higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N6

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
PUBLIC ADMINISTRATION N6
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–H) next to the question number (1.1.1–1.1.6) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1.1	Duplication of real life situations	A	staffing
1.1.2	Removal and impeachment of the premier	B	planning
1.1.3	Budgets show balanced spending	C	visual techniques
1.1.4	Personal quality of a work study officer	D	section 92
1.1.5	Recruitment and appointment of personnel	E	public management
1.1.6	Choosing tasks to achieve objectives	F	analytical thinker
		G	section 133
		H	private management

(6 × 2) (12)

1.2 Complete the following sentences by filling in the missing word or words. Write only the answer next to the question number (1.2.1–1.2.6) in the ANSWER BOOK.

1.2.1 … prevents wrongful transactions from taking place.

1.2.2 … is all the actions or activities necessary to keep the institution in operation.

1.2.3 A … gives an indication of the paths of people, objects or information through an institution.

1.2.4 … is a formal evaluation of an employee's work.

1.2.5 A … is the physical evidence of work that was done.

1.2.6 The … investigates maladministration and irregular or illegal behaviour.

(6 × 2) (12)

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1.3 Look at the picture below and answer the questions.

[Source: *www.google/images.co.za*]

1.3.1	Which department is indicated in the picture?		(2)
1.3.2	Discuss the accountability of courts.	(3 × 2)	(6)
1.3.3	Explain FOUR functions of state law advisors.	(4 × 2)	(8)
			[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

Read the case study below and answer the questions.

Even before public institutions were established, there was the need for the maintenance of law and order, namely the function to prevent circumstances from worsening inside and outside the country. The functional activities involved here are those performed by police officers, magistrates and judges, prison guards and traffic officers.

2.1 State the activities performed by the following officials in keeping law and order as a line function.

2.1.1 Police officers

2.1.2 Magistrates and judges

2.1.3 Prison guards

2.1.4 Traffic officers

(4 × 2) (8)

2.2 The officials mentioned in QUESTION 2.1 wear uniforms when performing their duties.

Discuss uniforms and protective clothing that people wear in certain occupations as an instrumental function. (4 × 2) (8)

2.3 Name and explain FIVE instruments that can be used to measure the performance of law and order officials. (5 × 2) (10)

2.4 Discuss the following factors necessitating the revision of procedures:

2.4.1 Needs of people (4 × 1) (4)

2.4.2 Progress made in the technological field (2 × 2) (4)

2.4.3 Scientific progress (2 × 2) (4)

2.4.4 Preventing discrepancies, deviations and outdated methods and procedures (2)

[40]

QUESTION 3

3.1 The control process in government has different forms.

Give FOUR examples of the usual internal control procedures in an institution. (4)

3.2 Describe the intervention process that provincial government should follow when they intervene in the affairs of local government. (6 × 2) (12)

3.3 Discuss the relationship between central government and municipalities. (5 × 2) (10)

3.4 The public protector is an example of a Chapter 9 institution that strengthens and protects constitutional democracy in South Africa.

Discuss the powers and functions of the Public Protector. (4 × 2) (8)

3.5 The Auditor General and the Public Protector are managers of their institutions.

State THREE identifiable actions that are carried out by managers. (3 × 2) (6)

[40]

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QUESTION 4

4.1	Name the SIX generic administrative functions in the correct order.	(6 × 2)	(12)
4.2	Discuss reference documents as an auxiliary function.	(3 × 2)	(6)
4.3	Distinguish between *private business management* and *public management*.		(6)
4.4	Name THREE examples of laws which parliament passes on municipalities which have a big influence on them.	(3 × 2)	(6)
4.5	State FIVE disadvantages of employing private work study officers.	(5 × 2)	(10)

[40]

QUESTION 5

5.1 Describe the following management styles:

5.1.1 Conformism

5.1.2 Determinism

(2 × 4) (8)

5.2	Explain negotiating as an instrumental function.	(3 × 2)	(6)
5.3	State the main reasons for appointing work study officials.	(3 × 2)	(6)
5.4	Name the requirements for the provision of public services.	(2 × 2)	(4)
5.5	Discuss the relationship that exists between the Limpopo province and the Capricorn district municipality.	(6 × 2)	(12)
5.6	State the regulation of labour affairs as a line function carried out by administrative executive institutions.	(2 × 2)	(4)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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