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higher education & training

Department:
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REPUBLIC OF SOUTH AFRICA

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NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

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22 November 2013 (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 ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Indicate whether the following statements are TRUE or FALSE. Write only 'true' or 'false' next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 South African Reserve Bank is the banker of the state.

1.1.2 Tax is the main source of income for the state.

1.1.3 Delegation means a transfer of power to subordinates.

1.1.4 Policy means a declaration of intent to do something.

1.1.5 Resignation is an example of termination of service.

1.1.6 Enterprises must adhere to health and safety regulations.

1.1.7 Training of officials is not critical for improvement of service delivery.

1.1.8 Auditor General may serve in the office until the age of 75 years.

1.1.9 Accounting officers are appointed in terms of the Criminal Procedure Act.

1.1.10 International relations is an example of internal factors influencing policy making. (10 x 1) (10)

1.2 Define the following terms. Write only the answer next to the question number (1.2.1–1.2.5) in the ANSWER BOOK.

1.2.1 Organising

1.2.2 Transfer of employees

1.2.3 Development

1.2.4 Grievance

1.2.5 Control

(5 x 2) (10)

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1.3 Choose an item/word from COLUMN A that matches a description in COLUMN B. Write only the letter (A–K) next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.

COLUMN A		COLUMN B
1.3.1	Joint committee on public accounts	A highest legislative institution
1.3.2	Parliament	B number of subordinates managed by one person
1.3.3	International Monetary Funds	C each worker should have one direct supervisor
1.3.4	Subpoena	D a policy to recruit people from wider spectrum of people available to do the job
1.3.5	Affirmative action	E president and ministers
1.3.6	Induction	F policy which has been changed
1.3.7	Political office-bearers	G installing a person into an organisation, making him/her a part of organisation
1.3.8	Amended policy	H borrows and lends money to countries
1.3.9	Span of control	I a letter commanding a person to appear in court
1.3.10	Unity of command	J examines the report of the Auditor General
		K investigates maladministration

(10 x 2) (20)
[40]

TOTAL SECTION A: 40

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SECTION B

Answer ALL the questions from this section.

QUESTION 2

2.1 Illustrate, in a form of a diagram, the difference between *vertical organisational charts* and *horizontal organisational charts*. (12)

2.2 Explain factors which limit number of candidates in the public service. (8)

2.3 Discuss the following external factors which influence policy-making:

2.3.1 Circumstances (5)

2.3.2 Policies of political parties (5)

2.4 Name and briefly explain FOUR stages of the public budget. (10)
[40]

QUESTION 3

3.1 Briefly explain the methods that can be used to attract candidates to the public service. (12)

3.2 Effective performance of work requires that authority be delegated for work to be carried out.

State FOUR identifiable actions associated with delegation. (8)

3.3 State the functions of South African Reserve bank. (5 × 2) (10)

3.4 Discuss the following role-players in policy-making:

3.4.1 Officials (3)

3.4.2 Commission of enquiries (3)

3.4.3 News media (4)
[40]

QUESTION 4

4.1 Name and briefly explain internal factors influencing policy-making. (12)

4.2 Communication is the transfer of meaningful information.

State FOUR aspects that should be considered with regard to formal methods of communication. (8)

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4.3 In any organisation there will always be people who have grievances.

Describe the grievance procedure used at the workplace. (12)

4.4 Name EIGHT sources of income for the state. (8)
[40]

QUESTION 5

5.1 Name and briefly explain THREE main aims in co-ordination. (12)

5.2 Discuss the following institutions involved in policy-making:

5.2.1 Legislative institution (4)

5.2.2 Executive councils (4)

5.3 Name and briefly explain FOUR types of the budget. (10)

5.4 Discuss the following forms of termination of service:

5.4.1 Dismissal (4)

5.4.2 Resignation (2)

5.4.3 Retrenchment (4)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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