

PUBLIC SERVICE COMMISSION

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS

SEPTEMBER, 2022

PAPER CODE: 401

GOVERNANCE AND CIVIL SERVICE REGULATIONS

DATE: TUESDAY, 20TH SEPTEMBER, 2022

TIME: 2.00 P.M. – 4.30 P.M (2 ½ HOURS)

INSTRUCTIONS TO CANDIDATES

1. This paper consists of two Sections, A and B.
2. Section A consists of **twelve** (12) Compulsory questions carrying 40 marks.
3. Section B consist of **four** questions each carrying 20 marks. Answer any **three** questions.
4. Answer all questions in the answer booklet provided.

SECTION A: ANSWER ALL QUESTIONS (40 MARKS)

1. Name **two** types of a Constitution. **(2 marks)**
2. Identify **four** instances when rights of a Public Officer may be violated in the workplace. **(4 marks)**
3. List **three** instances when a Public Officer is required to declare their income, assets and liabilities. **(3 marks)**
4. State **three** ways in which the Government may promote national unity. **(3 marks)**
5. State **four** characteristics of a good performance target. **(4 marks)**
6. List **four** advantages of regular training to a clerical officer. **(4 marks)**
7. State **three** ways of determining seniority of officers in the same grade for promotion purposes **(3 marks)**
8. Identify **four** circumstances when it may be necessary for a State Department to dispose its stores. **(4 marks)**
9. List **four** institutions in the Public Service which are charged with Government Financial Management. **(4 marks)**
10. State **two** methods that a State department may use for storage of its records. **(2 marks)**
11. List **four** reasons that may necessitate a State Department to uphold good governance. **(3 marks)**
12. State **four** reasons that may necessitate a State Department to comply with human rights. **(4 marks)**

SECTION B: ANSWER ANY THREE QUESTIONS (60 MARKS)

13. a) Explain **five** consequences that a State Department may face for not adhering to the principle of accountability. **(10 marks)**
b) Outline **five** benefits a clerical officer will derive from being a member of a trade union. **(10 marks)**
14. a) Describe five measures that may be taken to reduce corruption in the Public Service. **(10 marks)**

- b) Highlight **five** core competences that a clerical officer will be assessed on during performance evaluation. **(10 marks)**
15. a) Explain **five** punishments that may be taken against a clerical officer who has been found guilty of acts of gross misconduct. **(10 marks)**
- b) Describe **four** duties that a Clerical Officer deployed in the Supply Chain Management Unit may perform. **(8 marks)**
16. a) Outline **six** classifications of records which may be used in the Registry of a public office. **(12 marks)**
- b) Explain **four** external sources of government revenue. **(8 marks)**