

KENYA SCHOOL OF GOVERNMENT
PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS
AUGUST 2019
PAPER CODE: 401
GOVERNANCE AND CIVIL SERVICE REGULATIONS
DATE: TUESDAY, 20TH AUGUST 2019
TIME: 2.00 P.M. – 4.30 P.M. (2½ 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 questions on the booklet provided.

SECTION A: (COMPULSORY)

1. Identify **four** benefits that may accrue to a State Department that complies with principles of good governance. (4 marks)
2. Define the term **standing imprest** as used in Government accounting system. (2 marks)
3. List **three** persons who should be given priority in the award of Government Tenders. (3 marks)
4. The Constitution of Kenya grants rights to employees. State **three** such rights. (3 marks)
5. There are prescribed standards in provision of services stipulated in the Constitution which public organizations are required to comply with. State **four** such standards. (4 marks)
6. List **four** components of an individual work plan. (4 marks)
7. List **four** classifications of records that may be found in a State Department's Registry. (4 marks)
8. A clerical officer is aggrieved with the decision of the Authorized Officer on a disciplinary matter. State **three** forms of redress available to the officer. (3 marks)
9. State **two** reasons that may necessitate a country to review its Constitution (2 marks)
10. List **three** circumstances when the right to freedom of expression does not apply. (3 marks)
11. Identify **four** measures that a State Department may take to promote ethical behavior of its staff. (4 marks)
12. State **four** circumstances when a public officer may be surcharged. (4 marks)

SECTION B: (ANSWER ANY THREE QUESTIONS)

- 13.(a) Transparency is one of the principles of good governance. Highlight **five** ways in which a clerical officer may demonstrate compliance with this requirement in the course of duty. (10 marks)
- (b) Outline **five** rights of persons living with disability according to Article 54 of the Constitution of Kenya (10 marks)

- 14.(a) Describe **six** responsibilities of an Accounting Officer in public procurement of goods and services. **(12 marks)**
- (b) At the end of each financial year, public sector organizations are required to prepare annual financial statements. Explain **four** reasons for this requirement. **(8 marks)**
15. (a) A recent corruption survey has revealed corrupt practices in XYZ department. Highlight **five** probable effects of such practice to the Department. **(10 marks)**
- (b) You are a clerical officer deployed in the registry where records are managed electronically. Explain **five** advantages of such a system. **(10 marks)**
16. (a) Explain **five** roles of the Ministerial Performance Management Committee. **(10 marks)**
- (b) Explain **five** factors that should be considered before a public officer is promoted to the next grade. **(10 marks)**