

KENYA SCHOOL OF GOVERNMENT

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS

APRIL 2021

PAPER CODE: 702

SUPPLY SERVICES

DATE: THURSDAY, 29 APRIL, 2021

TIME: 2.00 P.M. – 4.00 P.M.

INSTRUCTION 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 each carrying 20 marks. Answer three (3) questions.
4. Answer all the questions in the answer booklet provided.

SECTION A: 40 MARKS

ANSWER ALL QUESTIONS IN THIS SECTION

1. State **four** roles that the storage section plays in the supply management department in a Government Agency. **(4 marks)**
2. State **three** features of the flow through stores layout of a warehouse. **(3 marks)**
3. Outline **three** types of information that should be provided to facilitate disposal process of unwanted goods in a public organization. **(3 marks)**
4. List **four** indicators of security lapses in warehousing operations. **(4 marks)**
5. State **three** disadvantages to an organization of using spot purchase method in its procurement operations. **(3 marks)**
6. State **four** circumstances that favour the use of a stock yard for storage of goods. **(4 marks)**
7. State **four** duties of a stores clerk in the process of disposing off unwanted goods in a Government Ministry. **(4 marks)**
8. List **three** reasons that make it necessary to record incoming goods in a Goods Inwards Register (GIR). **(3 marks)**
9. State **four** activities that are carried out in the issuing section of a warehouse. **(4 marks)**
10. State **two** disadvantages to a Government department of failing to set stock levels in its supply operations. **(2 marks)**
11. State **four** types of information that is contained in a purchase order. **(4 marks)**
12. State **two** ways in which delivery crew may pose safety risk to goods held in a warehouse. **(2 marks)**

SECTION B: 60 MARKS

ANSWER ANY 3 QUESTIONS FOR THIS SECTION

13. (a) Explain **four** reasons that make it necessary for a State Department to dispose off unwanted goods in a procedural manner. **(8 marks)**
- (b) Explain **six** factors that may lead to an increase of security risk for goods held in a stock yard. **(12 marks)**
14. (a) A certain Government Authority has been operating without a separate supply Department. Outline **five** disadvantages to the Authority of this arrangement. **(10 marks)**
- (b) Highlight **five** challenges that a stores clerk may face while working in a storehouse having a poor layout. **(10 marks)**
15. (a) Jango Government Authority has in the recent past noticed increased variety of goods in its operations. Highlight **four** causes that may have led to this situation. **(8 marks)**
- (b) A rejection report is one of the documents prepared during goods receipt process. Outline **six** types of information contained in this document. **(12 marks)**
16. (a) Highlight **five** ethical issues that a purchasing clerk should avoid while carrying their duties in an organization. **(10 marks)**
- (b) Explain **five** reasons that may influence a user department to return goods issued to it to the storehouse. **(10 marks)**