higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1360**(E)**(N15)H

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

(21010035)

15 November 2018 (X-Paper)
09:00–12:00

This question paper consists of 5 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.

GS

SECTION A

QUESTION 1

1.1 Explain each of the following terms:

1.1.1 Public administration

1.1.2 Democracy

1.1.3 Constitution

1.1.4 Policy

1.1.5 Planning

1.1.6 Organising

1.1.7 Delegation of Authority

1.1.8 Budget

1.1.9 Accounting

1.1.10 Responsibility

(10 × 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 People whose parents are Non South African citizens have the right to vote.

1.2.2 The president of South Africa may serve for more than two terms in office.

1.2.3 Political policy is the highest policy level in any country.

1.2.4 Probation is sometimes referred to as a positive discrimination in the workplace.

1.2.5 The Public Service Joint Advisory Council advises the Public Service Commission regarding any matter which the commission shall or may deal with under Act 111 of 1984.

(5 × 2) (10)

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1.3 List FIVE theoretical frameworks that have been developed for government finances. (5 × 2) (10)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Public policies have certain characteristics that distinguish it from goals and administrative decisions.

Discuss and explain the characteristics of public policy. (6 × 4) (24)

2.2 Name and explain various systems which influence the appointment of staff. (4 × 2) (8)

2.3 Discuss the measurements that should be in place to ensure that personnel perform their tasks efficiently and are held accountable. (8)
[40]

QUESTION 3

3.1 Explain why it is important to delegate functions in an organisation. (2)

3.2 List the FOUR main functions that involve the recruitment of personnel in any organisation. (4 × 2) (8)

3.3 Name and explain the functions of the generic personnel, human resources and administrative personnel. (5 × 2) (10)

3.4 The state budget can be drafted in FOUR phase.

Name and discuss these phases in detail and give relevant examples. (4 × 5) (20)
[40]

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QUESTION 4

4.1	Describe TWO forms in which the state budget can be compiled.	(2 × 3)	(6)
4.2	Tabulate THREE advantages and THREE disadvantages of a decentralised structure.	(6 × 2)	(12)
4.3	List SIX political executive office bearers as defined according to the Public Service Act Proclamation 103 of 1994.	(6 × 2)	(12)
4.4	Name and briefly discuss FIVE modern classification theories in which organisations can be created.	(5 × 2)	(10)
			[40]

QUESTION 5

5.1	Name the FOUR levels where policies are made.	(4 × 2)	(8)
5.2	Name FOUR institutions that are involved with state finances.	(4 × 2)	(8)
5.3	List FIVE kind of records the human resource divisions of all public institutions have to keep.	(5 × 2)	(10)
5.4	List FIVE factors the internal organisation, as the second group in the processing and organising, is concerned with.	(5 × 2)	(10)
5.5	Name the ministers who have served in the National Treasury Ministry from the years 1994 until 2016.	(2 × 2)	(4)
			[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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