16)

[40]

QUESTION 3

3.1 Describe the aids that may be used in organising. (3 × 2) (6)

3.2 Name and explain the THREE organisational systems. (3 × 3) (9)

3.3 Several important points are to be taken into consideration when it comes to formal methods of communication.

Indicate THREE such points. (3 × 2) (6)

3.4 State FOUR identifiable actions associated with delegation. (4 × 2) (8)

3.5 According to the classical classification theory, institutions are grouped in four main categories.

Name and describe the FOUR categories. (4 × 2) (8)

3.6 State the levels of legislative and governmental institutions in South Africa. (3)

[40]

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QUESTION 4

4.1	Describe the classification of budgets according to type.	(3 × 2)	(6)
4.2	Describe any SEVEN sources of income of the state.	(7 × 2)	(14)
4.3	Briefly discuss various phases of state finances.	(4 × 2)	(8)
4.4	Name and describe SIX institutions concerned with state finances.	(6 × 2)	(12)
			[40]

QUESTION 5

5.1	Briefly explain points to be kept in mind when an employee enters a new work situation.	(5 × 2)	(10)
5.2	Describe the approach to be used during termination of service.	(5 × 2)	(10)
5.3	Identify the FOUR functions for recruitment of personnel in any organisation.	(4 × 2)	(8)
5.4	Indicate the functions of personnel administration in any organisation.	(6 × 2)	(12)
			[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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