higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1360**(E)**(J4)H

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

(21010024)

4 June 2019 (X-Paper)
09:00–12:00

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 N4
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. Use only a BLACK or BLUE pen.
5. Leave at least THREE lines after each question.
6. Start each section on a NEW page.
7. Write neatly and legibly.

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SECTION A

QUESTION 1

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 The purpose of private administration is to achieve government objectives and satisfy the needs of the people.

1.2 In the camaraderie family unit system the husband is the sole breadwinner and decision maker in the family.

1.3 The rule of law ensures that the people or citizens have the highest authority in South Africa.

1.4 The electoral system in South Africa provides that a democratic election must be held at all three levels of government.

1.5 The interim constitution became the fundamental law of South Africa after the 1994 elections.

1.6 The National Assembly usually elects a speaker from one of the minority parties.

1.7 The president has the power to pardon or reprieve offenders.

1.8 The Oscar Pistorius case is a good example of the judiciary authority in South Africa.

1.9 Ministers are known as the political heads of all state departments.

1.10 Staffing is one of the administrative functions dealing with recruitment and personnel needs.

(10 × 2) **[20]**

QUESTION 2

Read the following extract and answer the questions.

The constitution is a very important law for the people of South Africa as it ensures that the government should always protect the rights of all citizens. It lays down the three levels of government, all the major institutions of the state and their respective powers and functions.

2.1 The rights of all citizens are mentioned in the Bill of Rights.

Name EIGHT rights in the constitution. (8)

2.2 Name and explain the THREE spheres of the South African government according to the constitution. (3 × 3) (9)

2.3 Explain each of the following terms:

2.3.1 Government

2.3.2 Constitution

2.3.3 Citizen

(3 × 1) (3)

[20]

TOTAL SECTION A: 40

SECTION B

QUESTION 3

Read the following scenario and answer the questions.

John is an engineer who has been working in Germany for the past four years. Although he enjoys his job he hopes to return to South Africa once his contract has expired. He has visited his parents twice since he has been living in Germany. He plans to marry a German girl named Cindy.

3.1 3.1.1 If John marries Cindy can she apply for citizenship? Give reasons for the answer. (1 + 2) (3)

3.1.2 List FOUR ways to gain citizenship in South Africa. (4 × 2) (8)

3.1.3 May John vote in the next general elections in South Africa? Give reasons for the answer. (1 + 2) (3)

3.1.4 Explain how a person can be disqualified from voting in South Africa. (4)

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3.2 The deputy president plays a very important role within the government.

3.2.1 Explain the appointment of the deputy president in South Africa. (3 × 2) (6)

3.2.2 Explain the role of the deputy president within the South African government. (3 × 2) (6)

3.3 The provincial legislature has the authority to make its own laws for each province.

Discuss the different matters over which the provincial legislature has authority to pass laws for its province. (5 × 2) (10)
[40]

QUESTION 4

Read the following extract and answer the questions.

A healthy government, a healthy educational system and a healthy society starts at home. Families play a very important role in the lives of all citizens. People and family have a great influence on government and public administration.

4.1 4.1.1 Why is it important to consider family and the role it plays within public administration? (4 × 2) (8)

4.1.2 Distinguish between *public* and *private* administration. (4 + 4) (8)

4.1.3 The constitution also plays an important role to regulate the relationship between citizens and the government.

Explain how the constitution ensures that this relationship is maintained by explaining the characteristics of the constitution. (5 × 2) (10)

4.1.4 Name the SIX generic administrative processes that are part of all government institutions and public administration. (6)

4.2 The courts of law are an independent arm of the government only subject to the constitution and the laws of South Africa.

4.2.1 Explain why the supreme court of appeal plays such an important role as a court of law within South Africa. (2 × 2) (4)

4.2.2 Name TWO other courts of law that are part of the judicial function in South Africa. (2 × 2) (4)
[40]

QUESTION 5

Study the following table illustrating the central level of government and answer the questions:

Legislative authority	Parliament **5.1.1 & 5.1.2**
Executive authority	Cabinet
Administrative executive institutions	State department

5.1 Complete the table by writing the answer next to the question number (5.1.1–5.1.2) in the ANSWER BOOK. (2 × 2) (4)

5.2 Explain the composition of the cabinet. (3 × 2) (6)

5.3 Explain the important role of state departments in national governance. (4 × 2) (8)

5.4 Explain the important role of parliament by discussing how it functions at the central level of government. (6 × 2) (12)

5.5 Explain the term *executive authority*. (2 × 2) (4)

5.6 List THREE tasks that are generally carried out by members of parliament. (3 × 2) (6)

[40]

QUESTION 6

Read the following extract and answer the questions.

South Africa is divided into local municipalities. Each municipality has a municipal council where municipal decisions are made. The municipal officials and staff implement the objectives of the municipality.

6.1 Briefly explain the main objectives and aims of local municipalities in South Africa. (5 × 2) (10)

6.2 Explain the significance of establishing municipal councils within the local authorities. (5 × 2) (10)

6.3 Discuss the role of a mayor within a municipality. (4 × 2) (8)

6.4 List SIX types of services provided by a municipality. (6)

6.5 Name THREE municipal office bearers and explain their roles in the municipal council. (3 × 2) (6)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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