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. 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 (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 Interest groups have a great influence in determining public policy.

1.1.2 The Minister is the head of state.

1.1.3 Political office bearers are not accountable to anyone for executing their duties.

1.1.4 Communication means a transfer of authority to subordinates.

1.1.5 Span of control means a large number of supervisors managed by subordinates.

1.1.6 Delegation means a group of people who work together to achieve a common objective.

1.1.7 Parliament has the authority to approve or reject the budget.

1.1.8 An accounting officer is appointed in terms of the Exchequer Act.

1.1.9 Affirmative action gives priority to be appointed to certain posts to previously designated groups.

1.1.10 Probation implies trying out staff for a certain period.

(10 × 1) (10)

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

COLUMN A		COLUMN B	
1.2.1	The salary scale must be flexible and adjustable.	A	autonomy
1.2.2	Also called positive discrimination	B	main budget
1.2.3	The authority to make own decisions	C	budget
1.2.4	Comprises all current expenses, capital expenditures and transfer payments	D	elasticity
1.2.5	It has two meanings: accounting and quality control.	E	affirmative action
1.2.6	Setting out the objectives that need to be met and funds to be requested	F	constitutional court
1.2.7	The obligation to carry out a task to the benefit of the entire organisation	G	accountability
1.2.8	These functions are performed to improve effectiveness and efficiency	H	mayor
1.2.9	The head of the local authority	I	auditing
1.2.10	Disputes about constitutional matters between organs of state	J	programme budget
		K	responsibility
		L	auxiliary functions
		M	supreme court of appeal

(10 × 2) (20)

1.3 Give ONE word or term for each of the following descriptions. Write only the word or term next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

1.3.1 This level consists of numerous municipal councils, each with its own level.

1.3.2 Each worker or official should have one direct supervisor or boss.

1.3.3 It is also called the government of the day.

1.3.4 Make the laws of the country.

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1.3.5 A thought activity that involves the individual or group's imagination, logic and vision. (5 × 2) (10)

[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Discuss the roles of the following role players involved in policy-making:

2.1.1 Newspapers and other media

2.1.2 Legislative institutions

2.1.3 Commissions of enquiry

(3 × 4) (12)

2.2 Discuss the THREE main categories of delegation under the following headings:

2.2.1 The mandate

2.2.2 The principle of deconcentration

2.2.3 Decentralisation of functions

(3 × 4) (12)

2.3 What role does the Minister of Finance play in the budget process? (4 × 2) (8)

2.4 The salaries of employees must meet certain requirements in order to be accepted by the employees.

Name and describe FOUR of these requirements. (4 × 2) (8)

[40]

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QUESTION 3

3.1 Name and briefly describe FIVE characteristics of public policy. (5 × 2) (10)

3.2 It has been accepted that no organisation system model will suit all institutions. However, reference can be made to three distinctive systems that developed over a period.

Discuss the following THREE distinct systems used in institutions.

3.2.1 The line system

3.2.2 The functional system

3.2.3 The line and staff organisation

(3 × 4) (12)

3.3 Discuss the FIVE factors that limit the number of candidates for posts in the public service. (5 × 2) (10)

3.4 Name the FOUR characteristics of the state budget. (4 × 2) (8)

[40]

QUESTION 4

4.1 Various external factors can influence policies of state control.

Discuss SIX such factors. (6 × 2) (12)

4.2 According to the classical classification theory institutions may be grouped into four main categories.

Name and explain these FOUR categories. (4 × 2) (8)

4.3 State the SIX points to keep in mind when a new employee enters the new work environment. (6 × 2) (12)

4.4 Who preceded Mr Thabo Mbeki as head of state? (2)

4.5 State and describe the THREE spheres of the South African government. (3 × 2) (6)

[40]

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QUESTION 5

5.1 Describe the internal factors present in a government institution that could vitally influence the way in which policies are made. (5 × 2) (10)

5.2 The South African Reserve Bank is the bank of the state. Name this bank's responsibilities. (5 × 2) (10)

5.3 In any organisation there will be people with grievances, real or imagined.

Explain the correct procedure one should follow to settle a grievance. (5 × 2) (10)

5.4 Who is the current Auditor General and describe FOUR of his responsibilities. (5 × 2) (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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