

PUBLIC SERVICE COMMISSION

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS

SEPTEMBER, 2022

PAPER CODE: 702

SUPPLY SERVICES

DATE: THURSDAY 22ND SEPTEMBER, 2022

TIME: 2.00 P.M. – 4.00 P.M (2 HOURS)

INSTRUCTIONS TO CANDIDATES

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

SECTION A: ANSWER ALL QUESTIONS (40 MARKS)

1. State **three** activities that a clerical officer deployed in a supply chain unit should perform to ensure that supplies are readily available in an organization. **(3 marks)**
2. State **three** roles that a user department is expected to play at the need identification stage of the purchasing cycle. **(3 marks)**
3. State **two** consequences to an organization for failing to prepare accurate receipt records. **(2 marks)**
4. State **four** measures that a clerical officer deployed in the Supplies Unit may take to speed up the process of issuing goods to customers. **(4 marks)**
5. State **three** ways in which buffer stock may enhance efficiency in the operations of an organisation. **(3 marks)**
6. State **four** factors that a clerical officer deployed in a warehouse may consider when storing goods. **(4 marks)**
7. State **four** ways in which proper packaging may enhance the safety of goods in a store house. **(4 marks)**
8. List **three** members who may be included in a Board of Survey Committee. **(3 marks)**
9. List **three** reasons that may account for the decline in use of cash as a procurement method in a public organisation. **(3 marks)**
10. State **four** advantages of using racking as storage method. **(4 marks)**
11. Identify **four** security risks that goods may be exposed to in a stock yard. **(4 marks)**
12. List **three** ways in which a clerical officer may use the Supplier Advice Note to verify incoming goods. **(3 marks)**

SECTION B: ANSWER ANY THREE QUESTIONS (60 MARKS)

13. a) Explain **five** benefits that a State Department may derive from establishing a procurement unit. **(10 marks)**
b) Highlight **five** types of information that should be contained in a supplier's invoice. **(10 marks)**
14. a) Highlight **six** circumstances that may necessitate the preparation of a Goods Rejection Report. **(12 marks)**

b) Explain **four** circumstances under which a clerical officer deployed to a warehouse may issue goods to customers without an authorized Materials Requisition Note.

(8 marks)

15. a) Explain **five** circumstances that may favour the use of shelves as storage equipment in a storehouse.

(10 marks)

b) Explain **five** ways in which a clerical officer may enhance security of stores records

(10 marks)

16. a) Explain **four** measures that an organization may put in place to ensure prompt disposal of unwanted goods.

(8 marks)

b) Highlight **six** features of an efficient storage system in an organization.

(12 marks)