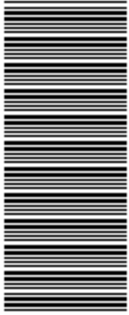


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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1330(E)(J13)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N6

(21010066)

13 June 2016 (X-Paper)
09:00–12:00

This question paper consists of 5 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
PUBLIC ADMINISTRATION N6
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions in SECTION A and B.
 2. Read the instructions for each question carefully and do only what is required.
 3. Write the question number above each question.
 4. Candidates will be penalised for incorrect numbering of questions.
 5. Marks will be deducted for untidy work and sketches.
 6. Number the answers according to the numbering system used in this question paper.
 7. Write neatly and legibly.
-

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 Control must be exercised over actions to ensure its legitimacy and legality.
- 1.1.2 Public should not be informed about activities of public institutions.
- 1.1.3 The disadvantage of inspection is that it takes place in the actual work environment.
- 1.1.4 Executive authority must be held accountable by the legislative authority.
- 1.1.5 Public manager must be able to anticipate the future.
- 1.1.6 All activities of public institutions must be subject to research in order for them to be performed in the most economic and efficient manner.
- 1.1.7 Law advisers can assist officials with drafting of bills.
- 1.1.8 There are many job opportunities in the public sector for people who are illiterate.
- 1.1.9 National government must support and strengthen the capacity of municipalities.
- 1.1.10 Public officials are trained in order to perform their duties effectively.

(10 × 2) (20)

1.2 Name THREE main reasons for appointment of work study officials. (3 × 2) (6)

1.3 List SEVEN examples of graphic techniques. (7 × 2) (14)

[40]

TOTAL SECTION A: 40

SECTION B

Answer ALL the questions in this section.

QUESTION 2

- 2.1 Discuss factors which impede the revision of work procedures. (20)
- 2.2 Oppositional parties want President JG Zuma to account in parliament of the security upgrades of his home in Nkandla. Substantiate why President must account to the parliament under the following headings:
- Accountability by the legislative authority. (10)
- 2.3 Discuss the relationship between central government and municipalities. (10)
- [40]**

QUESTION 3

- 3.1 Discuss personal characteristics of public manager. (16)
- 3.2 Why must the public be informed about activities of public institutions? (10)
- 3.3 Explain who are responsible for developing and revising new procedures and methods. (14)
- [40]**

QUESTION 4

- 4.1 Name and briefly explain FOUR steps of control processes. (16)
- 4.2 Name SIX generic administrative functions. (12)
- 4.3 Name and describe THREE different management styles. (12)
- [40]**

QUESTION 5

5.1	Describe the provision of infrastructure and stock as an auxiliary function.	(10)
5.2	Explain the relationship between provincial government and municipalities.	(10)
5.3	Discuss communication under the following headings:	
5.3.1	Writing	(12)
5.3.2	Negotiating	(4)
5.3.3	Conducting meetings	(4)
		[40]
TOTAL SECTION B:		160
GRAND TOTAL:		200