

KENYA SCHOOL OF GOVERNMENT

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS

AUGUST 2019

PAPER CODE: 201

ORGANIZATION AND FUNCTIONS OF GOVERNMENT

DATE: WEDNESDAY, 21ST AUGUST 2019

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 **three** compulsory questions each carrying 20 marks.
4. Answer all questions on the answer booklet provided.

SECTION A: COMPULSORY

1. Name **four** subordinate courts in Kenya. (4 marks)
2. Identify **two** duties of a clerical officer from the list below.
 - (a) Payment of suppliers
 - (b) Ordering and maintaining inventory of office supplies
 - (c) Formulating departmental objectives
 - (d) Induction of new employees
 - (e) Drafting correspondence(2 marks)
3. State **four** circumstances under which parliamentary by elections may be held. (4 marks)
4. Name **two** Public Finance Oversight Committees of the National Assembly. (2 marks)
5. State **three** factors that the Commission of Revenue Allocation may consider when allocating revenue to the Counties. (3 marks)
6. Identify **three** functions of the secretary to the cabinet. (3 marks)
7. State **four** factors that may disqualify a person from appointment as a member of the Public Service Commission. (4 marks)
8. State **three** ways in which the Public Service Commission ensures impartiality during recruitment. (3 marks)
9. State **four** qualifications for appointment as a Chairperson of a board of management of a city. (4 marks)
10. State whether the following statements in relation to the County Assembly are true or false.
 - (i) The County Assembly nominates the chief officers.
 - (ii) The Speaker is the ex-officio member of the Assembly.
 - (iii) Political parties nominate members to fill the gender and marginalized groups.
 - (iv) The deputy speaker is appointed by the Governor.(4 marks)
11. List **three** regulatory state corporations in the transport sector. (3 marks)
12. Identify the Parent Ministry of the following State Corporations.
 - (i) Kenya Medical Research Institute (KEMRI)
 - (ii) Kenya Agricultural, Livestock and Research Organization (KALRO)
 - (iii) Kenya Ports Authority (KPA)
 - (iv) Kenya Revenue Authority (KRA)(4 marks)

SECTION B : COMPULSORY

13. (a) Teenage pregnancy is an impediment to realization of 100% enrollment in secondary school. Explain **five** strategies that the government can employ to address this vice. **(10 marks)**
- (b) Explain **five** ways County Public Service Board (CPSB) can ensure effective service delivery. **(10 marks)**
14. (a) Explain **five** ways in which the Constitution of Kenya guarantees the independence of the judiciary. **(10 marks)**
- (b) Explain **five** ways in which a County Government can ensure food security. **(10 marks)**
15. (a) Describe **five** roles of the Principal Secretary in-charge of special programmes in the rehabilitation of street families. **(10 marks)**
- (b) Explain **five** ways in which Kenya Bureau of Standards (KEBS) has controlled substandard goods from infiltrating the Kenyan market. **(10 marks)**